Special Meeting of the Board of Education
Board Room, Administration Building, 900 W Choctaw Ave, Chickasha, Oklahoma 73018
Monday, September 14, 2020 at 6:00 PM

If participation at any Board of Education meeting is not possible due to a disability, notification to the Board Clerk at least 24 hours prior to scheduled meeting is encouraged to make the necessary accommodations. The Board of Education may discuss, make motions, vote to approve, vote to disapprove, vote to revise or amend, vote to table, or decide not to discuss any item on the agenda. Except for items one through three, any agenda item may be considered and acted on in any order.

Those attending: Zack McGill - Board President, Robyn Morse - Vice President, Cara Gerdes - Board Member, Christy Clift - Board Member, Laurie Allen - Board Member, Rick Croslin - Superintendent, Jennifer Stegman - Assistant Superintendent, Rochelle Bowens - Board Clerk, Kelly Hair- Minutes Clerk

The following procedures must be administered to everyone attending the board meeting.

Masks Required

Temperature will be taken (if temperature is over or equal to 100.4 you will not be able to attend the meeting)

Screening questions will be asked:

Have you had a cough, chills or repeated shaking with chills today?

Have you experienced a recent loss of taste or smell?

Have you been in known close contact with a person that has a confirmed COVID-19 diagnosis in the last 14 days?

If you answer yes to any of the above questions you will not be able to attend the board meeting. You can watch the board meeting live by going to Chickasha Public School website and clicking on the link provided **https://www.youtube.com/channel/UCBKlST0nRRawummdv0cpTHA**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment

This is an open, public meeting held in accordance with the Open Meeting Laws of the State of Oklahoma. The purpose of this meeting is to conduct the business of the Chickasha Public Schools. As elected representatives of the voters and patrons of the District, the members of the Board of Education will be making decisions concerning the operation of the District. The agenda for meetings includes, at the Board's discretion, an opportunity for the public to address any item appearing on the agenda or other items of concern. Members of the public wishing to speak must sign in with the Clerk of the Board prior to the convening of the Board meeting. The Board reserves the right to limit repetitive comments, comments unrelated to the business of the Board or the total amount of time dedicated to public comment in a single evening. Board members will not respond to questions or comments during public communications.

5. Recognition of Chicken Express Employees for the month September:
   Certified: Jan Bond - Bill Wallace Early Childhood Center
   Support: Lacee Broyles - Bill Wallace Early Childhood Center
   President
6. Discussion and vote to approve or not approve deletion of all current policies and adoption of Policies AA through EP
   Rick Croslin
7. Discussion and vote to approve or not approve Policy EQ - Extracurricular Cooperative Agreement with Surrounding Districts.
   Rick Croslin
8. Discussion and vote to approve or not approve Memorandum of Understanding with CASE and Chickasha Public School District regarding review of step raise in December 2020
   Rick Croslin
9. Discussion and vote to approve or not approve Master Contract between the Chickasha United Teaching Association and the Chickasha Board of Education 2020-2021
   Rick Croslin
10. Discussion and vote to approve or not approve Gifted and Talented Committee
    Pam Ladyman
11. Discussion and vote to approve or not approve CPS McKinney-Vento Handbook
    Pam Ladyman
12. Discussion and vote to approve or not approve Memorandum of Understanding Red Rock Behavioral Health Services and Chickasha Public Schools
    Pam Ladyman
13. Discussion and vote to approve or not approve Adjunct status for Amy Wilkerson
    Seth Meier
14. Discussion and vote to approve or not approve Deregulation of Library Services: Chickasha High School
    Seth Meier
15. Discussion and vote to approve or not approve Deregulation of Library Services: Lincoln Elementary
    Seth Meier
16. Discussion and vote to approve or not approve 2020-2021 Estimate of Needs
    Jennifer Stegman
17. Consent Agenda

The following items, which concern matters 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 of these items. The Consent Agenda consists of the discussion, consideration and approval of the following items:

a. Minutes of the August 10,2020 regular meeting
b. Minutes of the August 13,2020 special meeting
c. Finance Report; 2020-2021
    1. General Fund Nos 124-202
    2. Building Fund Nos 24-41
    3. 2010 Bond #31 None
    4. 2008 Bond #38 None
    5. Sinking Fund #41 None
    6. Gifts #81 None
    7. BJ Clack Nos. 1-6
    8. Athletic Fund Nos. 25-85
    9. Activity Fund Nos. 16-56
    10. Federal Program Report None
d. Annual renewal of the OSDE Contract for the Bill Wallace Early Childhood Center OK Transform Grant
e. Annual renewal of the OSDE Contract for the Chickasha Middle School OK Transform Grant
f. Renewal of Bloodborne Pathogens Exposure Control Plan
g. 2020-2021 Instructional Calendar with the Addition of First Day of Virtual School
h. Application for Sanctioning Pom Middle School
i. Application for Sanctioning Wrestling
j. Application for Sanctioning Cheer Middle School
k. Application for Sanctioning Grand PTO
l. Application for Sanctioning Chickasha Band Parent Association
m. Application for Sanctioning Lincoln PTO
n. Application for Sanctioning - Chickasha Archery
o. Application for Sanctioning - Bill Wallace PTO
p. Purpose of Account - Bill Wallace Office
q. Purpose of Account - Bill Wallace Media Center
r. Purpose of Account - Bill Wallace Daycare
s. Fundraising Approval Request - CMS Media Center
t. Fundraising Approval Request - Grand PTO 2020-2021

18. Proposed Executive Session to Discuss:
    a. Employment, hiring, appointment, promotion, demotion, disciplining, or resignation of individual salaried public officers or employees. Executive Session Authority: Okla. Stat. Tit. 25, 307(B)(1). The Board will discuss: those persons listed on Exhibit A
19. Motion and vote to convene or not convene into executive session.
20. Acknowledge return to open session and executive session compliance statement
21. Motion and vote to approve or not approve the hiring of individuals listed on Exhibit A
22. Motion and vote to approve or not approve the transfer/reassignment/workday adjustment of individuals listed on Exhibit A

23. Motion and vote to approve or not approve the resignations of individuals listed on Exhibit A
24. Motion and vote to approve or not approve the retirement of individuals listed on Exhibit A
25. New Business
    This item is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda
    [Okla. Stat. Tit. 25, Section 311 (A)(9)].
26. Superintendent's Report
27. Motion to Adjourn

This agenda was posted at 4:00 p.m. on the 11th day of September, 2020, on the east and west doors of the Administration Building, Chickasha Public Schools, 900 W. Choctaw, Chickasha, Ok, and emailed to the concerned public. Notice of the meeting was given to the Grady County Clerk at 4:00 p.m. on the 9th day of September, 2020

Rochelle Bowens
Board Clerk

LEGAL STATUS AND NAME

Chickasha Public School District ("District") is an independent school district incorporated according to the laws of the State of Oklahoma. District is a body corporate and possesses the powers of a corporation for public purposes. District may sue and be sued, may be capable of contracting and being contracted with, and holding such real estate and personal property as it may come into possession of and as authorized by law.

District's legal name is Independent School District No. I-001 of Grady County, Oklahoma. District is commonly referred to as Chickasha Public Schools.

NONDISCRIMINATION

District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights. The following people have been designated to handle inquiries regarding the non-discrimination policies: The Superintendent should be contacted for all student and non-student and/or employment related issues at (405) 222-6500 or at 900 West Choctaw Avenue, Chickasha, OK 73018. The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at (405) 222-6500 or at 900 West Choctaw Avenue, Chickasha, OK 73018. Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights
U.S. Department of Health and Human Services
601 East 12th Street – Room 353
Kansas City, MO 64106
Customer Response center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

Adopted:
Revised:

EDUCATIONAL MISSION AND PHILOSOPHY AND OPERATIONAL GOALS

Mission and Educational Philosophy: District believes that education should be a positive force in the development and maintenance of a free society. District further believes that it is the joint responsibility of school and community to provide guidance, opportunity, and the facilities necessary to meet the needs of all students. District believes each student must develop his or her intellectual, physical, social, and aesthetic capabilities in order to become a well-adjusted, useful citizen capable of practicing democratic principles in a changing world.

Board Operational Goals: Educational goals and objectives must be established at all grade levels in the school system, from kindergarten through the senior high.

BOARD OF EDUCATION

Membership: The Board is the governing body of District and shall consist of five (5) members elected by the school district electors or appointed as provided by law. Each member shall be elected from and reside in District and from the election district from which elected or appointed. Members shall serve a term of five (5) years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Any vacancy occurring other than by expiration of term shall be filled by appointment by the Board or, if such appointment is not made, by a special election called as provided by law. Eligibility to be a candidate for a position on the Board shall be determined by law. After election or appointment and prior to beginning their term, members of the Board shall take such oaths of office as are required by law.

Conflicts of Interest: No person shall be elected or appointed to serve on the Board if he or she is related to any other member of the Board or any employee of District in the degree prohibited by law; state law allows for an exception for a substitute teacher and the degree of relation allowed to a Board member. The Board shall not make any contract with any of its members or with any company, individual, or business concern in which any of its members shall be directly or indirectly interested, except as provided by law.

Powers and Duties of Board: The Board shall have all powers and duties expressly set forth in the laws of the State of Oklahoma, those powers implied by law, and those powers necessary to carry out the duties imposed on it. The Board shall be responsible for the development of policy as guidelines for the administration of District and shall be responsible for the adoption of a budget appropriate for District's goals.

Authority of Board: All of the powers of the Board lie in its action as a group; therefore, individual Board members exercise their authority over District affairs only as they vote to take action at a legal meeting of the Board. No individual member of the Board, including the President, shall have the power and/or the authority to act individually on behalf of the District or to bind the District unless the Board, pursuant to a vote, has delegated such authority to the individual Board member. The District's employees and the public at large shall take notice that the District can only be bound by Board action or through authority specifically delegated by the Board.

Board Committees: The Board functions at regular and special meetings of the Board as a committee of the whole. In addition, the Board President may appoint standing committees who shall advise the rest of the Board. Committees shall meet from time to time to consider matters in more specific detail and understanding than can normally be considered during the proceedings of a Board meeting.

Election and Duties of Officers:

A. Election of President and Vice President: At the first regular, special, or emergency meeting following the annual school election and certification of election of new members, the Board shall elect from its membership a president and a vice president, each of whom shall serve for a term of one (1) year or until a successor is elected and qualified.

B. Election of Board Clerk: The Board may also elect from its members a Board Clerk and, in its discretion, a Deputy Board Clerk. The Board Clerk and the Deputy Board Clerk, if elected, shall hold office during the pleasure of the Board. If the Board elects a Board Clerk who is not a member of the Board, the Board Clerk may also be employed as the Encumbrance Clerk and/or the Minute Clerk. No superintendent, principal, treasurer, assistant treasurer, instructor, or teacher employed by the Board may be elected to serve as Board Clerk, Deputy Board Clerk, Encumbrance Clerk, or Minute Clerk. The Deputy Board Clerk may perform any duties and exercise any of the powers of the Board Clerk.

C. Duties of the Officers: The duties of these officers of the Board are as follows:

1. President: It shall be the duty of the President to preside over all meetings of the Board, to sign all warrants ordered drawn by the Board upon the school treasury for disbursement of school funds, to make appointments to committees as is necessary, serve as spokesman for the Board, and to perform such other duties delegated by the Board or as required by law.

2. Vice President: It shall be the duty of the Vice President to perform the duties of the President in case of the absence or disability of the President.

3. Clerk: It shall be the duty of the Board Clerk to countersign all warrants drawn upon the treasury by the Board, to attest in writing all deeds, contracts, reports, and other instruments which are to be executed by the Board, and to perform such other duties as the Board may require.

Education for Board Members: All Board Members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise. As required by law, Board members shall complete the necessary hours of instruction on education issues. If a Board member fails to complete the required hours of education within the time allowed, the Board shall declare the position vacant and fill the vacancy according to law. In addition, the failure to comply with the continuing education requirements of the law shall result in the Board member being ineligible for reelection or reappointment.

Board Vacancies: District's Board shall determine if and when a vacancy occurs on the Board. Such vacancy shall be filled by appointment within 60 days, and the appointee shall serve until the next regular election. If no one is appointed, a special election shall be held and the elected member shall fill the unexpired term. Each Board Member is expected to attend all Board meetings.

Code of Ethics and Conduct: The Board will be guided by the following Code of Ethics and Conduct which shall be reviewed and acknowledged by each member each fiscal year:

As a member of the Board I will:

1. Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district, and ensuring that they have the opportunity to reach their highest potential;

2. Strive to improve boardsmanship by studying educational issues and participating in Board training opportunities;

3. Respect and obey the laws of the State of Oklahoma and the United States, working to bring about desired changes through policies adopted by the Board and through legal and ethical procedures;

4. Formulate legislative goals, policies, and strategic plans for the District, delegating to administrators the administrative functions of the District;

5. Recognize that I, as an individual Board member, have no legal authority outside the meeting of the Board and will take no private action that will compromise the Board or administration;

6. Refrain from local Board actions that would substantially interfere with or injure the program of education elsewhere;

7. Make every effort to be prepared, punctual, and in attendance at every Board meeting;

8. Respect the confidentiality of privileged information and refrain from disclosing information that may be injurious to individuals or the school(s);

9. Encourage the free expression of opinion by all Board members and staff, seeking systematic communications between board members and the public inside and outside the District;

10. Be committed to promoting a cooperative atmosphere in order for the Board to effectively serve the students;

11. Recognize and reward excellence in student achievement, teacher performance, and administrative leadership; and

12. Refrain from using my Board position for personal or partisan gain.

Adopted:
Revised:

CHICKASHA PUBLIC SCHOOLS: DISTRICT REGULATION AD-R

OATH OF OFFICE

Each member of District's Board of Education and the treasurer and assistant treasurer shall take and subscribe the following oath: I,_____(name of officer), hereby declare under oath that I will faithfully perform the duties of_____ (name of position) on the Chickasha Board of Education, District No. I-001, to the best of my ability and that I will faithfully discharge all the duties pertaining to said office and obey the Constitution and laws of the United States of America and Oklahoma.

Adopted:

Revised:

DISTRICT OFFICIALS AND PROFESSIONAL SERVICE PROVIDERS

Superintendent: The Superintendent shall be the chief executive officer of the Board and shall be the administrative head of District. The Superintendent shall be responsible for all aspects of school operation and for such duties and powers pertaining thereto as the Board may direct or delegate. The Superintendent may delegate responsibility and the authority necessary to discharge such responsibility to other District officials and shall develop such procedures, regulations, and handbooks as deemed necessary to ensure efficient operation of the schools.

The Board will extend to the Superintendent full responsibility for implementation of Board policy decisions. The Superintendent will keep the Board informed about school operations and will notify Board members as promptly as possible of any happening of an emergency nature which occurs in District.

The Superintendent shall provide a surety bond in the sum of not less than One Hundred Thousand Dollars ($100,000.00) or an amount otherwise set by law or set by the State Board of Education, and District may pay the premium for such bond.

Encumbrance Clerk and Minute Clerk: As required by law, the Board shall appoint and employ an Encumbrance Clerk and a Minute Clerk or may employ one (1) person to perform both functions. The Board may not employ a board member, a superintendent, a principal, an instructor, or a teacher as either the Encumbrance Clerk or the Minute Clerk. The Encumbrance Clerk shall keep the books and the documents of District and shall perform such other duties as the Board may require. The Minute Clerk shall keep an accurate account of all proceedings of the Board, notify all members of meetings of the Board, assume responsibility for District records, and perform such other duties as the Board may require. The Board may also employ a Deputy Minute Clerk. The Encumbrance Clerk, the Minute Clerk, and the Deputy Minute Clerk, if any, shall each provide a bond of not less than One Thousand Dollars ($1,000.00) with sureties approved by the Board which bonds are conditioned upon the faithful performance of their duties. If the functions of Minute Clerk and Encumbrance Clerk are performed by the same person, only one (1) bond shall be required. The District may pay the premium for such bond(s).

Treasurer: The Board may appoint and employ a Treasurer and/or an Assistant Treasurer to serve at the discretion of the Board. The Treasurer and/or Assistant Treasurer shall be responsible for the funds of District and shall not pay out any District funds except upon District warrants issued by the Board and signed by the President and Board Clerk. The Treasurer and/or Assistant Treasurer shall submit monthly written reports regarding the finances of District to the Board at its monthly meeting. The Treasurer and/or Assistant Treasurer shall provide a surety bond in the sum not less than One Hundred Thousand Dollars ($100,000.00) or an amount otherwise set by law of set by the State Board of Education, and District may pay the premium for such bond.

Clerk of the Board:

1. It shall be the duty of the Clerk of the Board to attend all Regular and Special Meetings of the Board and to countersign all warrants for District monies drawn upon the Treasurer by the Board; and perform other such duties as the Board may direct.
2. The Clerk shall, prior to meetings, inspect and review all warrants to be approved by the Board. Such review with the business manager shall include requisitions, requests for purchase orders, and all documentation relating to statutory payment.
3. The Clerk shall, in addition to performing other duties specifically imposed upon him by the District code, cooperate with the Superintendent, the Board Treasurer, the Minutes Clerk, and the Encumbrance Clerk in the management of the business affairs of the District, and in all areas of business policy and administrative practices.
4. The Clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board of Education.
5. The Clerk shall furnish whenever requested, any and all reports concerning the District affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
6. The Clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the Board of such District for a period of longer than five (5) years.
7. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the District's technology department for including the filings on the District's website.

Independent Auditor: The Board shall engage an independent auditor to conduct an annual audit as required by law and may utilize the services of such auditor to assist the Board in preparing District's budgets and such other financial reports as may be required or requested. Such auditor shall be qualified as provided by law.

Legal Counsel: The Board may engage legal counsel to provide professional services to District in such manner as the Board, the Superintendent, and/or other designated administrators may direct.

Architects and Engineers: The Board may engage architects and engineers to provide professional services when required by law and/or when deemed necessary.

Consultants: Upon its own volition or upon the recommendation of the Superintendent, the Board may engage such consultants as deemed necessary and appropriate for the operation of District and as allowed by law.

Adopted:
Revised:

BOARD MEETINGS

Meetings: Meetings of the board shall be held in an orderly, professional manner.

Regular Meetings: Regular meetings of the Board shall be held on the second Monday of each month at 6:00 P.M. in the board room.

Special Meetings: A special meeting may be called by the Superintendent or by the Board President as authorized by law. Business transacted at any special meeting shall be limited to that permitted by law.

Emergency Meetings: Emergency meetings of the Board may be called by the Superintendent or by the Board President as permitted by law.

Notice of Meetings: Notice of all meetings shall be given as required by law.

Agenda: As executive officer of the Board, the Superintendent, in consultation with the President, and appropriate members of the staff, is responsible for the preparation of the agenda for Board meetings. The agenda shall be posted forview as required by law. Items requested by Board members for inclusion on the agenda will be placed on the appropriate agenda unless the Board President removes the item from consideration. All matters to be discussed at a meeting must be listed on the agenda for the meeting, including proposals for executive session.

The finalized, approved agenda for all meetings shall be prepared by the Superintendent in accordance with the law and distributed to each Board member with any supporting material prior to any regular Board meeting. In addition, a copy of the agenda and any information which is not confidential shall be made available electronically for any employee bargaining unit representatives.

Information on Website: District shall make information regarding its meetings and agendas available on its Website as required by law.

Quorum and Voting: A majority of the members of the Board shall constitute a quorum for the transaction of business. If a quorum is not present when the meeting is called to order, the only action that the members may take is to continue the meeting to another date and/or time. Each member shall have one (1) vote, and all votes shall be publicly cast and recorded. All motions shall be carried by a majority of the members present or as otherwise required by law. An abstention from voting by a member present at a meeting shall be deemed a “no” vote for purposes of determining a majority vote.

Minutes: The Minutes Clerk shall keep, or cause to be kept, complete records of meetings of the Board. These minutes shall include:

1. Those members present and absent and all matters considered by the Board;

2. In the case of an emergency meeting, the nature of the emergency and the proceedings occurring in such meeting, including the reasons for declaring an emergency meeting;

3. A record of all actions taken by the Board, with the vote of each member recorded;

4. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;

5. A record of the disposition of all matters which the Board considered but on which the Board did not take action.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Minute Clerk. The Minute Clerk shall make them available to interested persons upon request according to District's Open Records Policy.

Executive Sessions: Executive sessions, which are closed to the public, may be held as prescribed by law. The fact that an executive session was held and the purpose for which it was held shall be recorded in the minutes; however, the discussions held in executive session shall be confidential and shall not be made public. The Superintendent shall attend all executive sessions, unless the Board President shall determine otherwise. The Board President may also invite other persons to attend an executive session or a portion of an executive session. No official action may be taken while the Board is in executive session.

Electronic Recording: All meetings of the Board may be electronically recorded in order to assist the Minute Clerk in preparing the official minutes of a Board meeting. Any recordings of Board meetings shall be retained until the Board has approved the minutes. Recordings of Board meetings may be requested according to District's Open Records policy.

Public Decorum at Board Meetings: In order that Board meetings operate smoothly and without disruption, the following guidelines shall be followed:

1. Members of the audience shall not interrupt any person who has been recognized as having the floor by the Board President;

2. Members of the audience or persons attending Board meetings shall not display or place any banners or signs in the room where the Board meeting is to be held.

3. Persons who cause a disruption or disturbance of a Board meeting shall be warned once by the Board President that such disruption or disturbance may result in eviction from the Board meeting. If the person continues such disruption or disturbance, the Board President may contact the appropriate law enforcement agency and request that the person be removed from the Board meeting. In addition, the person may be charged with any possible criminal violations for the disruption or disturbance if District decides to pursue such charges.

Public Participation at Board Meetings: The purpose of a Board meeting is for the Board to conduct District's business and to deliberate and act upon matters before the Board, unless the Board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public hearing is being held. Members of the public shall not be recognized while the Board is conducting its official business.

Public participation time will be available at all regular meetings. Prior to the start of the Board meeting, persons may complete the required form and request to address the Board during the Public Comment section of the agenda. If the request to address the Board is approved, each person or group addressing the Board shall be allowed three (3) minutes to address the Board on matters/items which are listed on the agenda. Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group. The Board President will recognize speakers, maintain proper order, and comply with time limits.

Persons addressing the Board shall not be permitted to engage in defamatory conduct and shall not engage in disruptive behavior. The Board will not tolerate personal attacks on members of the Board, the administrative staff, or any employee.

Board members and District's administrative staff are not required to respond to questions or comments from the public since doing so could be in violation of the Oklahoma Open Meeting Act. The Board will not take any action on an item addressed by the public unless such item is properly on the agenda as an action item or is properly considered new business as defined by law.

Adopted:
Revised:

DISTRICT POLICIES

Policy Development: The Board shall determine policies for the general operation of the District. The Superintendent shall be responsible for the implementation of these policies and for developing and implementing regulations. The Board shall update, amend, delete, and add policies as necessary to comply with changes in the law and to meet the needs of District and its students. Suggestions and proposals for policy development should be communicated to the Superintendent.

Policy Adoption: Proposed policies shall be in writing and distributed to the Board. The Board may review, discuss, and/or take action on proposed policies at any meeting. All policy proposals shall be properly titled and shall be coded in accordance with the codification system used in the policy manual. Any policies which are adopted shall be attached to and made a part of the minutes of the meeting at which they are adopted. Upon adoption, policies and amendments to policies shall be effective immediately unless a specific effective date is provided. When circumstances require, the Board may waive the above procedures for adoption and may take immediate action to adopt, delete, or revise any policy.

Administrative Regulations and Handbooks: The Superintendent may develop, implement, and maintain necessary Administrative Regulations, Employee Handbooks, and/or Student Handbooks. Prior to implementing an Administrative Regulation or Handbook, the Superintendent shall distribute copies to the Board. By following District policy regarding items on an agenda, an item may be placed on an agenda for the Board to review an Administrative Regulation or Handbook and possibly to direct the Superintendent, by majority vote, to amend or to withdraw such Administrative Regulation or Handbook.

Policy and Regulation Review and Dissemination: The Superintendent shall establish and maintain a procedure for preserving and making accessible all policies and administrative regulations. All policy and regulation manuals distributed shall remain the property of the District and shall be subject to recall for updating or for any other reason. District's policies and regulations shall be considered public records and shall be open for inspection at the District's administration building. The Superintendent shall periodically review all policies and regulations, shall make proposals for amendments, additions, and deletions of policies as necessary, and shall amend, add, or delete administrative regulations as necessary. The Superintendent may develop and disseminate employee and student handbooks setting forth appropriate policies and administrative regulations to the extent that they are deemed necessary and shall provide copies of all handbooks to the Board.

Administration in Absence of Policy or Regulation: When there is no policy, regulation, or Board guidance regarding a matter, the Superintendent shall have the discretion to act appropriately in accordance with law, established educational practices, and in the best interests of District.

Suspension of Policy: The Board may suspend the operation of any policy or section of policy that is not required by law or contract upon a vote of a majority of the Board members.

Adopted:
Revised:

COMMUNICATIONS WITH BOARD

Presenting Concerns To Board: Unless otherwise provided in an applicable complaint or grievance procedure, any person who has a complaint regarding District shall present the complaint to the Superintendent in writing. If a Board member receives a complaint from a person, the complaint should be forwarded to the Superintendent in order for the Superintendent to review and evaluate the complaint. The Superintendent shall review the complaint and determine if the complaint shall be presented to the Board. If the complaint is to be presented to the Board, the Superintendent shall notify the person bringing the complaint of the date, time, and place of the meeting at which the complaint is to be discussed and shall prepare an appropriate agenda item for such discussion and any possible action. Employee and/or student complaints should follow applicable complaint and/or grievance procedures. (See, *i.e.*, Policy BH - Sexual Harassment; Policy BI - Civil Rights; Policy DF - Employee Grievances, Policy EK - Suspension Appeal).

Board-Staff Communications: Except as provided in any grievance procedure, or otherwise provided in Board policy or Administrative Regulation, all communications and/or reports to the Board from employees shall be submitted to the Board through the Superintendent.

District employees are also encouraged to attend Board meetings but shall not be afforded the opportunity to address the Board at Board meetings on matters of a personal nature relating to their employment, unless such right is otherwise granted by law, District policy, or Administrative Regulation.

Resolving School Related Conflicts: District believes that it operates most efficiently when individual situations are resolved at the lowest level of administration possible. Therefore, the Board requests that problems which parents or students have with an individual teacher or classroom situation be taken to the teacher for resolution first. If that is unsuccessful the parent or guardian of the student should contact the school principal. If there is no resolution, the problem should be taken to the Superintendent. If no resolution can be reached, the parent or guardian may request to be heard by the Board at a board meeting.

Adopted:
Revised:

DISTRICT ADMINISTRATION

Purpose: The general purpose of the District's administration shall be to manage the District's various departments, units, and programs, to provide professional advice and counsel to the Board, and to implement the District's mission and philosophy.

Authority: The Superintendent and other administrators shall have the responsibility and the authority necessary to fulfill their respective administrative assignments, in accordance with law.

Organizational Plan: The Superintendent shall develop and maintain lines of authority within the District's staff for purposes of communication, delegation, and accountability. The Superintendent shall develop and maintain an organizational chart which shall delineate lines of authority within the District.

District Insurance: The Superintendent shall annually review or cause to be reviewed the District's insurance coverage and shall recommend to the Board appropriate insurance coverage for the District. As authorized by law and deemed necessary, the District shall purchase and maintain appropriate insurance coverage for District property and other possible losses to the extent practicable.

Fund Raising in District: District may conduct District-wide fund raising for charities and non-profit entities when such fund raisers, the handling of funds raised, and other related matters are approved by the Board. No online fundraisers may be posted without the prior permission of the Administration and all technology utilized shall be pre-approved by the Director of Information Technology ("IT").

Any funds raised for the District through Grants or Go Fund Me campaigns must be approved by the Administration prior to their initiation. Any items purchased will become District property and will remain at the same site unless the Administration approves a change in location.

Open Records: District shall comply with the Oklahoma Open Records Act regarding its records. Requests to inspect or to copy student records shall conform with District policy and Administrative Regulations governing student records and applicable state and federal laws. In order to inspect or to copy District records, a completed Public Record Access Request form must be submitted to the Superintendent or the Superintendent's designee. Fees for searching and for copying may be assessed as follows:

1. Searching - $25.00 per hour
2. Copying - $.25 per page

Payment shall be made in advance. Upon receipt of a completed Public Record Access Request form and the fees to be charged, the District shall provide the information within a reasonable time of receipt of the request and/or the payment of the required fees.

Adopted:
Revised:

DISTRICT PROPERTY, FACILITIES, AND EQUIPMENT

Management: The care, custody, and safekeeping of all District property, buildings, and grounds shall be the general responsibility of the Superintendent along with custodial staff. Each employee of District shall utilize reasonable means to preserve and maintain District's buildings, facilities, grounds, furniture, and equipment in good condition and to protect such items from loss. Employees should use reasonable measures to conserve energy and reduce operating costs. Each teacher shall be responsible for accounting for equipment used by the teacher.

Facilities Planning: The Board shall develop and implement facility plans for District that will meet the present and future educational requirements of District. Construction of new buildings and renovation of existing buildings shall be in accordance with the facility plans established by the Board. The Superintendent shall be responsible for reviewing, analyzing, and recommending present and future facility needs to the Board.

Use of Facilities and/or Equipment: The primary use of District facilities and/or equipment shall be for District's educational and extra-curricular programs. However, the community is encouraged to use District facilities and/or equipment when appropriate. Upon approval by the Superintendent, district facilities and/or equipment shall be available for use by the community when such use does not conflict with District's educational and extra-curricular programs. Those persons or groups using District facilities and/or equipment shall assume all responsibility for any injuries occurring or arising out of the use of District's facilities and/or equipment and/or any damages done to District's facilities and/or equipment. District may establish and collect rentals, fees, and charges for the occupancy or use of District's facilities and/or equipment and may require the payment of appropriate deposits prior to allowing the use of District's facilities and/or equipment. Any usage of District facilities and/or equipment for any purpose other than District's educational and extra-curricular programs must have prior approval of the Superintendent.

At least one (1) week prior to use of the facility, unless special approval is obtained from the Superintendent (See BB-F), the master calendar in the Superintendent's office shall indicate all dates and times facilities are reserved. Dates and facilities needed for all major school activities will be placed on the master calendar at the beginning of the semester. District reserves the right to reschedule any event or facility should a priority need arise.

No equipment owned by District may be removed from District property except as may be necessary and/or appropriate in order for an employee to perform the employee's position or as authorized by the Superintendent. Such removal shall be approved in writing by the Superintendent. Any money or funds generated by the use of District's facilities and/or equipment shall be the property of the District and shall be deposited to the credit of the appropriate District account. Checks shall be payable to "Chickasha Public Schools".

Employees are responsible for the maintenance of all equipment and tools assigned to their program and shall establish a system for accomplishing routine preventative maintenance of such equipment. Equipment shall not be loaned or used by non-District personnel except as may be approved in writing by the Superintendent. If any District-owned equipment is borrowed by persons who are not employees of District, the borrower assumes all risk of operation. Depending on the type of equipment sought to be used, the Superintendent may require the borrower to utilize and pay for a District-approved operator. The Superintendent may establish an appropriate fee for the use of District-owned equipment.

Disposal of Surplus District Property: When the Board determines that any real or personal property of District is no longer needed for District purposes, it may direct the disposal of such property by sale, exchange, lease, lease-purchase, sale and partial lease-back, or as otherwise allowed by law. Real property shall be disposed of by utilizing the procedures provided for by law. In the disposing of surplus District property, District shall utilize procedures to maximize, to the extent practicable, the price received for such surplus property.

Tobacco Free Environment: The Board recognizes that tobacco smoking has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility used to provide educational services to children.

Therefore, smoking, chewing, or any other use of tobacco, tobacco products or vapor product, or vapor products by staff, students, and members of the public is prohibited on, in or upon any school property, school vehicles, or at any school-sponsored or sanctioned event or activity. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, 7 days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using District's facilities, including the stadium and sports complex.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in the District including but not limited to the following:

    a. All portions of any building or other structure used for instruction, administration, support services, maintenance or storage as well as grounds and parking areas.

    b. All vehicles used by District for transporting students, staff, visitors, or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking. For purposes of this policy, a vapor or electronic cigarette is considered a cigarette whether or not it contains tobacco.

3. "Vapor product" shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device.

Signs will be posted in prominent places on District property stating that smoking and the use of tobacco is prohibited. Smoking or other use of tobacco products by District employees or students while in or on school properties or while participating in a District-sponsored event is specifically prohibited. If students are found to be in possession of cigarettes or other tobacco products, the products will be confiscated and the students will be disciplined. Employees are warned that violation of this policy may result in disciplinary action. Patrons who violate this policy will be asked to leave District property.

Alcoholic Beverages: The use, consumption, or possession of alcoholic beverages, including low-point beer, on District property or in District facilities is prohibited unless specifically authorized by the Board. Employees or students who violate this policy shall be subject to disciplinary action.

District Vehicles: Unless specifically authorized by the Board, District vehicles are to be used for District business and shall not be used for personal business, except for de minimus personal use, other than commuting to and from the employee's residence and school site. Commuting usage applies only in a professional capacity and all other personal use is strictly prohibited by employees and any other party related to an employee. Any personal use that is more than de minimus will be taxable income to the employee. Employees should keep a log of travel showing personal and business use of District vehicles and turn it in monthly to the administration office.

All District-owned vehicles are to be parked and left at the school site or a designated location at the end of the day unless being used for District-business or unless the Board authorizes otherwise. District employees who drive a District-owned vehicle shall possess and maintain at all times a valid Oklahoma driver's license appropriate for the vehicle driven. District employees who drive a personal vehicle to conduct District business shall be reimbursed mileage according to District policy and procedure.

Gifts to the District: District shall only accept gifts of land or buildings when approved in advance by the Board. The Superintendent has the authority to accept or reject all other gifts according to the best interests of District.

Gifts/Gratuities to Individuals: Students, parents, and patrons of the District shall be discouraged from the routine presentation of gifts to District employees and Board members. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. In most cases, the Board shall consider as always welcome and more

appropriate than gifts the writing of letters to staff members expressing gratitude or appreciation. This policy is not intended to discourage acts of generosity in unusual situations. Simple remembrances expressing affection or gratitude shall not be regarded as a violation of this policy. All gifts or donations not of a personal nature, such as books, magazines, materials, or equipment, become the property of the District and cannot be removed.

Staff members shall not ask for, accept, or agree to offer to accept any gratuity or reward from any agent/agency in consideration of any influence that the staff member may have on any operation of District. Gifts from agents/agencies related to E-Rate Services must be worth $20 or less, and all gifts from each E-Rate Service agent/agency must not exceed $50 per employee per year. Gifts of value which exceed $10 may be received only on behalf of an entire school building, and must be located where it can be utilized by the entire staff of that school building.

Reproduction of Copyrighted Material: The unauthorized reproduction of copyrighted material is illegal, and violations of applicable copyright laws could result in civil and/or criminal suits. The Superintendent shall develop and implement regulations regarding the reproduction of copyrighted materials. Any District personnel reproducing copyrighted material shall be certain that the reproduction is in accordance with the applicable law and District's policies and regulations. Proper certification of compliance with copyright laws shall be required in order to process requests for reproduction.

NOTICE: THE DISTRICT COMPLIES WITH THE COPYRIGHT LAWS OF THE UNITED STATES WHICH GOVERN THE MAKING OF COPIES OF COPYRIGHTED MATERIAL.

Inventory: The Superintendent shall be responsible for maintaining an accurate inventory of all District equipment, vehicles, and fixed assets. All equipment purchased with federal funds shall be labeled in accordance with applicable law and regulations.

Recycling and Procurement of Recycled Materials: District shall pursue procurement practices that encourage solid waste reduction and the profitable disposal of recyclable materials. Whenever possible, District shall purchase products containing recycled materials. District shall comply with the procurement and reporting requirements of the Oklahoma State Recycling and Recycled Materials Procurement Act and shall designate a recycling coordinator.

Adopted:
Revised:

CHICKASHA PUBLIC SCHOOLS: DISTRICT FORM BB-F

FACILITIES USE AGREEMENT

Renting Organization _____

Contact Person _____ Contact Telephone _____

Contact Mailing Address _____

Event _____ Est. Attendance _____

Date/s to be used _____ Time of use _____ to _____

Facility to be used _____

Renting Organization has been provided and has read and hereby agrees to the terms and conditions of the rental set forth in District Policy BB and District Regulation BB-R and BB-R1. Renting Organization hereby releases District from any liability and/or damages and assume the responsibility and liability for any property damage or bodily injury which may occur as a result of the activities during the rental or usage of the listed District property. Renting Organization further agrees to indemnify District for any costs it may incur as a result of any damage or injury sustained as a result of the rental or usage, including the costs of any attorney fees expended in defense of any claim or lawsuit. Renting Organization understands that if the group/organization has insurance, it may be required to provide proof of insurance and/or to name District as an additional insured. Renting Organization further agrees to pay all fees due by the date of the event or this Facilities Use Agreement may be cancelled by the District.

_____ Date: _____
Signature of Representative
Renting Organization

RENTAL COSTS

(To be completed by District)

Area to be used	# Hours	X	Hourly Rate	+	Utility Cost =	Cost

(Access to any areas not listed below is strictly prohibited unless approved in advance).

_____

APPROVED: Superintendent DENIED: Superintendent

_____ _____

DATE: DATE:

DISTRICT PERSONNEL NEEDED

(To be completed by District)

Position Rate of Pay Cost

_____

_____

Total Costs = _____

Total Cost _____ Deposit _____ Balance Due _____

(To be completed by District)

Approved by District on the___day of_____, 20___.

_____

Superintendent/Superintendent's Designee

Adopted:

Revised:

USE OF DISTRICT FACILITIES

1. District organizations and activities shall have priority in the use of buildings and facilities. Rental of facilities shall not interfere with school activities or maintenance.

2. A District employee who is responsible for the care and/or operations of the facility being used may be required to be on duty during all rentals. If the rental occurs after regular working hours for employees or if the superintendent feels that the event requires additional supervision and/or cleaning, the renting organization must employ District personnel for this purpose.

3. Groups renting facilities shall be held responsible for damage to the facility.

4. Religious groups may rent District facilities on a temporary basis. Renewals shall be considered up to six (6) months. Rental shall be based on emergency conditions or during organizational efforts to build a facility.

5. Kitchen equipment may not be used for food preparation by anyone other than child nutrition employees and/or contracted service employees. When cafeteria personnel must be employed, outside agencies will pay time and a half of the cook's regular salary.

    1. Cafeteria personnel must be employed when kitchen is used.

    2. School Board retains all concession rights.

6. Facilities may be used by PTA and other school-related groups for any program dealing with school improvement without charge, if building is normally open and custodians are on duty. Other schedules may be arranged with the principal and only charges for custodial and other needed personnel will be assessed.

7. Community organizations including, but not limited to, Bluebirds, Brownies, Campfire Girls, Girl Scouts, Cub Scouts, Boy Scouts, and homeowners associations may be allowed to hold meetings in District facilities. District, acting through the Superintendent, may waive any rental fees for usage of facilities by community organizations.

8. If minors are to be present in District facility being rented, adult sponsors must supervise the minors at all times. Activities must be confined to the area assigned.

9. No alcohol or drugs shall be used in or about District buildings and premises. Smoking and/or the use of tobacco in District buildings is prohibited. Any organization which rents a District facility shall comply with District's policies and regulations regarding the use of alcohol and tobacco.

10. Insurance requirements for any organization renting any facility in District shall be as determined by the Superintendent. The renting organization may be required to provide proof of insurance as a condition of the rental agreement and may be required to name District as an additional insured. Organizations using District facilities for which the rental fee is waived will not be required to provide insurance but shall be required to indemnify District from all damages and liability arising out of the use of the facility.

11. Any organization or person desiring to rent a District facility shall be required to complete a Facilities Use Agreement and submit it to the Superintendent for consideration.

12. Non-refundable deposits may be required by District.

13. Rental fees shall be as follows*:

GYMNASIUM:	$_____
CAFETERIA:	$_____
AUDITORIUM:	$ _____
STADIUM:	$ _____
ATHLETIC FACILITIES:	$ _____
CLASSROOMS:	$ _____
STALLS (SCHOOL FARM)	$ _____
BUSES:	$_____per mile

* Some air conditioners must be started several hours prior to the use of the facility to cool adequately. The renting organization will be required to pay for air conditioning for the entire time needed to adequately cool the facility as well as the time of the event for which the organization is renting the facility.

14. Auditorium cannot be used by outside organizations two (2) weeks before plays are scheduled. Reservations by community groups will be canceled when a school-sponsored activity needs the facility. Rental fee for the auditorium shall be set by the board on a basis of per hour plus time and a half of regular salary of person supervising and person performing custodial work.

Adopted:
Revised:

SAFETY PROGRAMS

General: The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

Emergency Drills: The Superintendent or the Superintendent's designee shall prepare and publish a plan for the evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies such as tornados. Disaster plans shall be placed on file with District and with the local emergency management organization. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall/or his/her agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

In addition, District's board of education shall coordinate with the emergency medical services provider serving its area to develop a plan for the provision of emergency medical services at athletic events or activities held at District facilities. Each sport or activity will have its own specific plan. The plan shall be reviewed and updated annually, as appropriate and placed on file with the District and the emergency medical services provider.

Security Drills: Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

Tornado Drills: Disaster/Tornado drills shall be conducted at least two times each school year with at least one drill being conducted in September and one being conducted in March.

Fire Drills: Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

The principal and the superintendent shall determine the additional safety drills to be performed consistent with the risks assessed for the particular facility or the recommendations of the Safe School Committee and/or local fire and law enforcement.

Emergency Closings: The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

Health and Safety Emergency: District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

Bomb Threats: Bomb threats shall be handled according to District's Emergency Procedures Guide.

Sexual Abuse of Students: Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

I. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.

II. Report situations where such behaviors by other employees take place.
   a. Do not make your own inferences or waste time determining whether or not

to report the behavior, inform the principal immediately.

b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.

III. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.

a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

Reporting Child Abuse: District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall immediately report or cause to be reported such situation to the Department of Human Services (DHS) and local law enforcement. The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter **immediately** to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual who knowingly or willfully fails to promptly report any incident may be reported to local law enforcement for criminal investigation and if convicted, guilty of a misdemeanor. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to child by persons authorized to investigate a report.

The reporting obligations provided herein are required by law and are individual. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith, fulfills his or her reporting obligations.

Safety Education: The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science activities, shop activities, and physical

education courses. The Superintendent shall be responsible for the supervision of such safety programs.

Safe Schools Committee/Healthy and Fit School Advisory Committee: District and the families of the District's students should work together to address concerns of safety and the threat of violence in schools as well as other health issues. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site. The committee shall be composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who investigates reports of bullying. The committee may also include school staff, school volunteers, community representatives, and local law enforcement agencies.

Each school site's principal shall appoint the members of the committee. The committee will be involved in the monitoring, implementation and evaluation of the law with respect to access to foods of minimal nutritional value. The committee will also assist the District in promoting a positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the committee shall study and make recommendations to the principal at least once each year regarding:

Health Issues:

1) health education

2) physical education and physical activity

3) nutrition and health services

Safety Issues:

1) unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;

2) student bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;

3) professional development needs of faculty and staff to recognize and implement methods to decrease student bullying;

4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the

use of problem-solving teams that include counselors and other behavioral health and
suicide prevention resources within or outside the school system; and

5) professional development needs of faculty and staff to recognize and report suspected human trafficking.

The committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law. The principals shall provide a copy of the recommendations of each committee to the Superintendent.

Accidents: Accidents involving employees, students, or visitors shall be reported to the Superintendent or the Superintendent's designee and investigated as deemed appropriate.

Safe Room: The safe room will be available to students and staff during school hours. The community will not be permitted to utilize the safe room when school is not in session as these are not open to the public.

Hazard Communication Standard: The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data (MSD), Asbestos Containing Materials (ACM) and Chemical Information Listing (CIL). District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

Searches for Contraband: District will occasionally use trained dogs to search for drugs, alcohol, or contraband on District property. Searches of District property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the Superintendent. All lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel. No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on a person, a further search of that person's outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by

school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school.

Threatening Behavior: An employee of the District or a member of the Board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel, or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability.

Adopted:
Revised:

HEALTH SERVICES AND COMMUNICABLE DISEASES

Health Services: District nurses or other designated personnel shall perform all first aid and emergency care in accordance with applicable laws and regulations. First aid may also be administered by any principal, administrator, secretary, counselor, and other qualified personnel as designated. In the event of a serious injury to or illness of a student, school personnel shall contact emergency services (911) if deemed appropriate. School personnel shall also attempt to notify the student's family or guardian as soon as possible. However, the determination to contact emergency services and to have a student treated by emergency services or transported by emergency services, shall be within the discretion of school personnel unless the student's parent/guardian is present at school. District is not responsible for any transportation and/or medical costs associated with emergency care.

Automatic External Defibrillator: District is in possession of automatic external defibrillators (AED), which will be stored in various locations around campus so that any victim may be reached right away in the event of an emergency. District will follow the American Heart Association guidelines for AED use and storage. Responders' use of the AED should not replace the care provided by emergency medical services (EMS) but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

Communicable Diseases: Any employee or student with knowledge of a suspected or confirmed case of a communicable or contagious disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well-being of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable or contagious disease shall be made by the Administration. The Administration may consult with and seek the advice of available District and/or county health officials.

In dealing with communicable or contagious diseases, District believes that:

1. Public education should be made available in the least restrictive environment that is appropriate to the individual needs of the student.

2. Public education should be provided in a safe and orderly environment.

3. Each student and employee should be treated with dignity and has a right to confidentiality.

4. Students or employees infected with HIV (the AIDS virus) or other communicable or contagious diseases will not be subjected to illegal discrimination but will be dealt with in a manner consistent with District's legal obligations to the infected student or employee as well as its obligation to all other students and employees of District.

Communicable or contagious diseases shall be evaluated on an individual basis considering whether the condition is life threatening, the degree of communicability, and whether the disease has been or should be confirmed with laboratory documentation.

All information concerning any medical information of any student or employee is strictly confidential. No board member or employee of District may negligently, knowingly or intentionally disclose or fail to protect medical or epidemiological information except as required by law. Any District official, officer or employee who discloses such information, except as required by law, will be subject to discipline as well criminal and civil sanctions under law.

A. Placement of Students: In determining the placement of a student with a communicable or contagious disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable or contagious disease, the student shall be placed on the home bound program until the student is able to return to school. Readmittance to school may require a statement by a physician or other health professional stating that the student is no longer a direct threat to the health or safety of students and employees. Any records regarding a student's communicable or contagious disease shall be maintained separately from the student's cumulative record, and information regarding the student's communicable or contagious disease shall only be provided to those school employees or agents who have a need to know.

B. Placement of Employees: No employee may be dismissed or have his or her contract not renewed merely as a result of having a communicable or contagious disease except as allowed by law. District personnel who are required to be absent from their work due to a communicable or contagious disease shall be subject to the District's applicable sick leave policy and/or, if applicable, the Family Medical Leave Act. Readmittance to work may require a statement by a physician or other health professional stating that the employee is no longer a direct threat to the health and/or safety of students and employees. No entry regarding a communicable or contagious disease shall be made in the employee's personnel file but may be maintained in a separate file.

Bloodborne Pathogens: Body fluids of any person may contain infectious or contagious bacteria or viruses which may be spread from one person to another by accidental or careless handling of body fluids during sanitation work, custodial work, or the administration of emergency first aid. In accordance with the Bloodborne Pathogens Act, the Board shall promote an environment within which all employees and students are protected from contagion.

The Superintendent shall establish regulations which shall include a control plan, the handling and disposal of body fluids, and exposure follow-up procedures in order to comply with the Bloodborne Pathogens Act. District shall provide appropriate instruction in the handling of body fluids through in-service presentations or other means. The Superintendent shall also direct the identification of employees who may, as a result of their job duties, be in contact with blood or other potentially infectious materials. Any employees so identified shall be offered Hepatitis B vaccinations at District's expense. District shall also make personal protective equipment available to employees for use in handling and disposing of body fluids.

Head Lice: According to Oklahoma State Law, "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice." Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-economic class.

Bed Bugs: If a suspected bed bug is found on a student, the student will remain at school, but the parents or guardians will be notified and protocol will be followed according to District regulations.

Administering Medication: Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal or the principal's designee in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student according to the directions for use on the label for over-the-counter medications or the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

A school nurse or school employee who has been trained by a health care professional or in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission, but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the district prior to the administration of an Epinephrine injection pursuant to applicable law. District will designate the employee responsible for obtaining the Epinephrine injectors at each school site.

A school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent or guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or nondischarge of the powers listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

"Respiratory Distress" – the perceived or actual presence or coughing, wheezing or shortness of breath.

"Inhaler" – a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

The school will return unused prescription or over-the-counter medication to the parent or guardian only on or before the last day of school or the medication will be disposed on in accordance with applicable law and/or regulations. Medication will not be sent home with students.

Self-administration of Certain Medication: Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for treatment of cystic fibrosis according to the provisions of this policy. District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication, anaphylaxis medication, or replacement pancreatic enzyme medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student's parent or guardian shall:

1. Provide the school with a written statement on the form prescribed by District authorizing the self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall acknowledge that District shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication by a student.

2. Provide the school with a written statement from the student's treating physician containing the following information:

   a. That the student has asthma, anaphylaxis, or cystic fibrosis;
   b. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis, or replacement pancreatic enzyme medication;
   c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
   d. The prescribed dosage; and
   e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or pancreatic enzyme medication is to be administered.

3. Provide the school with an emergency supply of the student's asthma, anaphylaxis, or replacement pancreatic enzyme medication(s) to be administered pursuant to Oklahoma law by school nurse or other authorized personnel.

4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:

a. Student's name;
b. Prescription number;
c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
d. Method of administration and dosage;
e. Date of prescription and refill;
f. Licensed prescriber's name;
g. Pharmacy name, address and telephone number; and
h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma, anaphylaxis or replacement pancreatic enzyme medication pursuant to a prescription or written direction from a physician.

Sunscreen: Pursuant to the written authorization of a student's parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the FDA without the written authorization of a parent, legal guardian or physician

Adopted:
Revised:

CHICKASHA PUBLIC SCHOOLS: DISTRICT FORM BD-F

AED Maintenance

AED Maintenance Checklist	Month/Year:
Site Name: Site Address: Site Phone:	Primary Liaison: Backup Liaison:

Type of Unit: Portable * Wall Mounted* Electrode Expiration Date: Specific Location of Unit:
SERIAL # OF AED:

Date of Check	Green Light Yes No	Initials of Liaison Performing Daily Check	Comments (Optional)
1	* *		
2	* *		
3	* *		
4	* *		
5	* *		
6	* *		
7	* *		
8	* *		
9	* *		
10	* *		
11	* *		
12	* *		
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21	* *		
22	* *		
23	* *		
24	* *		
25	* *		
26	* *		

27	* *		
28	* *		
29	* *		
30	* *		
31	* *		

Submitted By: _____ Date: _____
Signature of AED/PAD Program Liaison

FAX THIS FORM ON THE LAST DAY OF THE MONTH TO THE DISTRICT NURSE COORDINATOR: (Name) _____, (405) 222-6500 or scan and send to rcroslin@chickasha.k12.ok.us

Adopted:
Revised:

HEAD LICE

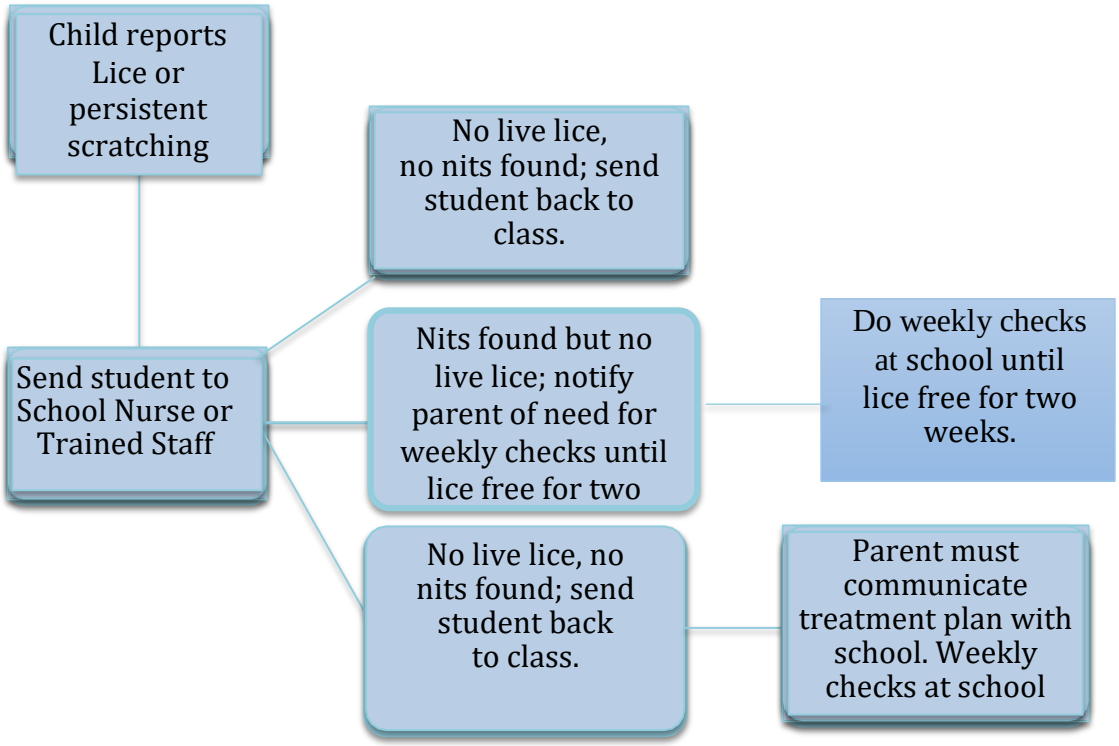
Students found to have live head lice will have their parent/guardian contacted by the Principal or designee and will be sent home for treatment. If nits only are found the student will stay at school and the parent/guardian will be contacted by phone or letter in a sealed envelope sent home at the end of the day. The letter will offer information on treatment, egg (nit) removal, and cleaning of the environment. Students who have head lice will not be identified to anyone other than the parent, the administration, and the teacher, due to the confidentiality required by law. When returning to school any student who was identified with head lice must come to the school nurse's office for a recheck by the nurse, or trained staff and given written permission to return to class. If the student was not treated, the parent will be called to pick up the student to go home for treatment.

If a student has been identified with live lice or nits, a recheck will continue 1 time a week for 2 weeks.If nits are not being removed the Principal or designee will contact the parent by phone. The parent must communicate the treatment plan with the school, this will include student and family hair treatment and home environment.

School personnel involved in identifying head lice or nits will be properly trained by the school nurse. Each school site will have 2 trained staff other than the school nurse. The trained personnel will conduct a careful and thorough search in private, maintaining confidentiality. If a student is identified with head lice, the parent or guardian will be notified immediately by the Principal or designee for the student to be picked up from school and information provided for returning. Once the parent/guardian arrives, the location of the live lice will be pointed out. If nits are found the parent or guardian will be notified by phone or letter sent home in a sealed envelope with instructions on head lice control measures.

All students sent home due to live lice are to be treated and returned to school as soon as possible. Proof of appropriate treatment shall be presented to school officials before the student may return to school. Such proof of appropriate treatment may include certification from a health professional or parental certification. **Parental certification shall be accompanied by both the empty container and current receipt or note from provider of the product used to treat the student.**

The trained personnel will follow the following head lice management algorithm:



The Nurse or trained staff will do the following:

1. Examine the scalp and hair for nits and lice. If live lice are found, the parent/guardian will be contacted by the Principal or designee and the student will be sent home. Parents will be fully instructed in head lice removal and home cleaning. If nits only are found, the student will return to class and parent/guardian will be contacted by the Principal or designee with instruction on nit removal and home cleaning.
2. If there are more than 3 students in the same classroom of students, all students in that classroom will be checked for head lice and/or nits.
3. Siblings of the affected student will also be checked for head lice and/or nits.
4. If the siblings attend a different school within the District, the school nurse or trained staff will call and talk to only those designated to have the information (see policy).
5. The student and parent/guardian will be instructed that the student may NOT return to class until they have been checked and cleared for return by the Nurse or trained staff. The parent will provide the empty container and current receipt of the product used to treat the student.

The Nurse or trained staff will also provide a student with written documentation that he/she has been approved for the return to the classroom to be given to the teacher.

Adopted:
Revised:

CHICKASHA PUBLIC SCHOOLS: DISTRICT REGULATION BD-R2

USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR

The AED's are to be located so that any victim may be reached in five minutes or less. Therefore, they will be stored in the elementary hallways, high school hallway, and middle school hallway.

Roles and Responsibilities: The AED coordinator will serve as the primary liaison between the local EMS and the AED program. The coordinator will be responsible for purchasing equipment and supplies, organizing training programs, forwarding the incident data to the local EMS, and holding post-event debriefing sessions for employees involved.

Certified district employees authorized to utilize the AED are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. These employees will attend a four-hour, American Heart Association AED training session, will have yearly refresher classes, and will be recertified every two years.

Procedure: When an apneic, pulseless victim is discovered, activate the emergency response plan by following the suggested guidelines set forth by the American Heart Association. District will follow the American Heart Association AED treatment algorithm. The AED coordinator will notify the medical director's office of the use of the AED. An accident report form will be used to document an event and to document the practice drills.

Maintenance: District will follow the manufacturer's suggested guidelines for maintenance of the AED. The AED coordinator will supervise the procedure.

The principal's secretary will:

1. Daily check the status indicator, verifying alternating dark and hourglass shapes, which indicates readiness for use and recording the status on the AED battery check sheet.
2. Notify the AED coordinator if a flashing red X, a solid red X, or constant dark shape appears.

Adopted:
Revised:

CHICKASHA PUBLIC SCHOOLS: DISTRICTREGULATION BD-R3

BED BUGS

Bed bugs are small insects that feed on human blood. They are most active at night and are not usually seen during the daytime. While bed bugs can be a nuisance, they are not known to transmit diseases. Bed bugs can be found in any person's home regardless of factors such as gender, race or economic status. Discretion is of the utmost importance in situations involving bed bugs and will be exercised to the maximum extent possible.

1. If a suspected bed bug is found on a student, the student will **not** be sent home from school, but the parents or guardians will be notified.
2. The student will be temporarily removed from class so that the school nurse or other trained staff can inspect the student's clothing and other belongings (ie. Shoes, jacket, backpack, etc). The inspection will be performed in a private and confidential area with more than one staff member present.
3. The area where the student sat, or was immediately present prior to removal from the classroom, will be inspected discretely such that special attention will not be drawn to the student.
4. Specimens will need to be collected where possible so that identification can be confirmed. Specimens will be placed in a sandwich-sized Ziploc bag and sealed with clear tape. Staff members will take care to see that the bag is not smashed, and that the specimen is intact, to the extent possible.
5. The Principal or designee will be responsible for communicating with a pest management company in order to facilitate immediate analyzation of the specimen and will be responsible for ensuring receipt of the test results.
6. If positive identification of a bed bug is received by the District, the pest management company will be contacted to inspect and treat the school as deemed necessary based on the level and degree of the infestation. One bed bug does not equate to an infestation and if no other insects are found in the classroom, it will not be necessary to vacate the classroom prior to the pest management inspection.
7. If an infestation is confirmed, District will provide parents and guardians with appropriate information regarding bed bugs as released by the health department. Parental notification will only occur where a classroom infestation is identified.

Adopted:
Revised:

CHICKASHA PUBLIC SCHOOLS: DISTRICT POLICY BE

SECURITY

General Provisions: The Board requires and encourages close cooperation between its employees, local police, fire, and sheriff departments, safety officers and risk managers appointed by District, and District's insurance companies in maintaining the safety and the security of all buildings and grounds.

Limited Access: Access to school buildings and grounds outside of regular school hours shall be limited to authorized personnel. The Superintendent or the Superintendent's designee shall establish and maintain an adequate key control system to limit access to buildings and to safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons. Records and funds shall be kept in a safe place and under lock and key when required. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate.

Reporting and Prosecuting Criminal Acts: Employees, students, and patrons of District should report any criminal activity occurring on District property to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall be authorized to pursue a criminal complaint and to press charges against persons suspected of criminal activity occurring on District property as deemed appropriate.

If an employee is subject to an assault, a battery, or an assault and battery during the performance of any school duties, the employee shall notify the Superintendent, a building administrator, or a member of the Safe School Committee. Any building administrator or member of the Safe School Committee so notified shall notify the Superintendent. Each school site shall post the following notice in a prominent place:

> FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.

Visitors: Parents and patrons of District are encouraged to visit District and to observe the activities of District. Except as otherwise provided, all visitors to District shall report to the school office upon entering the building and shall request appropriate authorization to visit the school from the District official in charge of each building. When parents, patrons, and friends have been invited to a school for a particular activity or program, it shall not be necessary to request any additional authorization to visit the school.

Unauthorized Persons: Any unauthorized person on District property should be reported to the Superintendent or the Superintendent's designee. As authorized by law, District has the authority and power to direct any person to leave District property who is not a student, officer, or employee and who interferes with the peaceful conduct of activities, commits an act which interferes with the peaceful conduct of activities, or enters the institution for the purpose of committing an act which may interfere with the peaceful conduct of activities.

Any person may be directed to leave any District property and to not return for a period of days specified and as allowed by law. During the period of days specified, the person removed from District property may not be on any District property without first obtaining written permission from the Superintendent or the Superintendent's designee.

When a person is directed to leave District property and to not return for a specified period of days, the person shall be given written notice of such directive and shall be advised in writing that he/she may appeal the directive to leave District property and to not return to the Superintendent or the Superintendent's designee in writing within five (5) days of receipt of the directive to leave. The request for an appeal shall set forth the reasons that the directive to leave should be reversed. The employee directing a person to leave District property shall be entitled to respond to the appeal in writing. The Superintendent or the Superintendent's designee shall make a decision as to whether the directive should be upheld, amended, or reversed and shall communicate such decision in writing to the appealing person and the employee who directed the person to leave District property. The decision of the Superintendent or the Superintendent's designee shall be final.

Soliciting: District prohibits soliciting by individuals, companies, and/or political campaigns.

Weapons: District prohibits the possession and/or use of weapons and/or firearms on District property except as allowed by law and District policy. Employees and students who violate this provision will be subject to disciplinary action as well as a possible criminal action.

Vandalism: Any persons who are aware of incidents of vandalism, breaking and entering and/or theft of school property should report the facts immediately to the Superintendent in writing.

Surveillance Videos: District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, gymnasiums, and any other area except locker rooms and bathrooms. These records are maintained for security and law enforcement purposes only. The District designates the Superintendent and each principal as the District's law enforcement unit, for the sole and limited purpose of maintaining surveillance tapes.

Surveillance videos are NOT considered to be educational records of students but are records of a law enforcement unit. As records of a law enforcement unit, such records are not subject to the right of inspection by parents specified in the Family Educational Rights and Privacy Act ("FERPA") and are not subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

Videos are automatically deleted after a certain period, unless reasons for preservation arises. Any requests from the media for copies of videos are to be directed to the Superintendent or the applicable principal. All other requests for copies of videos should be submitted to the applicable principal. District shall have discretion as to the release of surveillance videos.

Adopted:
Revised:

DISTRICT SERVICES

Food Services: District shall provide for a food service facility. Food services may include those meals provided through participation in the National School Lunch Program or other special program. District shall make breakfast and lunch available to all students and shall provide free and reduced-price meals for students who meet the federal guidelines. District's Director of School Nutrition Services or his/her designee shall determine students' eligibility for free and reduced-price meals. The criteria used for determining a student's needs and the steps taken to secure the free and reduced meals will be clearly established and made known to all lunchroom staff. Students participating in such meals will not be distinguished in any way from other students. Confidentially will be expected in each case.

Students shall be permitted to bring their lunches from home and to purchase beverages and incidental items at the food service facility. Food services will comply with District's Wellness Policy - Policy BN. Upon the recommendation of the Superintendent, the Board shall determine whether to provide food services directly or to contract externally for the provision of food services.

District's food service program will operate as an integral part of the total school program and will be governed by the same principles and types of control as any other division. District's food services coordinatorwill supervise the program. School food services will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. District will meet all state and federal requirements necessary for participation in state and federal programs. All money collected from payment for school meals shall be deposited in the school lunch fund.

School food service receipts will be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, an adequate fee approved by the board will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used.

Mail and Delivery Services: District shall maintain a mail service for transmission of written communications from within District and for distribution of written communications received through the United States Postal Service. The use of District mail facilities, services, and personnel shall be limited to those materials and written communications which further the educational purposes of the District and/or those written communications which are authorized or required by policy or regulation.

District's mail service shall not be used to distribute political materials unless the materials are received through the United States Postal Service. However, District may use District's mail

services to distribute informational material regarding school bond elections or millage elections, as authorized by law.

Transportation Services: District shall furnish transportation to all students in accordance with the law and for students who live more than one and one-half (1½) miles from the school where the student is assigned to attend. Students shall be expected to comply with any Administrative Regulations and Student Handbook regarding conduct on buses and may be subject to disciplinary action for failure to follow the Administrative Regulations and/or Student Handbook.

The Administration shall develop and implement appropriate schedules and routing for school buses as are necessary to transport all eligible students desiring to receive transportation to and from school in the most economical and effective manner. Prior to the beginning of the school year, schedules and routes for school buses may be printed, distributed, and published as the Administration deems appropriate. Only the Superintendent or the Superintendent's designee shall have the authority to modify schedules and/or routes.

Transportation services may also be provided for extra-curricular activities and field trips as approved by the Superintendent or the Superintendent's designee. All requests for trips should be made to the building principal for approval no later than two (2) weeks prior to the planned event. Expenses for such transportation services shall be paid by the students transported, the school activity sponsoring the trip, the school organization requiring the transportation, or from private sources. The Administration may also develop and implement regulations to provide for transportation using District vehicles for student activities and other District-authorized activities.

ADVERTISING AND PROMOTION

Use of District Name, Logo or Facilities: No organization or entity shall utilize any District facilities or District name for advertising or promotion unless authorized by the Superintendent.

District Participation: District may participate and/or cooperate with non-profit agencies and corporations with respect to the advertising or promotion of such non-profit agency or corporation if such participation and/or cooperation does not restrict or impair the educational program of the schools and is approved by the Superintendent. District may participate in radio or television programs sponsored by commercial organizations when such participation is supplementary to or beneficial to District and is approved by the Superintendent. In addition, the Superintendent may announce or authorize the announcement of commercially sponsored lectures, events, and activities of educational merit or significance.

Advertising: District may accept various types of advertising for placement in District-sponsored publications or for placement in or on District facilities. Space for the placement of advertising in or on athletic fields, gymnasiums, scoreboards, or other designated facilities may be leased. Due to the fact that advertising placed in or on District facilities will appear to have the approval of District, such advertisements shall be subject to the Guidelines for Advertising.

District Publications: District-sponsored publications may accept and publish paid advertising according to the Guidelines for Advertising.

Guidelines for Advertising: Sponsors or advisors for District-sponsored publications shall be responsible for applying and implementing these guidelines with respect to advertising to be published in District-sponsored publications. The Superintendent or Superintendent's designee shall be responsible for applying and implementing these guidelines with respect to advertising to be placed in or on District facilities. District reserves the right to refuse any advertisement which does not serve the best interests of District and/or its students.

For placement in any District publications or for placement in or on any District property or facilities, District shall not accept advertisements which:

1. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;

2. depict sex or sexual activity, or are lewd, obscene, or pornographic as defined by prevailing community standards;

3. attack ethnic, religious, or racial groups (i.e., “hate” material);

4. promote hostility, disorder, or violence;

5. promote, endorse, or oppose any political candidate, beliefs, party, or issues;

6. are defamatory, misleading, or false;

7. promote illegal activities for minors; or

8. promote discrimination on the basis of race, color, national origin, handicap, disability, gender, gender identity, or sexual orientation.

Funds from Sale of Advertising: Funds received from the sale of advertising shall be credited to the Activity Fund account of the organization which sold the advertising. Student, parent or adult organizations which are exempt from Activity Fund limitations may be provided the opportunity to sell advertising to be placed on school facilities and shall be entitled to retain the proceeds of any such sale of advertising subject to application to and approval by the Board. Such organizations shall be responsible for all matters related to the sale of such advertising except that the Superintendent or Superintendent’s designee shall have the authority to approve or disapprove of the advertisements to be accepted.

Adopted:
Revised:

SEXUAL HARASSMENT

District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, or applicant for employment on the basis of gender, gender identity, and sexual orientation. District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel.

Definitions:

A. Appeal Officer: The person designated to hear an appeal from a determination of responsibility for discrimination or sexual harassment. The Appeal Officer will not be the Compliance Officer, Investigator, or initial Decision Maker.

B. Compliance Officer: An employee who is designated to coordinate compliance efforts with Title IX and to investigate complaints under Title IX. The Superintendent is designated as the Compliance Officer and may be reached at 900 West Choctaw Avenue, Chickasha, OK 73018-2213 or by telephone at (405) 222-6500.

C. Complaint: A written complaint alleging that a policy, procedure, or practice of District discriminates on the basis of sex, sexual orientation, or gender identity.

D. Complainant: A student, an employee, or any other person who submits a Complaint as defined above.

E. Dating Violence: As defined by the Violence Against Women Act ("VAWA"), dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
   a. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

F. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.

G. Domestic Violence: A felony or misdemeanor crime of violence committed by:
   a. a current or former spouse or intimate partner of the victim;
   b. a person with whom the victim shares a child in common;
   c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state; or
e. any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws.

H. Decision Maker: This person will determine sanctions and remedies after the investigation is completed. The Executive Director of Personnel and Curriculum is designated as the Decision Maker.

I. Investigator: The party in charge of gathering facts and interviewing parties and witnesses. The Principal or designee is designated as the Investigator for these matters.

J. Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the Complaint.

K. Sexual Harassment: Sexual harassment includes:

a. Any instance of "quid pro quo" harassment by a school employee;
b. any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activities;
c. any instance of sexual assault, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act ("VAWA").

L. Sexual Assault: As defined by the Clery Act, sexual assault is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, including the following:

a. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
b. Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.
c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
d. Statutory Rape: Sexual intercourse with a person who is under the age of consent.

M. Stalking: Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

N. Unwelcome Conduct of a Sexual Nature: Unwelcome conduct of a sexual nature may include, but not be limited to, the following:

- verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances, and/or propositions of a sexual nature;
- touching, pinching, patting, or brushing against;
- unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines, or cartoons;
- sexual assault;
- comments regarding physical or personality characteristics of a sexual nature; and
- sexually-oriented kidding, teasing, double meanings, and jokes.

Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, either orally or by his or her conduct, that it is unwelcome. If the person has initially welcomed such conduct by active participation, the person 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.

Sexual Harassment: Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. the individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;

2. the harasser can be the supervisor of the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a co-worker, a subordinate, an instructor, or a non-employee. An administrator or teacher who engages in a sexual relationship with a student will be considered guilty of sexual harassment;

3. the individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and

4. unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

Posting Requirements: District will post, on its website, all materials used to train the Compliance Officer or Title IX Coordinators, Investigators, Decision-makers, and any other person who facilitates an informal resolution process.

Burden of Proof: Title IX proceedings require a "preponderance of the evidence" burden of proof, meaning that in order to prevail, the Complainant must introduce sufficient evidence that his/her claims are more likely true than not. 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 shall be investigated and considered.

Reporting and Investigation:

A. Victims of sexual harassment are encouraged to report such claims by utilizing the process set forth in this policy. Students may also report complaints of sexual harassment to the principal of the building at which the student attends school.

B. Once an allegation of sexual harassment has been reported, District is deemed to have actual knowledge and must act. Actual knowledge may be attributed to any District employee. Once, District has actual knowledge, District will notify the Complainant and the Respondent, or the parent/guardian of either the Complainant or the Respondent if either of the parties are under the age of eighteen (18), of the accusation of sexual harassment. In addition, District will offer supportive measures to students, such as counseling and changing classrooms.

1. Supportive Measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures are not punitive or disciplinary and do not unreasonably burden any other person. Supportive measures may be provided to both the Complainant and Respondent, and no formal complaint is necessary to implement the measures. Supportive measures will be kept confidential and will be implemented by the Compliance Officer.

2. Supportive measures may include, but are not limited to, counseling services, extension of deadlines, modifications of work or class schedules, mutual restrictions on contact between individuals, and/or modified schedules.

C. If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.

D. The Compliance Officer may offer supportive measures, will notify parents if students are involved, and will notify the designated Investigator who will investigate allegations of discrimination. Additionally, the Compliance Officer may direct an investigation without a written complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.

E. Within ten (10) days of receiving the Complaint from the Compliance Officer, the Investigator shall notify the Respondent of the Complaint.

F. Within ten (10) days of notification, the Respondent shall submit to the Investigator a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.

G. Within ten (10) days of receiving the Respondent's answer, the Investigator shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Investigator. The investigation should be concluded within thirty (30) days after receiving the Respondent's answer, but the Investigator may extend the period of time for an investigation by notifying the Complainant and the Respondent.

H. Within ten (10) days after completion of the investigation, the Investigator shall render a written decision and shall provide a copy of the written decision to the Complainant, Respondent, and the Compliance Officer. The written decision shall be a summary report containing a synopsis of the evidence and findings of fact as well as the conclusion regarding the Complaint. Additionally, if the Investigator determines that the allegations of the Complaint are substantiated, the decision shall be provided to the Decision Maker to take appropriate disciplinary action.

I. Within ten (10) days of receipt of the Investigator's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Investigator, either may submit a written request to the Compliance Officer for a hearing or determination of responsibility.

J. Within ten (10) days of receiving a written request for a hearing or determination of responsibility, the Compliance Officer shall determine if a hearing is necessary on a case-by-case basis. If the Compliance Officer determines that a hearing is necessary, a written hearing is conducted. A written hearing consists of each party having ten (10) days from receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow-up questions.

K. Determination of Responsibility: The Decision Maker will review the investigation to determine responsibility and will issue a written Determination of Responsibility which:

- Identifies the allegations that potentially constitute sexual harassment;
- Describes the District's procedural steps taken from receipt of the Complaint to the determination;
- Includes Findings of Fact to support the determination;
- Includes Conclusions regarding applicable discipline;
- Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the District's educational programs or activities will be provided to the Complainant; and
- The procedures and permissible basis for appeals.

Appeals: Within ten (10) days of receipt of Decision Maker's determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

1. A procedural error affected the outcome.

2. New evidence that was not reasonably available at the time of the determination and could affect the outcome;

3. Conflicts of interest on the part of the Compliance Officer, Investigator, or Decision Maker that affected the outcome.

If an appeal is made, District will provide written notice of the appeal to both parties. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of receipt of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision-maker who is not the Compliance Officer, the Investigator, or the original Decision Maker. The appeal decision-maker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decision-maker will receive training as mandated by law. The decision of the appeal decision-maker will be final and nonappealable. The written decision of the appeal decision-maker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

Extension of Time: Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

Retaliation: No person shall take any retaliatory action against a Complainant, a Respondent, or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth in District policies.

Confidentiality of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer. However, in the event official proceedings relating to such allegations are initiated by a party or District, such records may become public in accordance with law. District shall maintain information pertaining to Complaints under this policy for three (3) years after completion of the investigation.

Adopted:
Revised:

CIVIL RIGHTS POLICY

District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of District that District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, or veteran status. The Superintendent is designated by the Board to coordinate District's efforts to comply with this assurance.

Definitions:

A. Compliance Officer: An employee designated to coordinate compliance efforts with the Civil Rights Laws listed above and to investigate complaints. The Assistant Superintendent is designated as the Compliance Officer and may be reached at 301 S. Pennsylvania, Drumright, OK 74030-4299 or by telephone at (918) 352-2492.

B. Complaint: A written complaint alleging that a policy, procedure, or practice of District discriminates on the basis of race, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, or veteran status.

C. Complainant: A student, an employee, or any other person who submits a Complaint as defined above.

D. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays

E. Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Pre-filing Procedures: Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

Procedures for Filing Complaint:

A. If the Complainant desires to proceed with a Complaint, then, within thirty (30) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.

B. In addition to taking action with respect to a written complaint, the Compliance Officer may investigate allegations of discrimination without a written complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.

C. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint and provide a copy of the Complaint to the Superintendent, if the Superintendent is not the Respondent.

D. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.

E. Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Compliance Officer. The investigation should be concluded within thirty (30) days but the Compliance Officer may extend the period of time for an investigation by notifying the Complainant and the Respondent.

F. Within ten (10) days after completion of the investigation, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Complainant and the Respondent. The written decision shall be a summary report containing a synopsis of the evidence and findings of fact as well as the conclusion regarding the Complaint. Additionally, if the Compliance Officer determines that the allegations of the Complaint are substantiated, the decision shall be provided to the appropriate supervisor or administrator to take appropriate disciplinary action.

G. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a review by the Board.

H. Within ten (10) days of receiving a request for a review by the Board, the Compliance Officer shall notify the Board of the request, shall place an agenda item for a review of

the Complaint on the next regularly scheduled Board meeting, and shall notify the Complainant and the Respondent of the date of the Board's review.

I. The review by the Board shall involve a review of all documents submitted to the Compliance Officer and, if the Board desires, a statement from the Complainant or the Respondent or the representatives of either the Complainant or the Respondent. The Board shall render a decision which either modifies, affirms, or reverses the decision of the Compliance Officer.

J. Within ten (10) days of conducting the review, the Board or the Board's designee shall provide the Complainant and the Respondent with written notice of the Board's decision on the Complaint. The Board's decision shall be final and non-appealable.

Extension of Time: Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

Confidentiality of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any Complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or District, such records may become public in accordance with law. District shall maintain information pertaining to Complaints under this policy for three (3) years after completion of the investigation.

Discipline: The Compliance Officer may recommend to the appropriate supervisory personnel that students or employees who are found to have engaged in discrimination in violation of District's policies prohibiting discrimination be disciplined. An employee may be subject to disciplinary action up to and including termination or non-reemployment. A student may be subject to disciplinary action up to and including suspension.

Retaliation: No person shall take any retaliatory action against a Complainant or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth above.

Adopted: August 5, 2019
Revised: August 13, 2020

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. District provides various opportunities for students and employees to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, District cannot guarantee that students and employees will not access such material. However, District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use.

Acceptable Uses: District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals.

Prohibited Uses: According to Administrative Regulations, District's computers and available Internet access (including e-mail) provided by District shall not be used:

a. To violate an individual's right to privacy;

b. To access materials, information, or files of another person or organization without permission;

c. To violate the copyright laws or software licensing agreements;

d. To spread computer viruses;

e. To deliberately attempt to vandalize, damage, disable, or disrupt District's property or the property of any other individual or organization;

f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;

g. To distribute religious materials;

h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;

i. For any commercial purpose unless authorized by the Administration or Board;

j. To engage in any illegal activity; or

k. To engage in cyberbullying at school or in the workplace.

Consequences for Misuse: The use of District's computers and the Internet access provided by District is a privilege, not a right. Any student or employee who inappropriately uses District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by District's computers or District-provided Internet access. District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

Internet-based Instruction: District may allow for students to complete required course work through Internet-based courses in accordance with rules, regulations, and/or guidelines adopted by the State Department of Education. Only regularly enrolled students of District shall qualify for such course credit and students enrolling in Internet courses shall be full-time students unless designated as suspended students or dropout students.

Education: District will educate all students who are granted access to the Internet regarding appropriate on-line behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

Web Filtering: All internet usage will be monitored and recorded to ensure compliance with the Children's Internet Protection Act ("CIPA"), as codified at 47 U.S.C. § 254. District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguards Internet access by all users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors. The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

District will enforce the operation of the technology protection measures on its computers with Internet access. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

Records Retention: District will retain its Internet Safety policy documentation according to the Record Retention and Archival of Electronic Mail Transmissions Policy - BM.

Employee and Student Use of Social Media: District recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

District recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

I. Employee Guidelines: The Superintendent, school principals and/or other members of District administration will annually remind all staff members the importance of maintaining proper decorum in the online/digital world, as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process and complies will all state and federal laws and any applicable

District policies. The reminders will give special emphasis to the following **prohibited behaviors:**

A. Improper socializing and improper private contact with students using social media sites, online networks, phones, technology and all communications.

B. Inappropriateness of posting items with sexual content.

C. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol or use of obscene, profane or vulgar language or engaging in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory.

D. Monitoring and penalties for improper use of District computers and technology.

E. Intentional misinformation regarding District with purpose to damage and/or slander students, organizations, employees, schools, or administration. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.

F. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

Per state law at 74 O.S. § 840-8.1, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

A. Obscene sexual content or links to obscene sexual content;
B. Abusive behavior and bullying language or tone;
C. Conduct or encouragement or illegal activity; and
D. Disclosure of any information required to be maintained as confidential by law, regulation or internal policy.

"Social networking" or "social media" means interaction with external websites or services based upon participant contributions to the context. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking; and "Comment" means a response to an article or social media content submitted by a commenter.

The Superintendent or designee will periodically conduct internet searches to see if employees have posted inappropriate materials/communications online. When violation of this policy is discovered, the material will be downloaded and promptly brought to the attention of the Superintendent or designee and District's legal counsel for review. Employees who engage in any of the above referenced prohibited behaviors are subject to disciplinary action, including possible dismissal from employment, for failure to follow district policy and/or state law.

A copy of this policy shall be distributed to each employee via e-mail. If information in violation of this policy and/or state law is posted on district social media, it will be immediately removed.

III. Student Guidelines:

A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.

B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, and/or causes a disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.

C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.

D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts**.** Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

E. Use of social media during the school day is prohibited unless specific permission has been granted by District.

IV. Consequences for Violations of Social Media Policy: Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.

B. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.

C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

Adopted:
Revised:

ACCEPTABLE USE AGREEMENT

To ensure that our students and employees become proficient in the information technology competencies essential for success in a 21st century learning environment, the District provides a variety of resources in support of our instructional and administrative programs. Students and employees may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is important that all members of the school community use technology responsibly, ethically and respectful for the work of others. This is includes, but is not limited to, adherence to District's Employee and Student Use of Social Media guidelines.

Access to District technology resources is a privilege and not a right. To ensure that District technology resources remain available in working order, the District has established an Acceptable Use Policy and Guidelines which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the Acceptable Use Policy, procedures and guidelines related to District technology resources will be regularly reviewed, updated and distributed.

So that all users remain informed of our expectations and appropriate use of technology resources, the District will ensure all students and staff receive access to age-appropriate technology resources and tools as well as on-going training in the safe, responsible, and effective use of our technology resources.

District technology resources include, but are not limited to: wired and wireless networks; desktop, laptop, and tablet computers; data shares; mobile devices; server resources; telecommunication systems and associated devices; student information systems; security systems and access control; email and instant messaging systems; learning management systems, etc.

In order to initiate and maintain access to District technology resources, all users must submit annually a signed Acceptable Use Agreement, non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of District policies are deemed as violations of school behavioral expectations and codes.

Please read this Technology and Internet Acceptable Use Agreement carefully. You must initial each section where indicated and sign and date it at the end.

1. **Personal Responsibility and Safety.** I know that school computers and internet communication tools must be used properly and with respect.

   a. I understand that using the District's computers and accessing the Internet is a privilege that is earned.
   b. I understand that all the rules described in the District's discipline policy and employee handbook and this Technology Use Agreement apply when I am using computers at school and whenever I am using District's technology and accessing the internet, even from home.
   c. I will immediately stop and tell the teacher or person in charge if anything happens on the computer or on the internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying, or action that violates the Technology Use Agreement).
   d. If I find something that is not appropriate on the Internet, I will leave it right away and tell a teacher or employee supervisor.
   e. I will not show other students or fellow colleagues inappropriate content.
   f. I will abide by District's guidelines with respect to social media usage.
   g. I will report any misuse of the computer or the network to a teacher, principal, or direct supervisor.
   h. I will take care of the computer and all technology equipment as if it belonged to me.
   i. I understand that the District keeps a record of everything that is done on the computers and that things done on the internet can be traced back to the person who did it.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

2. **Inappropriate Uses.** I understand that District computers should be used for learning, not for playing games.

   a. I will only use District computers for classroom work assigned by the teacher and/or direct supervisor.
   b. I will not use District computers for playing games or socializing, including, but not limited to use of social media sites.
   c. I will not participate in chat rooms (or instant messaging) while I am at school/work, unless specifically directed to by my teacher for a particular assignment or my supervisor for work related tasks.
   d. I will not damage the computer nor load any viruses or spyware onto the computer or network. I understand this would be considered a form of vandalism.
   e. I will not change the way the computer desktop looks or how it works.
   f. I will not attempt to bypass security measures on the district network.
   g. I will not download any software from the internet unless specifically directed to as part of a lesson or work assignment.

h. I will not install any software on the school computer or the network.
i. I will not buy, sell, or advertise anything using the District computer and network.
j. I will not log into the computer or network with someone else's username and password.

I understand that improper use of District computers and the Internet could break the law and/or District rules resulting in discipline which could include suspension from school or employee termination.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

3. **Digital Citizenship.** I will treat people with respect when using the computer and accessing the Internet.

a. I will not threaten, insult, gossip, tease, or treat others with cruelty while I am on-line or using a computer. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges.
b. I will respect other students' and/or employees' work on the computer. I will not copy, change, or remove another student's and/or employee's work from the computer, the District network, or the Internet.
c. I will tell a teacher or administrator whenever I encounter anything on the Internet that I think may be inappropriate or a violation of District policies. I will do this in person or by flagging the questionable material and will immediately notify the teacher and District administrators.
d. I will not use email or messaging tools nor post and comment on blogs unless it is a specific part of an assignment and with the teacher's permission.
e. I will not copy information and use it as if it were my own ideas without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

4. Online Behavior: I will follow these guidelines when using the District's technology and accessing the Internet:

a. I understand that things that are posted on the Internet can be seen by everyone at school and in the world.
b. I will not share personal information (either my own nor another student's) including: references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number on the Internet.

c. I understand that once information has been posted online, or in a blog, it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied and disseminated.
d. I will consider whom I am communicating with and think about how they might interpret my words.
e. I will give constructive criticism and comments in order to help people and not to make them feel bad.
f. I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs (These are actions that could be considered harassment or bullying).
g. I understand that authorities (police, FBI, Secret Service, etc.) have ways of tracking anything that is posted on the Internet back to the computer or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.
h. I will only post information that I can verify is true and I will not spread gossip about other students.
i. I will not use "chat" or "text" lingo when posting or commenting on a blog, but I will use proper spelling and grammar. (For example, the following are not allowed: "2" instead of "to", "lol" instead of "laughing out loud", "l8r" instead of "later", "brb" instead of "be right back", etc.)
j. I will not use excessive punctuation (For example: "!!!!!!!") nor all capital letters (which implies shouting). I will use words to convey meaning instead of relying on punctuation and capitalization.
k. I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author. I will not use classroom online discussions or blogs for personal or social conversations unrelated to the assignment.
l. I will not impersonate others nor try to trick people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.
m. I will not use online forums to cheat on tests or assignments.
n. I will ask my teacher and/or supervisor for clarification whenever I am in doubt about any of the rules or guidelines.

I understand that I may face a range of discipline up to and including suspension from school or employee termination if I do not follow the guidelines listed above. I understand that using District's technology and accessing the internet is an extension of our school learning environment and therefore, all District rules and expectations apply.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

5. **Service Expectations.** I understand that although the District has put security measures in place, it can not guarantee that every bad website or inappropriate content will be blocked from student access. I also understand that the District does not guarantee that all students and/or employees will have access to computers, the Internet, or files stored on its servers 100% of the time. I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the District's servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the District does store backups of the student and employee files on its servers.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

6. **Privileges.** I understand that using the computer network is a privilege I must earn and maintain. It is not a right. If I don't use the computer properly or treat others respectfully on-line, I will lose that privilege and face disciplinary actions and my parents will be notified (students only).

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

7. Monitoring and Privacy Issues

To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to pro-actively maintain and secure increasingly complex technology resources and systems the District, as the owner of the technology resources, reserves the right to monitor and review the use of these technology resources and will do so as needed to ensure that the systems are being used for District- related educational purposes and to maximize utilization of the systems for such. It is important that all users and parents understand this and recognize that monitoring access, among other things:

a. Maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats;
b. Discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests; and
c. Promotes appropriate internet access, electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of District technology resources. Personal information, however, is not publicly accessible outside of the school network. Password systems implemented by the District are

designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of District's technology resources, including any incidental personal use permitted in accordance with these regulations.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

REQUIRED SIGNATURES

STUDENT-USER: I understand that before I am allowed to use a District computer or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to a teacher or administrator.

STUDENT :

Student's Name (print) _____ Date _____

Signature _____ Grade _____

Assigned School: _____

Student ID Number _____

PARENT/GUARDIAN :

Parent/Guardian's Name (print) _____

Signature _____ Date _____

FACULTY/STAFF-USER: I understand that before I am allowed to use a District computer or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other colleagues' and students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to a my principal, director, or direct supervisor.

EMPLOYEE:

Employee's Name (print) _____

Signature _____ **Date** _____

Assigned Site/Department: _____

Adopted:
Revised:

Bring-Your-Own-Device (BYOD)

Technology plays a large role in students' and employees' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. District is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for its students and promote synergy and collaboration among teachers and staff.

1. General Information:

Access to the District wireless networks, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act, 47 U.S.C. § 254. Access from personal devices is limited to Internet use only. Students and employees will not have access to any documents that reside directly on the school network from their personal devices.

Access to the District wireless networks is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and District policies. The use of the District's network also allows information technology staff to conduct physical and remote investigations regarding inappropriate Internet use at any time, on all school-provided and personal devices.

2. Guidelines for use:

a. Use of personal devices during the school day is at the discretion of teachers and staff or an employee's supervisor. Students must use devices as directed by their teacher and employees must use devices for work related tasks.
b. The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.
c. The use of a personal device is not to be a distraction in any way to teachers, students, or employees. Personal devices must not disrupt class or any work-related function in any way.
d. The use of personal devices falls under District's Acceptable Use Policy (**BJ**).
e. Students will refrain from using personal devices inside of their classroom unless otherwise directed by their teacher or specific school-level policies and activities.
f. Students and District personnel shall make no attempts to circumvent the District's network security and/or filtering policies. This includes, but is not limited to, setting up proxies, downloading programs to bypass security, and setting up personal access points for wireless coverage.
g. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

1. **Consequences for Misuse/Disruption** (one or more may apply):

   a. Device taken away for the period, a specified amount of time, or all day;
   b. Device taken away and kept in the front office until parent picks it up;
   c. Student and/or employee is not allowed to use personal devices at school or on District time;
   d. Disciplinary Referral resulting in ISS or OSS for students, or termination for employees.

2. School Liability Statement:

Students and employees bring their devices to use on District property at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

District is in no way responsible for:

a. Personal devices that are broken while at school or during school-sponsored activities;
b. Personal devices that are lost or stolen at school or during school-sponsored activities;
c. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

District highly recommends that all users of personal devices used on District property have insurance on their devices that cover accidental damage and theft. Most warranty plans do not cover these areas.

Adopted:
Revised:

RELATIONSHIPS WITH OTHER ENTITIES

Law Enforcement Agencies and Department of Human Services: District shall cooperate with law enforcement agencies in the investigation of criminal activities and with the Department of Human Services ("DHS") in the investigation of incidents involving students. District shall allow law enforcement agencies or DHS to question students while in the custody of District upon notification to the Superintendent or other administrative officer. Questioning shall be conducted in private. The Superintendent or other administrative officer may determine if a District representative should be present during the questioning. If the representative of the law enforcement agency or DHS requests that a District representative not be present, the Superintendent or administrative officer shall document such request and permit the questioning of the student without the presence of a District representative. If a District representative is present during questioning, District representative shall prepare and maintain a record of the questioning which includes the date, time, place, persons present, and summary of discussion.

Business Organizations: District encourages cooperative efforts with local business and industry to provide programs, materials, and personnel which serve to enhance District curriculum.

News Media: District encourages positive relations with the press and other media. District may provide news releases or other communications in order to inform the public regarding events within District and other matters. All communications with the news media for the purpose of arranging news coverage, providing official statements from District, or responding to requests from the news media shall be directed to the Superintendent or the Superintendent's designee.

Other School Districts: District may participate with and cooperate with other school districts regarding research, the exchange of information and data, the coordination of curriculum, and the coordination of school calendars and activities.

Civic Organizations: District may purchase memberships in Chambers of Commerce in order to promote District and to obtain information that may be used to provide education and training programs to the communities served by the Chambers of Commerce. The Superintendent may assign employees to attend meetings of the Chambers of Commerce. District encourages employees to be members of and to participate in other civic organizations but shall not pay any membership dues unless such is provided for in the employee's contract or as requested by the Board.

DISTRIBUTION OF MATERIALS

General: Subject to the approval of the Superintendent, District may allow the distribution of literature or the posting of notices in buildings which relate to school activities, which are informational materials, or which relate to employment opportunities, community events, or cultural activities. District hereby creates a limited open forum in which private persons or entities may utilize District facilities for the distribution of written materials according to the procedures and criteria set forth below. However, except as otherwise provided for community-based youth-related activities described below, no materials shall be distributed in District's elementary schools. The provisions of this policy do not apply to the distribution of official school publications, such as yearbooks or student newspapers. This policy shall apply to the distribution of non-school publications and materials by students.

Materials Not Allowed to Be Distributed: District shall not allow the distribution of materials which:

1. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;

2. depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, or pornographic as defined by prevailing community standards related to minors;

3. attack ethnic, religious, or racial groups (i.e., "hate" material);

4. promote hostility, disorder, or violence;

5. promote, endorse, or oppose any political candidate, beliefs, party, or issues except as may be allowed by law to provide informational material concerning school bond elections and millage elections;

6. violate any applicable copyright laws;

7. invade the privacy of others;

8. promote illegal activities for minors;

9. are defamatory, libelous, misleading, or false;

10. are not age-appropriate; or

11. promote discrimination on the basis of race, color, national origin, disability, age, gender, sexual orientation, or gender identity.

Distribution Procedure: All materials sought to be distributed to students, other than materials regarding community-based youth-related activities, shall be submitted to the Superintendent and shall indicate at which school the material is sought to be distributed. Material which is acceptable for distribution shall be distributed on a table to be set up in a hallway or other common area of the specified school site. The person or entity distributing the material shall be responsible for delivering the material to be distributed, for placing it on the table, and for removing any remaining material at the request of District. Persons who deliver and/or place the material for distribution shall not communicate with any person while on school property for the purpose of soliciting, encouraging, or pressuring such person to take such materials and shall refrain from commenting about or discussing with students the material being distributed. Teachers, principals, or other school employees or agents shall neither be involved in the distribution of material nor communicate with any person on school property for the purpose of soliciting, encouraging, or pressuring any person to take such materials. District shall not make any announcements or provide any publicity as to the distribution.

Violation of Policy: Any person who violates the provisions of this policy may be prohibited from further distribution, and District may prohibit the distribution of materials sought to be distributed by any person who violates this provision.

Youth-Related Activities: Those persons or entities which provide community-based youth-related activities, including but not limited to, Boy Scouts, Girl Scouts, Camp Fire, 4-H, Little League, and YMCA/YWCA, shall be allowed to distribute materials to students in the schools of District at any time determined appropriate by the principal of each school. Material to be distributed by community-based youth-related activities shall be reviewed by the Superintendent to determine that it regards a community-based youth-related activity and is appropriate for the age group to which it will be distributed.

Disclaimer Sign Required: Any material distribution point shall contain a statement which provides as follows:

> These materials are neither sponsored by nor endorsed by the District, the Board of Education, its agents, or its employees. The views and the information contained in the materials do not reflect the approval or disapproval of the Board or the District and its administration.

Donation of Educational Materials: This policy shall not apply to library and educational materials which are offered for donation and accepted by District's administration for instructional use.

RECORD RETENTION AND ARCHIVAL OF ELECTRONIC MAIL TRANSMISSIONS

The clerk of the Board will supervise the management of all records kept by District. The clerk, under the supervision of the Superintendent, is hereby designated the custodian or all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by District.

The clerk of the Board, under the supervision of the Superintendent, shall receive all subpoenas or all non-routine requests for records in District.

Record Retention: The provisions of the Oklahoma Records Management Act do not directly apply to political subdivisions, such as District. However, political subdivisions are required by law to promote the principles of efficient records management for local records, including following the program established for state records as far as is practical. The following recommendations for record retention are primarily based upon the Oklahoma Records Management Act, United States Department of Labor Regulations, Equal Employment Opportunity Commission Regulations, and other state and federal regulations.

Record	**Retain**
Accident/Incident Reports Non-employee accident/incident Employee accident/incident	2 years after accident/incident 5 years after accident/incident
Administrative Records	2 years
Agendas and Minutes • Audio recording of meetings	Permanent Only until minutes are approved by Board of Education
Benefits information • Informational materials about employee benefits	3 years after superceded
Bidding Materials • Requests for Bids/Proposals • Bid Documents, including specifications and bids • Committee Reports or Recommendations	5 years after completion of project
Calendars/Appointment books	2 years

Contracts • All District contracts for goods or services, excludes personnel contracts	5 years after date of conclusion or termination of contract
Collective Bargaining Agreements	Permanent
Correspondence • General correspondence- paper • General correspondence- e-mail • Duplicate correspondence, drafts, or other non-records	 3 years 5 years Only as long as needed, (ensure office of record retains)
Court Orders • Issued by judges requiring certain actions by taken by District	2 years after exhaustion of all legal remedies
Employee Assistance Program Documents • Information about District's employee assistance program, including handouts and brochures	3 years after superceded
E-Rate • technology plans, receipt and delivery records, pre-bidding, bidding, contract documents, application process, invoice documents, and all other such documents	5 years after last date of service
Federal Funding and Grants • Records needed to support information provided on an application for federal funding (such as Impact Aid) or private grant	3 years after fiscal year in which final payment received
Financial Records • All claims, warrants, contracts, purchase orders, invoices and other records • Documents relating to school activity funds • Records of bank activity • Records relating to audits	5 years
Fleet Management • Maintenance Record	Until vehicle is sold or disposed of
Grievances and Complaints • Records relating to employee grievances or complaints	2 years after resolution or conclusion of grievance proceedings
Job Descriptions	3 years after superceded

Litigation Materials • Includes case file documents and all other records related to the subject of litigation • Includes Equal Employment Opportunity Commission inquiries and related records	2 years after litigation has concluded or threat of litigation has passed
Maps of Real Property or District Boundaries	Permanent
Organizational Chart	Until superseded
Payroll records	5 years
Personnel Files • Includes applications for employment, regardless of whether the applicant was employed • Includes calculations of accrued but unused sick leave or vacation time	5 years after termination, resignation, or application; or 2 years after the conclusion of litigation, whichever is later
Policies and Handbooks	Permanent; archive out of date material
Press Releases	3 years
Real Property Records	5 years after the disposition of the property
Safety Records • Records maintained pursuant to the Occupational Safety and Health Administration ("OSHA") or Oklahoma Department of Labor Safety Division	5 years after the conclusion of the year to which the records relate
Student Records: • Transcripts and Scholastic Records[1] • Special Education Records Related to Medicaid • Discipline Records • Other Records	 Permanent 6 years As needed 5 years
Tax documents • Forms W-2, W-3, W-4, W-5, W-9 • Forms 1099 • Forms 941, 944, 945 • Quarterly FICA statements • Filed Returns • Reports	5 years

[1]Schools must prepare duplicate copies of these records, which must be filed in a separate building from the original, or in a fireproof vault.

Telephone Logs or Message Slips	Only as long as they are needed
Time Sheets/ Time Cards • Includes documents maintained pursuant to Fair Labor Standards Act requirements	3 years after reports accepted or audit
Unemployment Claims • Records relating to unemployment claims	5 years after conclusion
Vacancy Announcements	3 years
Worker's Compensation • Includes summary of work-related injuries and records relating to individuals	5 years

E-mail Archival and Retrieval: District may archive all electronic mail transmissions sent or received from District e-mail addresses. The archival of these e-mail transmissions is intended to assist the District in conducting its official business, investigations, and meeting its legal obligations under state and federal law.

Access to E-mail Transmissions: Access to archived e-mail communications shall be limited to authorized District personnel and limited in scope to that which is necessary to aid District in its investigation or other school business. **Employees must be aware that there is no reasonable expectation of privacy to the contents of any e-mail transmissions sent or received from District e-mail addresses**, and that the contents of all such transmissions may be subject to disclosure pursuant to the Oklahoma Open Records Act, District policy on records retention, and state and federal law.

Litigation Hold: If District becomes aware that litigation is pending or threatened, or if an investigation is being conducted into any student or personnel matter, all records relating to the subject of the litigation or investigation, including e-mails, must be maintained until the Superintendent or the Board of Education has deemed that the litigation or investigation has been resolved and the records are no longer necessary nor reasonably likely to become necessary.

Open Records: Materials to which the public has the right of access may be reproduced and provided to any citizen requesting such material in accordance with District Policy BA - Open Records.

SERVICE ANIMALS

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

Definition:

Service Animal: A "service animal" is defined as any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

1. Under the Americans with Disabilities Act (ADA), the service animal must be a dog. Other species of animals, whether wild or domestic, trained or untrained, do not qualify as service animals for the purposes of this definition.

2. The work or tasks of the animal must directly relate to the handler's disability. This includes, but is not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

3. An "emotional support animal" and a "therapy animal" are both considered a pet and do not qualify as a "service animal."

Employee: "Employee" is defined as a person who is employed by the District on a part or full-time basis, with or without compensation, and elected or appointed members of the District's Board.

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

Procedures/Requirements:

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

A. The employee or student will submit a request for the use of a service animal to the District's Director of Special Services. The request will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).

B. Requests for the use of service animals on District property will, whenever possible, be made at least three weeks prior to the proposed use of the service animal.

C. As part of the District's consideration of a request for the use of a service animal, District may require certain documentation, including, but not limited to:

1. Certification of proper vaccinations verified by a veterinarian and licensing as required law [Okla. Admin. Code 310:599-3-9.1] ;
2. Documentation that the handler for the service animal is properly trained; and
3. Documentation of adequate liability insurance.

D. District's review of a request for the use of a service animal may include consideration of a student's IEP or Section 504 records. The District may also require a meeting with and/or additional information from the employee or student requesting the use of a service animal.

E. The use of a service animal on District property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal and other activities or conditions deemed necessary by the District. The District's approval of the use of a service animal on District property is subject to periodic review, revision, or revocation by District administration.

F. Service animals will wear proper identification, including a current rabies tag, and will always be on a leash or other form of restraint mechanism. A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [7 O.S. § 19.1(C)].

G. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the certified handler to provide proper handling of the service animal. The handler must be in full control of the service animal at all times. The handler of the service animal must follow any applicable municipal ordinances regarding cleaning up after the service animal defecates. All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

H. Service animals will be allowed in District vehicles only when:

1. It has been determined that the service animal is a necessary accommodation for the employee or student;
2. The inclusion of the service animal is documented as required on District transportation forms; and

3. The service animal is under the control of a properly trained handler at all times, including entering and exiting the vehicle.

I. The responsibility for the care and supervision of the service animal rests solely on the employee or student. District is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

J. District retains discretion to exclude or remove a service animal from District property and transportation if:

1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
2. The service animal is not housebroken or the service animal's presence or behavior fundamentally interferes in the functions of the District;
3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

Liability: The employee or student will be responsible for any damage to District or personal property and any injuries to individuals caused by the service animal. Any costs incurred due to damage caused by the service animal will be the responsibility of the staff member or the parent/guardian of the student who uses the service animal on District property and/or at District functions.

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

Appeals and Grievances: Any person dissatisfied with a decision concerning a service animal can file a grievance, using District's Civil Rights Policy – Policy BI.

Special Provisions for Miniature Horses: Requests to permit a miniature horse to accompany an employee, student or visitor with a disability in school buildings, in classrooms, or at school functions, will be handled on a case-by-case basis, considering: (a) the type, size, and weight of the animal and whether the facility can accommodate its features; (b) whether the animal is sufficiently controlled by the handler; (c) whether the animal is housebroken; and, (d) whether the animal's presence in the facility compromises the legitimate safety requirements for safe operation.

Adopted:
Revised:

CHICKASHA PUBLIC SCHOOLS: DISTRICT FORM BO-F

SERVICE ANIMAL REGISTRATION/AGREEMENT

_____
Owner of animal

_____
Staff member/Student receiving assistance from animal

Type of Service Animal:

□ Dog □ Other: _____ _____
Name of Animal

□ Letter from physician is attached

Documentation attached that the Service Animal is:
□ Properly trained and, if applicable, licensed
□ Properly and currently vaccinated
□ Under the control of a properly trained handler.
□ Adequately insured

_____
Name of handler:

I have read and understand District's policy on Usage of Service Animals – Policy BO. I will abide by the terms of this policy.

I understand that if my Service Animal is: out of control and/or the animal's handler does not effectively control the animal's behavior; not housebroken or the animal's presence or behavior fundamentally interferes in the functions of District; or, poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications, District has the discretion to exclude or remove my Service Animal from its property.

I agree to be responsible for any and all damage to District property, personal property, and any injuries to individuals caused by my Service Animal. I agree to indemnify, defend and hold harmless District from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my Service Animal.

_____ Date: _____
Signature: **Service Animal Owner**

_____ Date: _____
Signature: Assistant Superintendent of HR or
Director of Special Education

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different Service Animal will be used.

CHARTER SCHOOLS

Pursuant to Oklahoma law, District's Board may elect to sponsor a charter school, which seeks to accomplish one or more of the following goals:

1. Improve student learning;
2. Increase learning opportunities for students;
3. Encourage the use of different and innovative teaching methods;
4. Provide additional academic choices for students and parents;
5. Require the measurement of student learning and create different and innovative forms of measuring student learning;
6. Establish new forms of accountability for schools;
7. Create new professional opportunities for teachers and administrators, including the opportunity to be responsible for the learning program at the school site.

Application Process: A charter school application may be submitted to District by any legally authorized entity wishing to establish a charter school. A charter school application must contain those items identified in the Oklahoma Charter School Act. All charter school applications must be received in the Superintendent's office no later than October 1.

After the application is received by the Superintendent, the administration will review and evaluation the application and make a recommendation to the Board to either accept or reject the application. The Board will take action regarding the application within ninety (90) days of receipt of the application. Written notification of the acceptance or rejection of the application, and the reasons therefor, will be mailed to the applicants by certified mail, return receipt requested. If the proposal is accepted, the Superintendent shall negotiate a charter contract to be submitted for Board approval, and if approved by the Board, the Superintendent shall notify the State Board of Education of the sponsorship and shall include in such notice a copy of the charter school contract. If the proposal is rejected, the applicants may resubmit a revised application for reconsideration within thirty (30) days of the rejection, and the Board will respond to the revised application within thirty (30) days.

If the Board rejects the application on reconsideration, the applicant may appeal the decision to the State Board of Education as provided by law.

Charter Contract: Board approval of a charter school application will allow the Board's legal counsel and/or Superintendent to prepare a charter school contract with the applicant. The contract will contain all of the legal requirements set forth in Oklahoma law. The charter contract must be approved by the Board. As part of the charter contract, District may establish reasonable preopening requirements or conditions to monitor the start-up process of the charter school and to ensure that the charter school meets all building, health, safety, insurance and other legal requirements for the opening of a school. The charter school will be required to submit performance data to the State Department of Education as required by law.

Approved contracts shall be effective for five (5) years from the first day of operation. A charter contract may be renewed for successive five-year terms of duration, although District may vary the term based upon the performance, demonstrated capacities, and particular circumstances of each charter school. District may grant renewal with specific conditions for necessary improvements to a charter school.

The charter contract will specify that the charter school will receive from District the State Aid allocation and any other state-appropriated revenue generated by its students for the applicable year less five percent (5%) of the State Aid allocation, which will be retained by District as a fee for administrative services rendered.

The charter school contract will allow the charter school to participate in any federal or state grant program for which it is eligible. Any such funding received will be in addition to the school's State Aid allocation. The charter school contract will require the charter school to make all expenditures in compliance with all state regulations and laws.

Evaluation of Approved Charter Schools: District will evaluate each sponsored charter school annually. The evaluation shall consist of:

1. Review of student performance and progress. Each charter school shall be evaluated based upon the individual school's mission and program;
2. Review of each school's finances;
3. Review of compliance with the school's student admissions, discipline, and dismissal policies.

District may require each District-sponsored charter school to make a presentation to the Board at a mutually agreed upon time. The presentation shall include an update on the school's purpose and cover student academic performance as well as other relevant information that the Board may use to effectively evaluate the school's performance. During the presentation, the school may also address requests to make changes to the original charter application. Such requests will be made a part of the application for renewal of the charter school contract.

Renewal of Charter School Contract: As required by law, prior to the beginning of the fourth year of operation of a charter school, the school administration shall issue a charter school performance report and charter renewal application guidance to the charter school board. The performance report shall summarize the performance record to date of the charter school, based on the data required by the Oklahoma Charter Schools Act and the charter contract. The report shall take into consideration the percentage of at-risk students enrolled in the school, and shall provide notice of any weaknesses or concerns perceived by the school administration concerning the charter school that may jeopardize its position in seeking renewal if not timely rectified. The charter school shall have forty-five (45) days to respond to the performance report and submit any corrections or clarification for the report.

Prior to the beginning of the fifth year of operation, the charter school may apply for renewal of the contract with the school district. The renewal application guidance shall, at a minimum, provide an opportunity for the charter school to:

a. Present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal,

b. Describe the improvements undertaken or planned for the school, and

c. Detail the plan for the next charter school term for the school.

The renewal application guidance shall include or refer to the criteria that will guide the renewal decisions of the Board, which shall be based on the performance framework set forth in the charter contract and consistent with the Oklahoma Charter Schools Act.

District may deny the request for renewal of sponsorship of the charter school if it is determined that the charter school has failed to complete the obligations of the contract or to comply with the provisions of the Oklahoma Charter School Act. The school district must give written notice of its intent to deny the request for renewal at least eight (8) months prior to expiration of the contract in accordance with state law.

District's Board may terminate a contract during the term of the contract for failure to meet the requirements for student performance contained in the contract, failure to meet the standards of fiscal management, breach of the charter school contract, violations of the law, or other good cause. Any such termination shall comply with the applicable law.

Adopted:
Revised:

MEDICAL MARIJUANA AND RELATED ITEMS

Medical Marijuana

Medical marijuana is not permitted upon school grounds, in school vehicles or buses or at school-related activities except as stated in this policy.

Employees

During hours of employment, on school grounds, in school vehicles or buses, or at school-related activities, employees are not permitted to be under the influence of marijuana, including medical marijuana.

District will not take adverse action against an employee solely because the employee holds a medical marijuana license. District may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school, while engaged in school-related activities or duties, on school vehicles or buses, or during the hours of employment as per 63 O.S. § 425A. An employee who possesses a medical marijuana license is not subject to discipline solely upon the results of a drug test showing positive for marijuana or its components. However, an employee who possesses a commercial driver's license ("CDL") and a medical marijuana license is subject to discipline (as it relates to the duties for which the employee possesses the CDL) upon the results of a drug test showing positive for marijuana or its components.

Students

Students are not allowed to possess medical marijuana during the school day, on school grounds, in school vehicles or buses, at school-related activities, except as authorized by this policy. School personnel are not legally permitted to administer medical marijuana to students. Students whose medical condition requires the use of medical marijuana during the school day will be required to leave campus in order to do so. The parent or legal guardian is responsible for checking the student in and out of school.

Upon arriving at school, the parent or guardian will follow District protocol with regard to check in and departure.

Students are not allowed to smoke or vaporize medical marijuana or medical marijuana products. Students are permitted to use nebulizers or other aerosolized medical devices.

At no time will marijuana be grown or stored on school premises. School employees will not under any circumstances:

a. Assist students in obtaining or using medical marijuana;

b. Store medical marijuana for students;

c. Take and/or use a student's medical marijuana;

d. Serve as a student's designated legal guardian or caregiver, unless the student is the child or in the legal custody of the employee.

District reserves the right to discipline students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the Student Discipline Code and/or the standards of conduct for employees. Employees are subject to District's drug testing requirements as provided in Policy DG and may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy. Situations involving students on IEPs will be handled on a case-by-case basis, consistent with state and federal law.

Marijuana-related products including cannabidiol (CBD)

For purposes of this policy, the term "marijuana-related product" includes any product or substance referred to in state law, 63 O.S. §2-101 (23) (a)-(f)), but excluded from the definition of marijuana in state law. The term "marijuana-related product" includes cannabidiol (CBD).

Adopted:
Revised:

MANAGEMENT AND ACCOUNTING OF FUNDS

General: The Board and the employees of District are charged with a public trust to receive, expend, and account for the monies and property of District. These resources are to be managed in an efficient and lawful manner, with the objective of maximizing their availability for and contribution to District's educational programs. Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that District take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept shall be incorporated into the Board's operations and into all aspects of District management and operation. No indebtedness shall be created in excess of the funds on hand available for payment of such indebtedness, except as provided by law. No District funds shall be used to pay for any indebtedness created in excess of the total adopted budget for expenditures for such funds, except as provided by law. The Superintendent shall be responsible for receiving and properly accounting for all funds of District, pursuant to District policy and applicable law.

Accounting System: District shall utilize an accounting system which conforms to the requirements of the State Department of Education and to good accounting practices and procedures.

Audits: An audit of District's financial records shall be prepared as required by law and shall be presented to the Board for examination. The Superintendent shall be responsible for filing copies of the audit as required by law. In addition to the annual audit, District may contract for other audits as it deems necessary.

Internal Control: With regard to internal controls, District will:

(A) Establish and maintain effective internal control over Federal awards, with the Superintendent or Superintendent's designee setting the internal control and assuring compliance. These internal controls will be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(B) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(C) Evaluate and monitor its compliance with statute, regulations, and the terms and conditions of the Federal awards.

(D) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

(E) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or district considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

Deposits: As required by law, the Treasurer shall be responsible for the deposit of all revenues received by District in District's depository bank. The Treasurer shall maintain a record of all revenues and deposits and shall provide periodic reports to the Board. Subject to applicable state law, the Board shall select a depository bank for depository bank services.

Investments: The Treasurer shall invest District funds, including general funds, building funds, bond funds, activity funds, and sinking funds, which are not required for immediate expenditure, in those instruments, obligations, and investments authorized by law. Interest earned from an investment shall be deposited to the credit of the fund from which the investment was made. The Treasurer shall maintain appropriate records of all investments made and interest received and shall provide periodic reports to the Board regarding the District's investments.

Investments shall be made with the judgment and care which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, considering the safety of their capital as well as anticipated income, diversification, yield, and maturity. Investments shall be made in a way so as to reasonably maximize the return on the investment, taking into consideration capability of investment management. District may require the Treasurer to complete an investment education program to educate the Treasurer regarding the safety, return, liquidity, costs, and benefits of the various investment options allowed by law.

The Treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities, District shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested. To determine that school funds are properly secured, the Treasurer shall obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral. The Board shall utilize said documents in reviewing the investment performance of the Treasurer.

The Board shall review the investment performance of the Treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the Treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the District.

Warrants: Warrants for the payment of District funds shall be issued according to law. The Treasurer shall maintain a register of warrants. All warrants shall be signed by the President, the Clerk of the Board, and the Treasurer. The signatures of these persons may be facsimile signatures as authorized by law. No blank warrants shall be signed. Any void warrant shall be so marked and shall have the signature section removed and destroyed. The Treasurer shall retain void warrants.

Reports: The Administration shall prepare and present to the Board periodic financial reports which show the financial condition of the District.

Receipts: A receipt shall be issued by the person receiving any funds and a copy shall be provided to the Treasurer.

Cash: When an employee collects cash, it shall be receipted and returned to the designated custodian of the fund for which collection was made as soon as possible. No cash shall be left in any school building overnight by any school employee except that up to $100 in cash may be placed in the school safe with proper permission.

Checks: Checks tendered to District shall have the person's name, address, phone number, and driver's license number. Returned checks may be assessed a service charge equal to the amount charged by District's bank plus $20.00. District may turn over returned checks to law enforcement officials for collection.

Credit Cards: District may obtain a credit card or cards to be utilized by designated District employees. The Superintendent is hereby authorized to utilize a District credit card for travel and meal expenses for District employees and Board members and for purchasing items required for school purposes. When purchases are related to travel expenses, the employee shall comply with all requirements of the District's Travel and Expense Reimbursement Policy.

When utilizing a District credit card, the employee must submit original itemized receipts of purchases. The credit card statement shall not be sufficient documentation. If a receipt or other evidence of payment is lost or impossible to furnish, the employee shall provide a full written explanation for the lack of a receipt and shall provide a detailed, itemized statement of the items or services purchased with the District's credit card.

District will keep credit cards locked in the Business Manager's Office when not being used. The use of the credit card will be carefully controlled by the Business Manager. Upon approval by the Business Manager's Office, the credit card may be checked out of the Business manager's Office by the employee who is serving as a sponsor for a Board-approved activity.

A card log will be maintained in the Business Manager's Office and will include: the signature of the employee checking out the credit card; the date the card is checked out; the date the card is returned. Purchases may only be made by the employee whose signature is recorded in the usage log. Use of facsimile signatures will be permitted by authorized officers, such as a member of the Board, the Superintendent, the Chief Financial Officer, and the Treasurer.

Annually, the Board shall approve a blanket purchase order which shall set forth the allowed uses of District's credit cards and estimated amounts to be charged during the fiscal year. Any purchases which are not approved by the Board will be reimbursed to District within 10 days of notification. Anyone making such purchases may be prohibited from future use of District credit cards.

Personal usage is prohibited at all times All usage will require the acquisition of an original invoice from the vendor in addition to the credit card invoice customer copy in order to be recognized.

Use of Facsimile Signatures: The use of facsimile signatures shall be limited to use by authorized officers of District. A facsimile signature is a signature reproduced by engraving, imprinting, stamping, or other means. An authorized officer includes a member of the Board, the Superintendent, the Chief Financial Officer, and the Treasurer. Any authorized officer may execute or cause to be executed with a facsimile signature in lieu of a manual signature any contract, agreement, certificate or similar document in those instances in which the authorized officer's signature is required or permitted. In instances where the authorized officer is utilizing his/her facsimile signature in lieu of a manual signature on any public security, the authorized officer must file with the Oklahoma Secretary of State his/her manual signature certified by him/her under oath. Upon compliance with the Uniform Facsimile Signature of Public Officials Act, the authorized officer's signature has the same legal effect as his/her manual signature.

Adopted:
Revised:

BUDGET PROCESS

District's budget describes the funding of District's programs to be conducted during the fiscal year from July 1 to June 30 and is the operational plan, stated in financial terms, for the conduct of District's programs. A budget is required for every fund that District has, including, but not limited to, general funds, building funds, bond funds, sinking funds, and such other specific funds as may be maintained. It is the goal of the District to establish and maintain in the General Fund a fund balance (carryover) of at least eight (8%) percent of the current year's revenue. No District funds shall be used to pay for any indebtedness in excess of the total adopted budget for expenditures for such funds except as provided by law.

The Superintendent or the Superintendent's designee shall be responsible for preparing, presenting, and administering District's budget. The budget shall be prepared, presented, and adopted according to applicable laws and regulations.

Once adopted, the Superintendent or the Superintendent's designee shall be responsible for administering District's budget and for ensuring that the expenditures of funds do not exceed the amounts allocated for expenditures. In administering the operating budget of District, the Superintendent or the Superintendent's designee shall comply with all legal requirements of the State of Oklahoma and with the rules and regulations of the State Department of Education. The Superintendent or the Superintendent's designee shall prepare any financial reports required by the Board or the State Department of Education.

PURCHASING

General: The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the District's programs and services represent a significant expenditure of District funds. Therefore, purchases shall, when practicable, be made competitively and without prejudice in order to obtain the maximum educational value for every dollar expended.

Purchasing shall be made with consideration given to the following criteria:

1. best possible quality;
2. lowest possible cost which meets the specifications required;
3. availability of goods or services;
4. least possible expenditure of time for person requesting; and
5. suppliers' and vendors' compliance with Board policies and past performance.

Purchasing Authority: The Board authorizes the Superintendent to expend up to Twenty-Five Thousand Dollars ($25,000.00) without Board approval. The Board also authorizes the Superintendent to approve expenditures for the purchase of supplies, equipment, and services from District funds according to the District's approved budget. The Superintendent is further authorized to delegate purchasing authority to those persons designated in Administrative Regulation specifying the purchasing authority of each such person to whom the authority is delegated. Employees who make purchases without appropriate authority or proper paperwork may be held personally liable for such purchases and may be subject to disciplinary action.

All expenditures for purchases approved by the Superintendent or persons designated by the Superintendent must be within unencumbered balances of budgeted appropriations. When a purchase has been approved by the Superintendent, the price may be adjusted by up to ten percent (10%) or Fifty Dollars ($50) for purchase orders under Five Hundred Dollars ($500)to accommodate slight increases in price or other adjustments. The Board's approval of a construction project, after meeting all applicable requirements, shall be construed to include approval of all purchases and expenditures necessary to complete the project assuming sufficient funds have been encumbered for such purchases and expenditures.

Purchasing Procedures: The Administration shall develop, maintain, and implement purchasing regulations and procedures consistent with this policy. Such regulations and procedures shall specify when solicitations, bids, and quotations are required to be utilized and may require the supplier to provide those affidavits required by law. The District shall have the right to refuse any and all bids or quotations even though the bid or quotation may be the lowest.

Bids or quotations shall not be required for purchases of:

1. insurance,
2. bonds,
3. sureties,
4. professional services,
5. consulting services,
6. services of independent contractors,
7. testing and evaluation services,
8. used vehicles, equipment, and fuel for transportation,
9. services, supplies, and equipment from vendors holding state-wide contracts issued by the Oklahoma Department of Central Services, and
10. items provided only by a single vendor.

Any regulations and procedures developed and implemented by the Administration may provide for the purchase and the storage of items in bulk when such purchases will result in the efficient and economical procurement of such items and may provide for the establishment and publication of a list of low-bid items and vendors for commonly used items of small unit value.

Public Competitive Bidding Act: All purchases subject to the Public Competitive Bidding Act of 1974 (61 O.S. § 101 et seq.) shall be made in accordance with and compliance with the provisions of the Act.

Receipt of Items Purchased and Payments: The Administration shall develop, implement, and maintain procedures and any necessary forms for the verification of delivery where applicable and the payment of vendors, contractors, and providers.

Official Purchasing Document Policy: The pre-approval expenditure/purchase request form will stand as the official purchasing document. The official Purchase Order printed from the system will be attached to the original purchasing document after the warrant is issued. The Encumbrance Clerk will date and initial the original requisition form before requisition assignment into system verifying it has been encumbered.

Adopted:
Revised:

SCHOOL ACTIVITY FUNDS

General: The purpose of the School Activity Fund is to promote the general welfare, education, and morale of all students and to finance extracurricular activities of student body organizations. The Board shall exercise complete control over all School Activity Funds. At the beginning of each fiscal year and as needed during each fiscal year, the Board shall approve all Activity Fund sub-accounts, all fund-raising activities, including but not limited to fund raising drives held in schools, and all purposes for which the monies collected can be expended. An annual audit of all School Activity Funds shall be made by a certified public accountant selected by the Board. As necessary, the Superintendent may develop, implement, and maintain written regulations and procedures governing School Activity Funds.

Activity Fund Custodian: The School Activity Fund Custodians shall provide the Board with periodic financial reports reflecting the status of each sub-account. A School Activity Fund Chart of Accounts shall be maintained by the School Activity Fund Custodians and shall include the sub-accounts approved by the Board. The School Activity Fund Custodians shall be appointed by the Board and shall provide a surety bond in an amount to be determined by the Board, but not less than One Thousand Dollars ($1,000.00), for which the premium shall be paid by the School Activity Fund. Prior to the beginning of each fiscal year, the Treasurer shall review the amount and nature of financial transactions that have occurred in the School Activity Fund during the prior year and, subject to the approval of the Superintendent, shall make a recommendation to the Board as to the amounts of the surety bonds required for the School Activity Fund Custodians for the following fiscal year.

Fund-raising Activities and Revenues: Projects for raising revenue for the School Activity Fund shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Revenue from those sources identified by statute and proceeds from Board-approved fund-raising activities shall be deposited, as received and without making any withdrawals, reimbursements, or substitutions, and shall be credited to the appropriate School Activity Fund sub-account. Contracts with third-parties for School Activity Fund fund-raisers must be submitted to the Board for approval. The School Activity Fund Custodian or designee shall issue receipts whenever money is received, and such receipts shall state the name of the person or entity from whom the funds are received, the date received, and the amount received. Provided, if the amount received from any one person is under five-dollars ($5.00), the receiver may maintain a record by listing the name of the person remitting and the amount received from the person and no other receipt is necessary.

District shall assure that the public is informed concerning fund-raising activities through a Board meeting and/or through other communication with the community. Students and faculty will be allowed to take collections and solicit funds for flowers or gifts in such instances as the death of a student or an employee. However, permission to take collections and/or solicit funds under such circumstances must be granted by the principal at the school site. The Superintendent or his/her designee may approve District-wide solicitations and collections.

Disbursements: Purchases from School Activity Fund accounts may only be made by the sponsors of the activity or person designated to be responsible for a sub-account and shall be done utilizing the purchasing procedures provided for in Policy **CC** - Purchasing. No funds from a School Activity Fund sub-account shall be used for any purpose other than the purposes for which the account was created, unless there is a transfer of funds approved by the Board. District and its School Activity Fund shall not be liable for any purchase or obligation entered into by any individual or organization unless the procedures required for disbursements from the School Activity Fund have been followed in advance of such purchase or obligation.

The School Activity Fund Custodians may provide cash advances to the sponsors of groups, classes, or organizations for travel expenses of students and sponsors. Any cash advance shall only be paid from the School Activity Fund sub-account directly involved in the travel and only if the travel is one of the stated functions or purposes for the account. Receipts for all expenditures of cash advances shall be kept and shall be submitted to the School Activity Fund Custodians upon completion of travel.

Where practical and feasible, money raised from the student body as a whole shall be expended so as to benefit the student body as a whole and shall not be expended for the benefit of a special group. When possible, School Activity Funds shall be expended in such a way as to benefit those pupils who have contributed to the accumulation of such money.

General Fund Refund Account: A General Fund Refund Account may be established within the School Activity Fund and may include revenue from fees for the rental or use of District property or equipment, reimbursement for loss or damage to District property or equipment, reimbursement for services, and reimbursement for payment of substitute teachers. Such revenue shall be deposited to the credit of the "General Fund Refund Sub-account", and the source of such revenue shall be itemized and recorded. Periodically, the Treasurer may transfer funds deposited to the credit of the "General Fund Refund Sub-account" of the School Activity Fund to the General Fund.

Petty Cash Account: A Petty Cash Account may be established and maintained as provided by law.

Organizations Exempt from School Activity Fund Limitations and Sanctioned by the Board of Education:

District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board and confer a benefit to the students of District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, 70 O.S. § 5-129.

1. District may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of District, are beneficial to students and meet the requirements of this policy.

2. In determining whether a student achievement program or a parent-teacher associations and organization should be sanctioned by District, the Board may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of District curriculum; (2) if the program association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.

3. An application by a student achievement program or by a parent-teacher association or organization to the Board requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) a financial audit, if any, which has been performed on such program, association, or organization by an independent accounting firm.

4. An application shall be submitted to the Superintendent for preliminary review. After the program, association, or organization's application has been reviewed by the Superintendent, the Superintendent shall make a recommendation to the Board. The Board shall review the application and shall sanction or decline to sanction the applicant. The decision of the Board is final and non-appealable.

5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the Superintendent or the Board may require from any such program, association or organization, on an annual basis, that a financial audit be performed on the program, association or organization by an independent accounting firm. If required by the Superintendent or the Board, the audit shall be submitted to the Superintendent within ninety (90) days of the request. The Board shall review any audits submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds.

6. Each sanctioned program, association, or organization must maintain cash management and financial controls that are appropriate for it to properly account for all funds received and all expenditures of funds, including the identification of all goods or services purchased. The Board has adopted suggested financial accountability guidelines for sanctioned organizations. While sanctioned programs, associations and organizations are not required to implement the procedures outlined in those guidelines, the guidelines indicate a level of financial control that the Board considers appropriate.

7. District personnel, including coaches and sponsors, may not accept money or anything of value from a sanctioned program, association, or organization without the prior written authorization from the Superintendent or an employee designated by the Superintendent. Specifically, coaches and sponsors shall not be paid for services rendered by any program, association, or organization. District personnel may not take custody of or store any funds belonging to or raised by a sanctioned program, association, or organization, except in extraordinary circumstances and with the approval of an administrative official.

8. The Superintendent or the Board may, at any time they deem warranted, request copies of any and all records maintained by the program, organization, or association. Copies of records must be promptly provided upon the request of the Board or Superintendent.

9. The Board may, at its discretion, withdraw sanctioning at any time it deems it is in the best interest of District. The student achievement program, parent-teacher association, or organization shall receive prior notice of the Board's intent to consider the withdrawal of sanctioning and shall be permitted an opportunity to present reasons and evidence as to why the withdrawal should not occur. Any decision of the Board to withdraw sanctioning is final and non-appealable.

10. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by District under this policy or that it is authorized to represent District.

11. Neither District, the Superintendent, the Board, nor any District personnel shall incur any liability for the acts, errors or omissions of any sanctioned organization, unless the person was directly involved in the operation of the sanctioned program, association, or organization.

12. No fund-raising activities will be conducted within District's schools during school hours without proper notification to and approval from the Superintendent. Students will not participate during regular class periods unless approved by the Superintendent. Coaches and/or sponsors will not be compensated by the District for participation in the program, association or organization.

13. The program, association, or organization may not use District materials in advertising its activities. Use of District property by the organization for its activities will meet all regulations established by the Board.

14. All funds raised will be used to achieve the stated purposes and goals of the organization. No stipends or administrative fees will be permitted to officers or others. If the organization is abolished or ceases to exist, all remaining funds after the financial responsibilities are satisfied shall be deposited into the general fund activity account.

15. District shall not accept contributions from the organization unless approved by the Board.

16. The organization must maintain bank, financial, and tax-exempt status separate from District.

17. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to District controlled and/or owned properties, or provide academic achievement awards and other education recognition to students or student bodies will be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

18. Board sanctioning does not excuse an organization from complying with all state and federal laws as they pertain to equal opportunity and treatment of all students. The organization shall comply with applicable law, Board policy, any applicable Administrative Regulations regarding School Activity Funds, Title IX and all other state or federal equity regulations. If the program, association, or organization refuses to comply with the applicable law, policies, and Administrative Regulations, it shall not be entitled to utilize District's property or facilities for any purpose.

19. If sanctioning is granted, the organization will not deposit any check, warrant or money order made payable to District, or any individual District school into the organization's private bank account.

Student Organizations Exempt from School Activity Fund Limitations: All student organizations which are covered by the Equal Access Act (20 U.S.C. § 4071 et seq.) shall submit an application for recognition and exemption to the Superintendent. The Superintendent may request such information as is necessary to evaluate the application for exemption including, but not limited to, the following:

a. By-laws;

b. List of current officers;

c. Statement of purpose;

d. Statement of fund-raising methods and activities; and

e. Proposed schedule of fund-raising activities indicating the location, the dates, and the time of such activities.

The Superintendent shall review the application for recognition and exemption and shall make a recommendation to the Board regarding whether the student organization shall be exempted from control by the Board. The Board shall review and consider the Superintendent's recommendation and the information submitted and shall issue a determination regarding the exemption status of the student organization. If the Board determines that the student organization

is in fact a non-exempt student organization, then it shall be subjected to the applicable law, Board policy, and any applicable Administrative Regulations regarding School Activity Funds. If a non-exempt student organization refuses to comply with the applicable law, policies, or Administrative Regulations regarding School Activity Funds, it shall not be entitled to utilize District's property or facilities for any purpose.

Adopted:
Revised:

RAFFLE REGULATIONS

1. A raffle may only be conducted by a school, a student group affiliated with the school or a parent-teacher organization affiliated with the school.

2. A school, affiliated student group or parent-teacher organization seeking to raise funds may issue numbered tickets in exchange for a voluntary contribution to the school affiliated student group or parent-teacher organization. The corresponding stub of the ticket may be drawn by lot and the holder of the ticket or tickets may receive a prize of value.

3. A set of pre-numbered tickets must be issued. One ticket stub will be issued to the participant and the school will retain the other ticket stub.

4. Schools, affiliated student organizations or parent teacher organizations may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on behalf of the organization.

5. The building principal must approve all raffles conducted on behalf of the respective school, a student group or parent-teacher organization within the school.

6. School officials or designated representatives of a student group or parent-teacher organization must be actively involved in supervising the sale of tickets, the receipt of funds from the sale of tickets and accounting for same, and the drawing of the ticket stub or stubs.

7. All funds received in connection with the raffle shall be accounted for in accordance with district activity fund procedures.

8. The owner of the winning ticket stub need not be present to win.

9. Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

10. Students who wish to participate in the raffle may do so before and after school. The site principal may designate other times of participation during the lunch period.

11. No prize with a value of $600 or more may be awarded without the written approval of the Superintendent. The value of any non-cash prize will be established and announced prior to the drawing of tickets.

12. Any cash or non-cash raffle winnings of $600 or more must be reported to the IRS and the recipient. Taxes must be withheld on proceeds of more than $5,000 if the amount of the proceeds is at least 300 times the wager. Currently, this tax rate is twenty-eight percent (28%).

13. Proceeds of more than $5,000 (if the amount of the proceeds is at least 300 times the wager) must be reported to the Oklahoma Tax Commission. If District is making a payment of more than $5,000, it must withhold four percent (4%) of the proceeds and remit the withheld amount to the Oklahoma Tax Commission.

14. The reporting of proceeds and the remittance of taxes as required above should be performed by the District Chief Financial Officer.

15. Raffle participants should be notified that the proceeds of the raffle may be considered income for state and federal income tax purposes and that they are responsible making this determination and reporting as necessary.

16. The school, a student group affiliated with the school or a parent-teacher organization affiliated with the school shall have the final authority to interpret the rules and regulations governing the raffle and, in the event of any dispute, to determine the winner of any raffle.

17. Alcoholic beverages may not be given as a prize.

Adopted:
Revised:

PAYROLL

Direct Deposit: The following policy complies with the Direct Deposit Act in Oklahoma law.

1. District shall require every employee to participate in direct deposit of his/her monthly salary.

2. No fee will be charged to any employee because of the implementation and administration of this direct deposit policy.

3. Direct deposits will be made once a month in accordance with the pay schedule identified at the beginning of each year. Any additional pay will be paid by check and distributed in accordance with the identified pay schedule.

4. Direct deposit forms will be given to every new employee of District and will be submitted to the payroll office prior to the employee receiving his/her first check.

5. If any changes are needed to be made on the form, the employee is responsible for contacting the payroll office.

Salary Deductions: Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. District will make other deductions when authorized in writing by the employee. District shall transmit deducted funds to the designated organization.

An employee may request in writing, including an e-mail or a fax, for District to immediately terminate or initiate payroll deductions to a professional organization. After such request, District will initiate or terminate deductions within five (5) business days or by the next pay period, whichever is earlier, and will notify the professional organization of the initiation or termination within fifteen (15) business days. If the request is to terminate a deduction, District shall not make any advance payments to any professional organization of any future dues on behalf of the school employee.

If at any time an employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to his/her direct supervisor, or to human resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be reimbursed for any improper deduction made.

Adopted:
Revised:

TRAVEL AND EXPENSE REIMBURSEMENT

General: District recognizes that its employees, students, and others associated with District may incur travel and other related expenses in the performance of their duties or responsibilities to District ("District Travel"). This policy applies to all employees, students, Board members, and candidates for employment but not to any independent contractors. The policy also applies to volunteers who perform substantial and necessary work or services for District. Individuals who are subject to this policy should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, luxury accommodations, and services which are unnecessary or unjustified in the performance of official business are not acceptable and should be avoided. Travel and other related expenses may include airfare, mileage at the rate per mile for mileage authorized by the Internal Revenue Service ("IRS") for deductibility at the time of travel from the approved point of departure to the approved destination as indicated by the most direct route on the map when the individual's own vehicle is utilized, taxi fare, bus or shuttle fare, subway fare, railroad fare, lodging, meals, registration fees, and other miscellaneous expenses related to District-sponsored travel ("Travel Expenses").

Approval for Travel and Expenses: Any person who will incur Travel Expenses shall submit appropriate documentation for approval of the incurring of Travel Expenses to the Superintendent or the Superintendent's designee. This must include submitting a requisition in advance of beginning the travel, as well as obtaining Board approval for any out-of-state travel. The Superintendent or the Superintendent's designee shall review the request and approve or deny the request, including any overnight travel, in or out-of-state. In considering whether to approve the request, the Superintendent or the Superintendent's designee may consider the purpose of the travel, how such travel will benefit District, its employees, and/or its students, whether other District personnel are attending, the extent to which the person requesting approval has engaged in District Travel during the current fiscal year, the cost of District Travel, the availability of funds, the length of the trip, and any other information deemed relevant. In approving a travel request, the Superintendent or the Superintendent's designee is certifying that the person requesting travel was duly authorized to incur travel and other related expenses in the performance of policy making, professional, technical, supervisory, or administrative duties or that such expenses were germane to the duties and functions of District.

Reimbursement Requests: Upon completion of authorized travel, persons requesting reimbursement shall submit the appropriate documentation for reimbursement of Travel Expenses within thirty (30) days of completion of authorized travel. Appropriate documentation shall include a signed travel voucher which itemizes the various expenses incurred and an itinerary and schedule of official functions attended if applicable. Itemized receipts are required for registration, air and ground transportation, lodging, parking, and rentals. If a receipt or other evidence of payment is lost or is impossible to furnish, the employee shall provide a full explanation for the lack of a receipt or other evidence of payment on the travel voucher. Employees will be paid a per diem rate for meal reimbursement.

All reimbursement requests shall be submitted to the Superintendent or the Superintendent's designee and shall include the appropriate Purchase Order Number. Reimbursement requests shall be submitted by June 15 of each fiscal year, unless the Travel Expenses are incurred after June 15, in which case, a request for reimbursement must be submitted no later than June 30 of the fiscal year. Reimbursement requests shall not cover periods of over thirty-one (31) days. Where the travel period is continuous, subsequent claims for reimbursement shall be submitted as necessary to cover the continuous period.

Reimbursement may be made from the General Fund, the School Activity Fund or sub-account or, as permitted by law, from such other fund as designated by the Board.

Personal Leave in Conjunction with District-Sponsored Travel: When personal leave or vacation leave is taken in conjunction with an employee's approved District-sponsored travel, the person must indicate the exact date and time of departure from and/or return to official travel status. An employee shall not be reimbursed for travel and other related expenses incurred during a period of time when the employee is taking personal leave or vacation leave. Individuals shall not be reimbursed for meals and/or lodging expenses incurred more than twenty-four (24) hours before and/or after the object of travel *(i.e.*, the scheduled meeting, workshop, or conference) begins and/or ends unless there is a savings in travel costs related to airfares which exceeds the costs of any extra meals and/or lodging. Exceptions may be made for extraordinary circumstances.

GENERAL PERSONNEL POLICIES

District's personnel are an important resource for achieving a successful educational program. The District shall seek to employ those persons who have the highest capabilities, the strongest commitment to quality education, and the greatest probability of effectively implementing the District's educational program.

Categories of Employees: These provisions apply unless provided in the Collective Bargaining Agreement ("CBA"). District may employ certified administrators, certified teachers, and support employees. Full-time employment shall be employment on a regular basis, as opposed to temporary..Part-time employment shall be any employment for less than full-time employment. Temporary employment is employment to fill a position for a stated period of time on a non-continuing basis.

Employment: The Board shall determine whether to create new positions upon the Superintendent's recommendation which shall be accompanied by a proposed job description which contains the qualifications for the responsibilities of the proposed position. The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District. In determining the qualifications of candidates, the Superintendent may consult with other personnel and shall ensure that recommended candidates can produce legally sufficient proof of citizenship status. The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board. However, when it is necessary to meet the best interests of the District, the Superintendent shall have the right to employ persons on a temporary basis until the Board can take action on the Superintendent's recommendation for a term not to exceed sixty (60) days. The District shall utilize a Status Verification System to verify the federal employment authorization status of all new employees as required by law.

Employment Contracts: Every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or the Superintendent. Any person who fails to sign a contract of employment which accurately conveys the Board's offer, including salary and fringe benefits, within thirty (30) days after presentation shall be considered to have refused the offered employment, and the position shall be declared vacant.

Employment Vacancies: When a vacancy exists, notice of the vacant position shall be posted at the Superintendent's office for a reasonable amount of time and shall be posted and/or mailed as required by any applicable negotiated agreement. In addition, the District may advertise vacancies in local, statewide, or national newspapers, school-related publications, or such other sources as may be determined by the Superintendent or the Board.

Employment Applications: Applicants for employment may be required to complete an employment application on a form to be provided by the District. Applicants may be required to be tested as to certain skills, may be required to authorize the District to conduct various investigations as to the applicant's experience, employment history, and personal history, and shall be required to submit information for a felony record search. Any person who is determined to have falsified information on his or her employment application may be dismissed.

Compensation: The Administration may prepare and submit to the Board for review and approval compensation plans for the various categories of employees, including certified administrators, certified teachers, and support personnel. Such compensation plans may include the provision of fringe benefits, including, but not limited to, retirement, health insurance, disability insurance, and social security benefits.

Teachers who are in their entry-year shall be paid at the bachelor's degree level with zero ("0") years of experience on the negotiated salary schedule unless they have earned an advanced degree prior to entering the education profession. Salary credit for degrees and/or academic credits earned will be adjusted on a per semester basis following completion of documentation. Documentation may include grade report forms, transcripts or other official materials from accredited colleges and universities and shall be received by the District by September 1 and/or January 1 in order to implement the increase in pay.

District will provide all employees with the benefits afforded by the Oklahoma Workers' Compensation Act ("Act"). At the option of the employee, temporary total disability benefits may be supplemented by any sick leave or personal leave, or fractional use thereof, available to the injured employee, to the extent that the injured employee shall receive full wages during the employee's temporary absence. The sum of all temporary total disability payments and sick leave shall in no case combine to exceed one hundred percent (100%) of the employee's net pay as it existed prior to injury.

Job Descriptions: The Administration shall prepare, periodically review, and update job descriptions for all positions within the District.

Felony Record Searches: The Administration shall conduct a felony record search for all new employees as required by law. Employment contracts issued to any new employee shall be on a temporary basis for sixty (60) days or pending the results of any felony record search. The applicant for employment shall pay the fee required for such search; however, the District shall reimburse the employee or prospective employee if the employee or prospective employee is employed for more than ninety (90) days, except as otherwise provided. A person applying for or employed as a substitute teacher shall only be required to have a felony record search as required by law.

If a felony record search reveals a prior felony, the applicant may not be hired and any temporary contract may be terminated. District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, length of time since the offense, whether the State Department of Education has issued certification, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice from the Superintendent or the Superintendent's designee.

Except as otherwise provided by law, any teacher employed by an Oklahoma public school district prior to August 15, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation "OSBI") as well as a national criminal history record check on file with his or her employing district, shall complete the criminal history record checks upon the next renewal of his or her Standard Teaching Certificate. Except as otherwise provided by law, any other person employed by an Oklahoma public school district prior to August 15, 2020 who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall have until July 1, 2022 to complete the criminal history record checks. Any teacher eligible to retire from the Teachers' Retirement System of Oklahoma who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall complete the criminal history record checks by the earlier of: July 1, 2022 or the next renewal of his or her Standard Teaching Certificate.

Personnel Files: The Administration shall maintain a personnel file for each employee of the District. Each personnel file shall contain the employee's application for employment and any other documents submitted during the application process, all evaluations, admonishments, reprimands, complaints, commendations, plans of improvement, and any other documents which Administrative Regulations may designate for inclusion. Personnel files shall be confidential and shall not be released except as provided in this policy. However, an employee's personnel file may be provided to the following without the employee's notification and/or consent:

1. members of the Board with an established need to know;
2. administrators and/or supervisors with an established need to know;
3. agents of the District authorized by the Administration; or
4. when ordered to be released by court order or subpoena.

Except as otherwise provided by law, all records created pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) which identify a current or former public employee and contain any evaluation, observation, or other TLE record of such employee should be kept confidential. These records shall not be subject to disclosure under the Oklahoma Open Records Act and where disclosure of TLE records is required, all individually identifying information shall be removed to the fullest extent possible.

Gifts and Solicitations: Employees shall not engage in any activity involving commercial solicitations of students, parents or colleagues except for District-sponsored fund raisers. All gifts or donations not of a personal nature, such as books, magazines, materials, or equipment, become the property of the school district and cannot be removed.

Conflicts of Interest: A conflict of interest represents a conflict between the private interest and the public obligations of a person in an official position. Listed below are employee standards of conduct which prohibit specific acts which could lead to a conflict of interest. Employees shall sign off on the following Standards of Conduct.

Standards of Conduct:

1. Except for a substitute teacher, no person shall be employed who is related to a member of the Board within the degree prohibited by law. No employee shall directly supervise any other employee who is a member of the employee's family within the second degree of consanguinity or affinity.

2. Supervisors involved in romantic or sexual relationships with those they supervise or evaluate erode confidence in their leadership and interject questions regarding possible conflicts of interest and favoritism in decisions. Therefore, no supervisor may influence (directly or indirectly) salary, promotion, performance evaluation, work assignments or other working conditions for an employee with whom such a relationship exists. Supervisors involved in a consensual romantic or sexual relationship, in the context of supervision, must discuss the matter on a confidential basis with their own supervisor or with the Human Resources Office to assess the implications for the workplace and make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting. Although both employees involved in consensual relationship are individually responsible for disclosure, a supervisor's failure to report such a relationship will be regarded as a serious lapse in the management of the workplace and grounds for appropriate disciplinary action, including termination (particularly in cases where bias or harassment has occurred in connection with a benefit).

3. Family members related to an assistant principal or principal within the second degree by consanguinity or affinity shall not be assigned to the same building as their related assistant principal or principal but may be employed in other departments or other division positions, including teaching positions. Teachers presently employed who are family members of a District administrator shall not be assigned to the same work site as the administrator. Non-certified individuals who are family members of an administrator shall not be assigned to the same supporting departments. Administrators shall not supervise a family member, and, in the event of a conflict, the administrator shall remove him or herself from any decision or attempt to influence decisions regarding a family member.

4. No employee, officer or agent may participate in the selection, award, or administration of contract(s) supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest could arise where an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

5. No employee, officer, or agent of District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial, or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Fifty Dollars ($50.00) or less.

6. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.

7. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.

8. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situation which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

Alternative Arrangements: Alternative arrangements may be made when necessary to avoid real or perceived conflicts of interest. Alternative arrangements mean removing the responsibility or influence to hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, recommend termination of employment, and recusal from influencing any employment related decision. This includes relationships that are established post-hire.

Individuals currently employed but whose employment would have been prohibited under this policy shall not be deemed in violation of this policy, but individuals may be reassigned as considered feasible by the administration. No current employee will be terminated because of such nonconformity with these standards or because reassignment was not feasible.

Outside Employment: District employees shall not accept outside employment which requires that the employee perform services during the employee's normal working hours for the District unless the employee utilizes vacation or personal leave. This provision shall not apply to employees who participate in military activities in accordance with federal and/or state statutes or who are on approved leave.

Assignments and Transfers: Employees shall be assigned to a position by the Superintendent and may be transferred to a position on the basis of the needs of the District, the employee's qualifications, and the employee's expressed desires and in accordance with any applicable negotiated agreement. The needs of the District shall be the primary criteria in determining any assignments or transfers, and the secondary criteria shall be the employee's qualifications.

Work Hours: The Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours.

Overtime: The District shall comply with the Fair Labor Standards Act ("FLSA"). Employees who are not exempt from the overtime provisions of the FLSA shall be entitled to overtime compensation or compensatory time for hours worked in excess of forty (40) per work week. The District's work week shall commence on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m. An employee shall not work overtime unless authorized in writing by the employee's supervisor.

Substitutes: The Administration may develop and maintain a list or lists of qualified substitutes who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. A substitute teacher who holds a valid Oklahoma teaching certificate may teach for an unlimited number of days during the school year in areas and grade levels in which he or she holds a valid certificate. A substitute teacher without a current Oklahoma certificate (and who does not possess a lapsed or expired certificate, or a bachelor's level college degree) shall be employed for a maximum period of one hundred thirty-five (135) school days during a school year. A substitute teacher without a current Oklahoma certificate (and who possesses a lapsed or expired certificate, or a bachelor's level college degree) shall be employed for a maximum period of one hundred forty-five (145) school days during the school year. At the discretion of the District, a substitute teacher without a current Oklahoma certificate may be employed in the same teaching assignment for up to one hundred thirty-five (135) school days during the school year, or up to one hundred forty-five (145) school days during the school year if the teacher holds a lapsed or expired certificate or has a bachelor's level college degree.

Volunteers: District recognizes that volunteers may make valuable contributions to District's educational programs. Therefore, when appropriate, volunteers will be encouraged and utilized. The Administration may develop appropriate regulations regarding the use of volunteers.

Supervision and Evaluation: Supervisory personnel will observe the performance of any employee for whom the supervisor will be required to complete an evaluation. The Superintendent shall prepare appropriate forms for the evaluation of teachers, administrators, and support personnel. Unless otherwise provided for by law or policy, all District employees shall be evaluated in writing, according to the standards provided for in law, at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee's personnel file. In addition to its policy of evaluation, District must also create and maintain a corresponding professional development policy for all teachers and administrators.

It will be District's policy of professional development to:

1. Establish an annual professional growth goal for the teacher or administrator that is developed by the teacher or administrator in collaboration with the evaluator;
2. Address a specific area or criteria identified through the qualitative component of the TLE;
3. Allow the teacher or administrator to actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement; and
4. Refer to resources, in drafting and reviewing its policy of professional development, that are easily available and supplied by District and the State Department of Education.

District will monitor compliance with each individualized program of professional development. All professional development completed pursuant to an individualized program of professional development shall count toward the total number of points a teacher or administrator is required to complete as established by District's Board.

Individualized programs of professional development required by this subsection may include but are not limited to the following learning practices:

1. Presenter-led workshops;
2. Individual or faculty studies of books, scholarly articles and video productions,
3. Peer observations;
4. Committee studies to address student achievement issues;
5. Work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification;
6. Action research projects designed to improve student achievement; and
7. Participation in local, regional or state initiatives associated with the development or implementation of curriculum standards.

Resignation and Retirement: Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent or designee. Except as otherwise provided, such resignation or retirement shall be effective and may not be revoked when submitted to and accepted by the Superintendent unless otherwise determined by the Board. In accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by the date required by law or else the teacher will be bound to perform pursuant to a continuing contract.

The superintendent shall report the names of all individuals tendering a resignation to the Board, no later than the next scheduled Board meeting, for the purpose of keeping them informed regarding resignations and employment.

Medical Examinations: In accordance with applicable laws, an employee or applicant for employment may be required to undergo a physical and/or medical examination to determine the employee's or applicant's ability to perform the essential functions of the job. The District shall pay for any required medical examination.

Employee Produced Materials: Any work product of employees which is produced during normal school hours or with the use of District-owned equipment and/or supplies shall be the property of the District. District shall not be obligated to compensate employees for material produced under these conditions.

Adopted:
Revised:

NEPOTISM

District will not consider for employment any relative of a Board Member who is related within the second degree of affinity or consanguinity to the Board Member. Such relatives include the following persons:

Board Member's:	Spouse's:
Spouse	Child
Child	Parents
Child's spouse	Grandchild
Parent	Grandparents
Parent's spouse	Brother
Grandchild	Sister
Grandchild's spouse	
Grandparent	
Grandparent's spouse	
Brother	
Brother's spouse	
Sister	
Sister's spouse	

Adopted:
Revised:

VOLUNTEER SERVICES

District recognizes that volunteers make valuable contributions to students and the District's educational program, Therefore, the Board encourages the use of volunteers where possible and appropriate. Any information to which the volunteer has access to in the classroom, office, or while on a school-sponsored field trip is considered confidential and must be treated as such. In addition, any person who wishes to be considered as a volunteer at a school site is required to consent to a criminal background check, including a sex offender registry search in all fifty (50) states (See DA- F). If the background check does not reveal any of the offenses listed below, the prospective volunteer will be considered to have passed the criminal background check. However, District's Administration reserves the right to deny the services of any volunteer at its discretion.

If a prospective volunteer believes that an error has been made in the process of the background check, proof may be sent in for review by the company conducting the background check to determine if a correction needs to be made.

Adopted:
Revised:

SUPERINTENDENT

Employment: The Board shall determine the process to be used in hiring and employing a superintendent. The Superintendent shall be employed pursuant to a Board-approved written contract specifying the compensation and the benefits to be provided to the Superintendent by District. The Superintendent shall be responsible for filing the contract as required by law. The Superintendent shall hold an Administrative certificate recognized and approved by the State Department of Education.

Duties and Responsibilities: The Superintendent is the chief executive officer of District and has charge of the administration of the schools of District. The Superintendent is responsible for the general coordination of District as well as the general administrative supervision and control of employees. The Superintendent presents recommendations to the Board for its consideration and possible approval. The Superintendent is responsible for the final interpretation of Board policies as well as seeing that all state and federal laws and regulations applicable to District are enforced. The Superintendent should keep the Board informed as to how policies are being carried out and how effectively such policies are operating. The Superintendent should maintain a public relations program which will inform the community of the activities, needs, and successes of District. The Superintendent should also maintain open communication with principals and teachers to determine their needs, ideas, and accomplishments within District. The Superintendent shall also perform those duties and responsibilities set forth in the applicable job description, contract, law, District policy, or Administrative Regulation. The Superintendent shall also maintain his or her certification.

Compensation and Benefits: After the Board has made a decision to offer employment or re-employment to the Superintendent, the Board shall meet with the Superintendent to develop a proposed employment contract for the applicable term of employment. The proposed employment contract shall be presented to the Board for consideration and approval. After an employment contract has been approved by the Superintendent and the Board, the contract shall be signed by the parties and filed in accordance with law. The contract shall specify the term of employment and the Superintendent's compensation and benefits.

Evaluation: The evaluation of the Superintendent shall have as its overall purpose the assessment of the effectiveness of the Superintendent in meeting the needs of District. The evaluation shall be conducted by the Board in conjunction with the Superintendent and shall include an examination of the working relationship between the Board and the Superintendent.

In preparation for the Superintendent's evaluation, an evaluation form shall be jointly developed by the Board and the Superintendent. The Board may meet in executive session to evaluate the Superintendent's performance of duties for the fiscal year to date, including the progress made toward accomplishing the Superintendent's and Board's stated goals for the school year. During one or more portions of such executive session, the Board shall meet with the Superintendent to discuss the evaluation.

Re-employment: Following the evaluation of the Superintendent and before June 30, the Board may meet in executive session to discuss the employment status of the Superintendent. The Board may consider the re-employment of the Superintendent.

Dismissal, Non-re-employment, or Suspension: The Board may take action at any time to dismiss, non-re-employ, or suspend the Superintendent as provided by law.

CERTIFIED ADMINISTRATORS

Definition: A certified administrator shall mean an employee of District who is certified as an administrator and who devotes a majority of the employee's time to service as a principal, supervisor, or in any other administrative or supervisory capacity for which such certification is required. Certified administrators shall hold certificates required for their positions recognized and approved by the Oklahoma State Department of Education ("SDE").

Evaluation: The evaluation adopted by the Board must adhere to the following requirements:

1. Be based on a set of minimum criteria developed by the State Board of Education;

2. A copy of this policy and any amendments shall be made available to all persons subject to this policy;

3. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified administrator's personnel file; and

4. Except for the Superintendent, all certified administrators shall be evaluated by the designated administrator.

Dismissal, Non-re-employment, or Suspension: Certified administrators shall be entitled to due process according to the law whenever a certified administrator is to be dismissed or non-re- employed from an administrative position. Whenever the Board or the Administration believes that reasons exist for the dismissal of a certified administrator and when it is determined that immediate suspension of the certified administrator is in the best interests of the children of District, the Board or the Superintendent may suspend the certified administrator without notice or hearing according to the applicable provisions of law.

Duties and Responsibilities: Certified administrators shall perform those duties and responsibilities set forth in any applicable job description, contract, law, District policy, or Administrative Regulation. Certified Administrators must maintain certification and if it is suspended by the SDE, such will be considered as the employee's resignation.

Reduction in Force: In the event it becomes necessary to reduce the number of certified administrators because of actual or projected decreases in revenues, actual or projected declines in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board, the Board may undertake a reduction in force in accordance with the provisions of the law and regulation. The Board will determine which programs can best serve the needs of the students. The position or the program shall be the determining factor(s) for what will be eliminated, not the individuals that occupy the position or serve the program. The Board shall first attempt to reduce staff by normal attrition and, second, by the following:

1. Seniority in continuous, full-time, contracted certified employment in district (approved medical leave shall not be considered a break in service).
2. Certification associated with assigned area.
3. If seniority and certification are the same, the determining factors shall be:
    - Years of experience in the retained position in the district.
    - Academic degree status.
    - Total Years of Experience as a certified administrator in the state.

Any person terminated under the provisions of this policy who wishes to be considered for future vacancies must formally apply for a position and shall notify the superintendent of his or her desire to remain an active applicant for a position within ten (10) days following the final Board action on the reduction in force by certified mail, restricted delivery.

Adopted:
Revised:

CERTIFIED TEACHERS

Definition: Certified teacher means a person who holds a teaching certificate or license, who is employed as a teacher, counselor, librarian, school nurse, entry-year teacher, or in any other instructional position for which a teaching license or certificate is required by the Oklahoma State Department of Education, and who does not exercise supervisory authority with respect to other certified teachers of District. All provisions of this policy are subject to the provisions of state law and the collective bargaining agreement.

Standards of Performance and Conduct: Certified teachers are expected to adhere to the standards of performance and conduct for teachers which are adopted by the Oklahoma State Board of Education, and such standards of performance and conduct are incorporated herein by reference as if fully set forth.

Evaluation: Certified teachers shall be evaluated as designated by Oklahoma law. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified teacher's personnel file. All certified personnel shall be evaluated by a principal, assistant principal or other trained certified individual designated by the Board. All individuals designated by the Board to conduct personnel evaluations shall participate in training conducted by the State Department of Education or training provided by District using guidelines and materials developed by the State Department of Education prior to conducting evaluations.

Duties and Responsibilities: Certified teachers shall perform those duties and responsibilities set forth in any applicable job description, contract, District policy, Administrative Regulation or administrative directive.

Admonishment: Certified teachers may be admonished as provided by law.

Dismissal, Non-re-employment, or Suspension: Certified teachers may be dismissed, non-re-employed, or suspended according to applicable law.

Temporary Teachers: Certified teachers may be employed on a temporary basis in certain circumstances and pursuant to a Temporary Teacher Contract. Temporary Teacher Contracts are not subject to the continuing contract law and shall be effective only for the specified term which shall not exceed the end of the school year in which the contract begins.

Adopted:
Revised:

SUPPORT PERSONNEL

Definition: Support personnel are those persons employed full-time by District who provide necessary services not performed by certified teachers or certified administrators. All provisions of this policy are subject to state law and the Collective Bargaining Agreement ("CBA").

Categories of Support Personnel: Support personnel shall include, but not be limited to the following categories:

1. Secretaries
2. Teacher Assistants
3. Library Media Assistants
4. Paraprofessionals
5. Health Aides
6. Custodial and Maintenance Personnel
7. Cafeteria Personnel
8. Transportation Personnel and Bus Drivers
9. Management and technical staff who are not certified administrators

Dismissal, Non-re-employment, Demotion, or Suspension: A support employee who has been employed by District for less than one (1) complete year of service or who is employed on a part-time and/or temporary basis may be suspended, demoted, terminated, or non-re-employed with or without cause. A support employee who has been employed by District for more than one (1) complete year of service may only be suspended, demoted, terminated, or non-re-employed for cause as allowed by law. Nothing contained in this policy shall be construed to prevent layoffs for lack of funds or lack of work. District adopts the causes for suspension, demotion, termination, or non-re-employment as specified in the CBA.

Adopted:
Revised:

EMPLOYEE COMPLAINTS/GRIEVANCES

Applicability: Any employee complaints or grievances regarding allegations of sexual harassment shall be brought pursuant to District Policy BH - Sexual Harassment. Any employee complaints or grievances regarding allegations of discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, or disability shall be brought pursuant to District Policy BI - Civil Rights. All other employee complaints or grievances shall be governed by this policy unless covered by the provisions of an applicable collective bargaining agreement.

Purpose: This purpose of this policy is to resolve employee complaints or grievances at the lowest possible level and to achieve equitable solutions to issues that may arise with respect to an employee's terms and conditions of employment.

Definitions:

1. A "grievance" is a claim by an employee that there has been a violation, misinterpretation or misapplication of an established Board Policy or established District administrative regulation that has specifically affected that employee's terms and conditions of employment.

2. The "grievant" is the employee making the claim.

3. "Days" shall mean the days when the school district central office is open for business.

Procedure:

1. Level I - Informal Resolution - Immediate Supervisor

An employee with a grievance shall first discuss the concern individually with the immediate supervisor within ten (10) days of the alleged violation, citing the specific policy or regulation alleged to have been violated, with the objective of resolving the grievance informally. No written record will be made. However, a memorandum signed by both parties giving the date of the meeting shall be prepared.

2. Level II - Formal Resolution - Immediate Supervisor

   a. If the employee is not satisfied with the discussion of the grievance at Level I, the employee may file the grievance with the immediate supervisor in writing, using the official form which is a part of this procedure, within five (5) days of the Level I meeting.

b. The immediate supervisor shall schedule and hold a 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. Level III - Formal Resolution - Superintendent

a. If the grievant is not satisfied with the disposition of the grievance at Level II, he or she may file an appeal with the superintendent in writing, using the official grievance form which is a part of this procedure, within five (5) days of the meeting.

b. The superintendent or the superintendent's designee shall schedule and hold a meeting with the grievant within ten (10) days after receipt fo the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

4. Level IV - Formal Resolution - Board of Education

a. If the grievant is not satisfied with the disposition of the grievance at Level III, he or she may file an appeal with the board of education in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level III response.

b. The board will hear the appeal on the record at its next regularly scheduled meeting or a special meeting that has been called for that purpose within forty-five (45) days of the receipt of the appeal. 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 and nonappealable.

General Provisions:

1. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.

2. Failure at any level of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance by the grievant of the decision at that level.

3. Failure at any level of this procedure to respond to a grievance within the specific time limits shall permit the grievant to appeal to the next level.

4. Time limits at any level may be extended by mutual agreement, and such agreements shall be made in writing and placed in the record for that grievance.

5. A grievance, which arises from an action of an authority above the level of immediate supervisor, may be initiated at Level III of this procedure.

6. Evidence and testimony presented by the grievant at any level of this procedure shall be limited to that which was presented at previous levels.

7. Copies of official grievances, all documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of the grievant.

8. No reprisals shall be taken against the grievant or other participants in the grievance procedure by reason of such participation.

Adopted:
Revised:

ALCOHOL AND DRUG FREE WORKPLACE AND DRUG TESTING

Alcohol and Drug Free Workplace: Student and employee safety is of paramount concern to the Board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. The Administration shall provide a copy of this policy to all present and future employees, and each employee of this District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy.

While on District property or engaged in District activities, employees of District shall not manufacture, use, possess, sell, distribute, or be under the influence of drugs, controlled dangerous substances, or alcohol (including low-alcohol beer). Any person who has a reasonable belief to suspect that an employee on District property or engaged in District activities may be under the influence of or in possession of controlled dangerous substances or alcohol shall report the belief to the employee's supervisor or the Superintendent. When it is evident that an employee has consumed alcoholic beverages or used illegal drugs off District property and/or before a District activity, the employee shall not be allowed on District property and/or shall not be allowed to participate in District activities. Any employee who violates this policy may be subject to disciplinary action which may include suspension, demotion, dismissal, non-reemployment, or termination.

Each employee shall notify the Superintendent, or the Superintendent's designee, of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in regular employment. Such notification must be made to the Superintendent, or the Superintendent's designee, no later than five (5) days after conviction. The Superintendent, or the Superintendent's designee, shall provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten (10) days after the Superintendent, or the Superintendent's designee, receives such notification. Within thirty (30) days following receipt of the above notification, the District shall take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program; provided that nothing herein will preclude the District from taking disciplinary action prior to any such notice when cause exists.

Each employee shall have an opportunity to attend a drug-free awareness program at which employees shall be informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. The Board recognizes that employees who have a drug abuse problem should be encouraged to seek

professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Alcohol and Drug Testing: Drug and alcohol testing of employees may be conducted in accordance with the reasonable suspicion standard for cause and applicable federal and/or state law as set forth in Administrative Regulations District shall comply with the Omnibus Transportation Testing Act of 1991, which helps to prevent accidents and injuries resulting from misuse of alcohol and controlled substances by employees who serve in safety-sensitive positions.

Adopted:
Revised:

DRUG-FREE WORKPLACE NOTICE TO EMPLOYEES

This District supports the "Drug-free Workplace Act of 1988" (41 U.S.C. §81) and all employees must individually certify their understanding of the following conditions of employment and this act:

1. Each employee is hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all workstations in District. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school system. A controlled substance means a controlled substance in Schedule I–V of Section 2020 of the Controlled Substance Act (21 U.S.C. §812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

2. Employees are further notified that as a condition of their employment, they are required to abide by the terms of this policy and that violation of any requirement will result in appropriate disciplinary action which may include (a) probation, (b) suspension, and/or
(c) termination. Employees may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as approved for such proposes by a federal, state, or local health, law enforcement, or other appropriate agency. Termination is automatic if the employee is guilty of distribution of the substance.

3. It shall be the responsibility of the employee to report to district any and all convictions of a criminal drug statute violation occurring in the workplace no later than five
(5) days following such conviction. The district must also notify the federal contracting officer or grant source (if any) within ten (10) days after receiving notification from an employee or otherwise receiving actual notice of such conviction. Appropriate personnel action shall follow such disclosure within thirty (30) days of such notice.

4. Because it is the policy of the Board to promote prevention, a drug-free awareness program shall be provided to inform employees about:

   A. The dangers of drug abuse in the workplace;

   B. District policy of maintaining a drug-free workplace;

C. Available drug counseling, rehabilitation, and employee assistance programs; and

D. Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It is a requirement of the Board that each current employee receive a copy of this policy and that all new applicants receive a copy of this policy upon a conditional offer of employment. This policy statement shall be published in appropriate documents for proper distribution and shall be posted at a prominent employee access area.

District must also demonstrate a good faith effort to maintain a drug-free workplace through implementation of paragraphs 1-4, above.

This is to certify that on_____, I received a copy of this policy pertaining to the Drug-Free Schools and Communities Act of 1989 from the Board.

_____
Employee's Signature

Adopted:
Revised:

WORKPLACE DRUG AND ALCOHOL TESTING REGULATIONS

Applicant Testing

The Board may require drug and alcohol testing of all new applicants upon a conditional offer of employment. The refusal of a job applicant who has been offered conditional employment to take the test will be considered as a basis for not employing the applicant. Each case will be reviewed to assure compliance with current regulations of the Americans with Disabilities Act.

For-Cause Testing

In addition, any person who has a reasonable belief that:

A. an employee on District property or engaged in District activities may be under the influence of or in possession of a controlled dangerous substance or alcohol, or

B. an employee has engaged in conduct on District property or during District activities that suggests impairment or influence of drugs or alcohol, or

C. an employee has used drugs or alcohol at work, or

D. an employee has tampered with drug or alcohol testing at any time, or

E. an employee has engaged in negative performance at work which may be attributed to the use of drugs or alcohol, or

F. an employee has excessive or unexplained absenteeism or tardiness which may be attributed to drugs or alcohol shall report the belief to the employee's supervisor or to the Superintendent.

If the employee's supervisor, the Superintendent or designee reasonably believes one or more of the foregoing circumstances [A through F above] exist, the employee may be required to undergo drug or alcohol testing.

District may request or require an employee to undergo drug and/or alcohol testing as set forth below and when the Superintendent or designee is satisfied that there exists a reasonable belief that the employee has violated these regulations or any other school policy concerning the use of drugs and/or alcohol.

To ensure that a reasonable belief exists that an employee is under the influence of an illegal chemical substance, or any chemical substance (including alcohol), which impacts the ability of the employee to safely perform the required functions of the position the following inquiry procedures will be followed:

1. The supervisor will investigate and compile the facts. If the supervisor is not a director, the supervisor will verbally report the facts to the director.

2. The director will determine whether or not the facts warrant continued investigation. If it is believed that reasonable belief does exist, the director will verbally present the facts to the superintendent or medical review officer.

3. The Superintendent or medical review officer will review the facts. If the Superintendent or medical review officer believes that reasonable belief does exist, the Superintendent or Superintendent's designee will notify the employee in writing of the allegations of reasonable belief and issue the directive to require the employee to undergo drug or alcohol testing, if appropriate.

Post-Accident Testing

District may require an employee to undergo drug and/or alcohol testing when the employee or some other person has sustained an injury while at work or District's property has been damaged.

Random Basis Testing

Any employee may be drug tested on a random selection basis. District will require school bus drivers, mechanics, maintenance employees, and any employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing prior to employment and on a random selection basis. The Superintendent shall ensure that employees who are selected for random testing are selected on a basis that is entirely random and on a basis which results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give the district discretion to waive the selection of any employee selected.

Fitness-for-Duty Testing

District will require bus drivers, mechanics, maintenance personnel, and any District employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing during routine employee fitness-for-duty medical examinations.

Post-rehabilitation Testing

District will require an employee to undergo periodic drug and 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 as a result of this policy, or an employee who is required to obtain a commercial driver's license (CDL).

Drug Testing Procedures

All employees subject to this drug and alcohol testing policy will be tested for alcohol, marijuana, cocaine, opiates, amphetamines, phencyclidine and their metabolites and any other drug or combination of drugs currently included in the provisions promulgated by the Oklahoma Board of Health or as required by state or federal law.

Drug and alcohol testing standards and procedures of this school district shall conform fully with the provisions of the State Board of Health. Testing facilities used by this district shall provide evidence of having met all licensing and/or certification requirements of the State Board of Health including the following:

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.

2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.

3. The collection of samples shall be performed under reasonable and sanitary conditions.

4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.

5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.

6. Sample collection shall be documented, and the documentation procedures shall include:

   A. Labeling of samples so as reasonably to preclude the probability of erroneous identification of test results, and

   B. An opportunity for the applicant or employee to provide notification of any information which the applicant or employee considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information.

7. Sample collection, storage, and transportation to the testing facility shall be performed so as reasonably to preclude the probability of sample contamination or adulteration.

8. Sample testing shall conform to scientifically accepted analytical methods and procedures.

9. 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.

Testing Results

The following steps will be taken when an employee drug or alcohol is positive for the presence of drugs or alcohol:

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual's testing.

2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.

3. If an employee or applicant requests a confirmation test of a sample within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of the positive test, the employee or applicant shall pay all costs of the confirmation test unless the results of the confirmation test reverses the results of the challenged positive test.

4. The employee will be given a reasonable opportunity for confidential rebuttal of the results.

5. To continue employment with the district, the employee must develop a written plan for improvement with the employee's supervisor. As an element of every plan for improvement, the employee will be encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program. Drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, or rehabilitation shall be provided to the employee.

6. The employee will be suspended until the employee has tested negative on a follow-up drug or alcohol test. The follow-up drug or alcohol test will be administered no earlier than seven (7) nor more than forty-five (45) calendar days following the initial positive drug or alcohol test. The physician who administered and interpreted the initial drug or alcohol test will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up drug or alcohol test, depending on the type and amount of chemical substance initially detected in the employee's system. The employee may use existing accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay unless prohibited by applicable law. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.

7. If the follow-up drug or alcohol test is negative, the employee may be returned to regular assignment. If the drug screening is positive, procedures for the employee's termination

will be implemented in accordance with this policy and the district's employment termination policies.

8. Any employee whose drug or alcohol test is positive a second time, regardless of the length of time which has passed since the first positive test, will be recommended to the board for dismissal. Any employee who has once tested positive may be subject to random drug or alcohol testing for a period of two years, commencing with the employee's return to work, and/or may be recommended for dismissal.

Confidentiality

District shall maintain the results of any drug/alcohol test in confidentiality to the extent possible. The employee who participates in a drug/alcohol test will be provided an opportunity to review and to obtain copies of any information and records pertaining to the drug/alcohol test.

1. The records of all drug and alcohol tests and related information maintained by the district shall be the property of this school district and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. District will not release such records to any person other than the applicant, employee, or the district's review officer, unless the applicant or employee has expressly granted permission in writing, following receipt of the test results, for district to release such records or pursuant to a valid court order.

2. A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the district, 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.

Provided, however, a testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon his/her request.

Other Provisions

Drug/alcohol tests required pursuant to this policy will be conducted during, prior to, or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

District shall pay all costs of initial testing for drugs or alcohol and the costs of transportation to the drug/alcohol test site. Any employee or applicant who requests a confirmation test of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest.

A copy of this policy shall be made available to all employees and shall be provided to each job applicant upon the applicant's receipt of a conditional offer of employment.

Any employee or applicant for employment who refuses to undergo drug or alcohol testing conducted in accordance with Board policy and these regulations may be disciplined up to and including termination of employment. An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a positive drug or alcohol test conducted in accordance with the provisions of the Standards for Workplace Drug and Alcohol Testing Act shall be considered to have been discharged for misconduct and shall be disqualified for unemployment compensation.

Adopted:
Revised:

ALCOHOL AND DRUG TESTING FOR BUS DRIVERS

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").

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 or 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.

The following testing is required of all drivers:

A. <u>PRE-EMPLOYMENT TESTING AND CONSENT</u>

A driver must pass an alcohol and controlled substance 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.

1. 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:

i. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and

ii. 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.

2. Controlled Substances.

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

i. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and

ii. While participating in the program, the driver either (a) was tested for controlled substances 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

iii. The driver provides evidence that no prior employer of the driver has any record of a violation of controlled substance use rules by the driver within the previous six months.

3. 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:

i. Alcohol tests with a result of0.04 or higher alcohol concentration;

ii. Verified positive drug tests;

iii. Refusals to be tested (including verified adulterated or substituted drug test results);

iv. Other violations of DOT agency drug and alcohol testing regulations; and

v. 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.

A driver may not perform safety-sensitive functions ifs/he refuses to consent in writing to the release of the above information.

Drivers are responsible for furnishing the District with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

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.

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 (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver's failure to obtain safety-sensitive transportation work, and (4) 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.

4. 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.

B. POST-ACCIDENT TESTING

1. Alcohol.

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

i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.

ii. 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.

2. Controlled Substances.

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

i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.

ii. 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.

C. RANDOM TESTING

Random alcohol and controlled substances 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 alcohol or controlled substances 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.

D. REASONABLE SUSPICION TESTING

Alcohol and controlled substance 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 controlled substance 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 controlled substance reasonable suspicion test. 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.

E. RETURN TO DUTY TESTING

I. 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: (i) an alcohol test shows a concentration of less than 0.02; or (ii) 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 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 controlled substance test and/or an alcohol test with an alcohol concentration of less than 0.02.

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.

F. FOLLOW-UP TESTING

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or controlled substance 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 alcohol and/or controlled substance 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.

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.

A. Alcohol Testing Procedures

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

i. 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: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape.

ii. 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.

iii. 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.

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

v. 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.

vi. 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: (I) 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.

2. Procedure for an Alcohol Screening Test Using Saliva ASD.

i. 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 chooses not to use the device, the STT must insert the device into the driver's mouth and gather saliva.

B. CONTROLLED SUBSTANCES TESTING PROCEDURES

1. Procedures for Collection of Urine Specimens.

i. All urine collections must be split specimen collections.

ii. The School District must direct an immediate urine collection under direct observation with no advance notice to the driver, if:

a. 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

b. 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.

iii. 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.

iv. A driver must receive an explanation of the reasons for a directly observed collection.

v. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

2. Procedures for Testing of Urine Specimens.

i. Testing of urine samples for controlled substances shall be performed by a laboratory certified by the federal Department of Health and Human Services ("DHHS") under the National Laboratory Certification Program.

ii. Controlled substance 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, and (e) phencyclidine (PCP).

iii. 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.

iv. 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.

v. 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.

vi. 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.

vii. The MRO will report split specimen test results to the DER and driver.

viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.

ix. 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.

x. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.

xi. 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.

xii. 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.

xiii. 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.

IV. 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:

A. ALCOHOL

i. The driver has an alcohol concentration of 0.02 or higher as measured on a breath test.

ii. The driver displays behavior or appearance characteristics of alcohol misuse.

iii. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.

iv. The driver possesses alcohol while on duty.

v. The driver uses alcohol during duty performance.

vi. The driver has used alcohol within the four hours prior to performing duties.

vii. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.

viii. The driver has refused to take a breath test for alcohol use.

ix. 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.

B. 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.

ii. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.

iii. The driver has a positive confirmed test for a controlled substance.

iv. The driver displays behavior or appearance characteristics of controlled substance use.

v. The driver has refused to take a controlled substance test.

C. REFUSAL TO TEST

A driver has refused to take an alcohol or controlled substance test ifs/he:

i. Fails to appear for any test as directed by the School District.

ii. Fails to remain at the testing site until the testing is complete.

iii. Fails to provide a urine specimen.

iv. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.

v. Fails to permit a directly observed or monitored collection.

vi. Fails or declines to take a second test the School District or collector has directed.

vii. 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.

viii. 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).

ix. Has a verified adulterated or substituted test result.

D. 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."

i. DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.

ii. 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.

iii. 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.

iv. 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.

A driver who violates any of the Prohibitions in this Policy shall be advised of the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

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 alcohol misuse or controlled substance use. 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 alcohol misuse or controlled substance use, 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 alcohol and/or controlled substance 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.

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 an alcohol or controlled substance problem; (11) consequences for drivers with an alcohol test level of0.02 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.

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 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 test without the employee's consent in certain legal proceedings.

Employees who violate any prohibition in this Regulation 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.

This Regulation does not supersede any District policy pertaining to alcohol misuse or controlled substance use by District employees, except to the extent that this Regulation is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this Regulation is to be interpreted consistent with Oklahoma's Act regarding drug and alcohol testing of personnel.

Adopted:
Revised:

NEGOTIATIONS

In accordance with applicable law, District may enter into negotiations with any duly elected employee organization for the purpose of establishing an orderly process of communication between eligible employees and District. Such negotiations shall be governed by a procedural agreement which shall be agreed upon by the Board and the employee organization. Negotiations may include salary as well as other terms and conditions of employment subject to any applicable limitations of law. Both District and the employee organization shall bargain in good faith.

Except as provided by law, the Board shall make all final decisions with respect to negotiations pursuant to the applicable procedural agreement. The Board shall make all decisions with respect to the management and the administration of District, the employment and the direction of its employees, and the determination of District's program of instruction, and such matters shall not be negotiable items.

Adopted:
Revised:

LEAVE

General: The Board recognizes that District employees must occasionally be absent from work. Therefore, the Board will provide various forms of leave as required by law. This policy shall apply to all employees of District except those covered by an applicable collective bargaining agreement which has conflicting provisions for leave.

Sick Leave: An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed sick leave. Immediate family includes the employee's spouse, parents, grandparents, children, or corresponding in-laws. Sick leave may be used for dental and/or medical appointments. Hours per day of paid sick leave shall not exceed the number of hours per day for which the employee is regularly employed. Sick leave for part-time employees shall be proportionate to the hours worked by the employee.

The following accrual rates will apply to employees who are not covered by an applicable collective bargaining agreement:

Support Employees:

10-month contract (200 contract days or less) = 10 days per school year
11-month contract (201-220 contract days) = 11 days per school year
12-month contract (238 contract days or more) = 12 days per school year

Central office Administrators who work 12 months will be provided 15 days per school year.

Accrued but unused sick leave may be transferred to another school district, to the Oklahoma School for the Blind, or the Oklahoma School for the Deaf or may be used for service credit with the Oklahoma Teachers' Retirement System ("OTRS"). According to applicable law, employees may transfer up to 60 accumulated and unused days of sick leave from another school district, and such transferred days shall be used first in case of illness.

District shall not compensate an employee for any accrued, unused sick leave, except in the case of an employee declaring full retirement. Full retirement is defined as an employee meeting OTRS guidelines for full retirement, declaring and subsequently beginning withdrawals from OTRS, and resigning employment from his/her current position with District. Any unused sick leave may be bought back by District at $25.00 per day upon retirement. Unused sick leave days from other agencies or districts are not eligible for reimbursement or resignation up to one hundred and twenty (120) days.

When an employee is unable to work due to personal illness, injury, or pregnancy, or serious illness in the immediate family, the employee or employee's designee will notify his/her immediate supervisor or designee at the work site at a time as established by existing District/department policy/practice, unless extenuating circumstances preclude this notification.

Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Claiming sick leave on unusual or inclement weather days, claiming excessive sick leave during the last two months of employment, claiming sick leave on days immediately preceding or immediately following holidays or non-work days other than weekends, absences exceeding five (5) consecutive days or more, or presenting behaviors and/or patterns creating a reasonable suspicion that sick leave is being abused are all situations in which appropriate evidence may be requested from the employee by a supervisor. Appropriate evidence may include:

1. Medical professional's statement endorsed by the employee;
2. Employee statement endorsed by the principal or immediate supervisor;
3. Copies of claim submitted for insurance benefits; and
4. Other information, to include District form(s), as may be indicated by the circumstances.

Sick Leave Sharing: District hereby adopts a Sick Leave Sharing program to be administered in accordance with the applicable law and District Regulation.

Personal Leave: Full-time employees shall be entitled to three (3) days for personal business leave. Personal business leave is not cumulative, and employees shall not be compensated for such leave if not used. Unused personal business leave shall be converted to sick leave at the end of the fiscal year. Personal business leave includes any personal business matters that must be conducted during normal school hours but shall not be used for the following purposes:

1. Participating in political activities except when pertaining to personal legal and household business;
2. Performing services for compensation; or
3. Participating in entertainment, recreation, or vacations.

Except in situations which are beyond the control of the employee, personal business leave may not be taken during the following periods of time:

1. The first or last week that school is in session; or
2. The day preceding or following a holiday or vacation period.

The Board may provide additional days of paid personal leave to employees in the event that District schools are closed as the result of a sudden emergency, natural disaster, epidemic, pandemic, or when school closure has been ordered by an authorized government official. In the event support employees are required to work during school closure and at the discretion of the Superintendent or supervising administrator, those support employees may utilize such days of personal leave when schools have reopened.

Emergency Leave: At any time during the fiscal year, District's Board may grant up to ten (10) days of emergency leave for all employees to be used for days when District's schools are closed due to inclement weather, unsafe conditions of physical facilities, lack of proper supervision of students, unsafe conditions for students, and other unforeseen conditions that are declared an emergency. Emergency leave will only be available in the year during which the Board approves such leave or during the following fiscal year. In approving District emergency leave, the Board or Superintendent may designate that employees whose services are essential are not allowed district emergency leave for the days designated as an emergency. Provisions may be made to provide district emergency leave for essential personnel at a later date following the declared emergency.

Bereavement Leave: District will provide up to five (5) days of bereavement leave each year in the event of the death of one of the following relatives of a full-time employee: spouse, child, step child, parent, step parent, sibling, grandchild, or grandparent of the employee or the employee's spouse. An employee may use up to two (2) of the five (5) days of bereavement leave for persons not listed above. Bereavement leave must be approved by the employee's supervisor. Bereavement leave is not cumulative, and employees shall not be compensated for such leave if not used.

Jury or Witness Leave: All employees shall be excused from employment without loss of pay when summoned for jury service or when subpoenaed in a criminal or civil proceeding.

Military Leave: All employees shall be excused from employment for military leave according to applicable law. Upon receipt of the proper military orders, such leave shall be granted without loss of status and shall include his/her regular salary for a period of up to thirty (30) days.

Family Medical Leave: Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all full-time certified teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1) the birth or adoption of a child; 2) because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3) for the employee's own serious health condition; or, 4) to care for the employee's spouse, child, or parent who has a serious health condition.

In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA qualifying reason during the 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave.
Military caregiver leave is available to an eligible employee once per veteran, per serious injury or illness.

Prior to taking unpaid leave, an employee must utilize any accrued paid leave to which the employee is entitled. An employee may be required to provide certification from a physician of the necessity of such leave, including the date the condition began, the anticipated duration, and the medical facts regarding the condition.

With the exception of leave approved for military care-givers, District will abide by the Rolling 12-Month Period. The 12-month period is to be measured backward from the date an employee uses any FMLA Leave. Under the Rolling 12-Month Period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Coronavirus Leave ("COVID-19"): District will follow the guidelines established by the Families First Coronavirus Response Act ("FFCRA"). The FFCRA requires certain employers to provide their employees with paid sick leave and expanded family medical leave for specific reasons related to COVID-19. These provisions are applicable from April 1, 2020 until December 31, 2020 or as otherwise provided for by law.

Under the FFCRA, covered employers must provide employees: up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- 2/3 for qualifying reasons #4 and #6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Employees of private sector employers with fewer than five hundred (500) employees and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons as provided for below. Employees who have been employed for at least thirty (30) days prior to their leave request may be eligible for up to an additional ten (10) weeks of partially paid expanded family and medical leave for reason #5 below.

An employee is entitled to take COVID-19 related leave if the employee is unable to work, including teleworking, because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order declared in #1 or a self-quarantine as described in #2;
5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

If an employee is able to instruct students/classes and/or perform their job duties remotely while not physically present at their school site, the employee will not be charged leave during a COVID-19 related absence.

Leave of Absence: Any certified employee who has been employed full-time for at least three (3) consecutive years with District may request an unpaid leave of absence for a period which shall not exceed one (1) school year in duration. Requests for such leave must be made in writing, submitted to the superintendent, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. Requests for an initial Leave of Absence must be submitted no later than May 1 and be for an approved reason. Requests submitted after May 1 will be contingent on District's ability to find a suitable replacement. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. A leave of absence may be used when all other applicable leave has been exhausted and the employee is unable to return to work. The Board shall determine if an employee's request for a leave of absence is to be approved, and approval of a leave of absence is contingent upon the needs of District. An employee who returns to work after an approved leave of absence shall be returned to the position previously held or to another comparable position for which the employee is qualified. Employees on an approved leave of absence may participate in and pay for continued insurance coverage or professional memberships, however, sick leave, personal business leave, and vacation leave shall not accrue for the period of time the employee is on an approved leave of absence. Salary increments or years of experience will not increase and/or accumulate during a Leave of Absence except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education, provided said teaching experience is not a paid position.

Employees who are on an approved Leave of Absence must submit a written request for reinstatement or request an extension of the approved Leave of Absence by certified mail to the Superintendent on or before April 1 prior to the contractual year in which the employee wishes to return. An employee who is on an approved Leave of Absence who fails to submit a request for reinstatement or a request for extension of the approved Leave of Absence shall be considered to have resigned his/her employment with District. A Leave of Absence may only be extended one time, except in the case of an elected/appointed officer.

Leaves of absence may be granted for the following reasons:

1. Parental Leave: Parental leave may be granted for the purpose of child rearing

2. Illness: Personal illness or caring for a sick member of the immediate family. Requests for such leave must be accompanied by a physician's statement. Immediate family is defined as spouse, children, step-children, parent(s), step-parent(s) and legal guardian of the employee.

3. Educational Leave: Employees pursuing the completion of an advanced degree or additional certification from an institute of higher learning. Proof of satisfactory completion of at least six (6) hours per semester will be required.

4. Election/Appointed Officer: Employees serving as a full-time elected/appointed officer of a professional organization at the state or national level for the duration of the term.

Decisions on whether to grant a leave of absence will be based on the benefit of the employee, the benefit of the District, and the availability of a replacement teacher who is willing to sign a Duration of Need contract. This does not apply to parental leave requested prior to May 1.

Vacation Leave: District will provide annual vacation with pay to those employees assigned to twelve-month positions (260-day contracts or longer). Vacation days are cumulative, up to a maximum balance of 10 days. It is the employee's responsibility to monitor his or her vacation balances. No employee will be credited any days of vacation that result in the balance exceeding the maximum allowance of 10 days. Days in excess of 10 as of June 30 of each year will be removed from the employee's vacation leave balance and will roll over into sick leave.

A full year of service is measured from July 1 to June 30. Vacation time will be accumulated only for months during which the employee works the majority of the month. Absences of an employee on sick leave, vacation leave, or other paid approved leave are considered days worked for the purpose of vacation time accrual. Paid vacation leave will not be accrued for leave taken for unapproved reasons, or for reasons that result in unpaid leave.

The following accrual rates will apply to those employees eligible for paid vacation days:

1-3 years of continuous service as a 12-month employee	1week
3-6 years of continuous service as a 12-month employee	2 weeks
6-15 years of continuous service as a 12-month employee	3 weeks
15 or more years of continuous service as a 12-month employee	4 weeks

An employee who leaves employment with District will be compensated at the employee's daily rate of pay for any accrued vacation leave, up to a maximum of 10 days.

Both the supervisor and the employee should strive to arrange vacation times during periods that are the least disruptive to the mission of the District.

Professional Leave: The Board may authorize leave for certified employees to attend professional conferences, conventions, and/or meetings which contribute to the basic functioning of the certified employee's assignment in accordance with District Regulation.

Holidays: District shall provide those holidays which are set forth on a school calendar and those which are specified by the Superintendent.

Adopted:
Revised:

FAMILY AND MEDICAL LEAVE

Eligibility: To be eligible for Family and Medical Leave Act ("FMLA") leave, an employee must have worked for District for 12 months and have worked a total of at least 1,250 hours during the twelve months preceding the request for leave. Full-time teachers who have been employed by District for at least 12 months are deemed to be eligible. Full-time administrators who have been employed by District for at least 12 months shall also be deemed to be eligible.

Availability of Leave: As set forth in District Policy, an eligible employee may take up to twelve work weeks of FMLA leave in any twelve-month period for one or more of the following purposes:

- To care for a newborn son or daughter, a recently adopted child, or a recently placed foster child;
- Because of a qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation;
- To care for a spouse, child, or parent who has a serious health conditions; or
- Because of a serious health condition that makes the employee unable to perform the functions of the job.

District's fiscal year, July 1 to June 30, shall be used for determining the twelve-month period for FMLA leave. A work week includes weeks during which District observes a holiday or school is closed for less than the full week. A work week does not include weeks when the employee would not otherwise have been working such as summer break when teachers do not work. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition which involves a) inpatient care in a hospital or residential medical facility or b) continuing treatment by a health care provider. Continuing treatment means

A. A period of incapacity of more than three (3) consecutive days that also involves:

– the person being treated two (2) or more times for an injury or an illness by a health care provider or by a nurse, physician's assistant, or other provider of health care services under orders of or on referral by a health care provider; or

– the person is treated for an injury or illness by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

B. Any period of incapacity due to pregnancy or for prenatal care;

C. Any period of incapacity or treatment due to a chronic serious health condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and causes episodic rather than a continuing period of incapacity;

D. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or

E. Any period of absence to receive multiple treatments, including any period of recovery from such treatments, when the treatments are for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days.

Intermittent Leave: Employees who wish to take FMLA leave on an intermittent basis or to stretch their leave by working on a reduced schedule need to show medical necessity or otherwise obtain the consent of the superintendent or appropriate designee. When employees request intermittent leave because of a birth or because of the placement of a child with them for adoption or foster care, supervisors will consider how the request for intermittent leave or reduced hours will affect the work of the areas they supervise.

Special rule: The twelve-week maximum per employee per year applies to couples, rather than individual employees, if both members of a married couple work for District AND the leave is for the purpose of caring for a new family member or sick parent. Leave requested because of an employee's own ill health is not subject to this limitation, nor is leave to care for the employee's sick spouse or child.

> Example. Joe and Jane Jeffries both work for District and have not used any family leave in the last twelve months. To stay with their newly adopted child, they may each take six weeks leave (not twelve each), or one of them can take ten weeks and the other up to two weeks, or some other allocation that totals twelve weeks.

Giving Notice of Need for Leave: When possible, employees are required to give their immediate supervisors thirty (30) days notice of their expected need for family leave. Employees who do not themselves have thirty (30) days notice of their need for leave are required to give their supervisors as much notice as is practicable. Employees on leave shall call their supervisor periodically (at least every 30 days) to report on their expected return dates. If an employee fails to give the required notice of foreseeable leave, District may delay the taking of leave until at least thirty (30) days after the employee gives notice.

Providing Evidence of Need for Leave: Every employee requesting leave will complete an FMLA leave request form. If leave is needed because of the employee's or a family member's health condition, the form must be accompanied by a doctor's certificate. District may request a second opinion in some cases.

Pay during Leave: District provides paid leave to its employees, in accordance with District's Policy DI and applicable negotiated agreements. Upon commencing FMLA leave, employees are required simultaneously to take any paid leave for which they are eligible, including vacation time, if applicable. Once paid leave is exhausted, the employee goes on unpaid leave. Paid and unpaid leave both count toward the twelve-week limit of FMLA leave.

Benefit during Leave: Health care benefits will be continued during FMLA leave. Employees on FMLA leave will not be charged more than other employees for health insurance premiums but must arrange to pay their share of premiums during leave. Vacation and longevity benefits shall not accrue during FMLA leave. During periods of concurrent paid leave and FMLA leave, an employee's premiums shall be paid by the usual method until all paid leave is exhausted.

Return from Leave: Employees returning from leave will be restored to their old jobs and pay, wherever practicable, and receive all accrued benefits. If the employee's old job is not available, the employee shall be placed in an equivalent position.

> Fitness-to-work certificate. Employees who take leave because of personal health problems may be required to provide certificates from their health care providers attesting that they are able to perform the essential functions of their jobs.
>
> Key employees. Although higher paid employees–generally those in the top 10 percent of pay for their local area–are eligible for FMLA leave, District reserves the right to deny reinstatement to key employees if their reinstatement would cause substantial hardship. Employees whose job restoration is likely to be denied will be so informed when they request leave. Decisions will be made on a case-by-case basis and must take into account the impact of the absence of a key employee on District's operations.

Special Rules for Teachers: A "teacher" is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

If a teacher begins leave more than five (5) weeks before the end of a semester, District may require the teacher to continue taking leave until the end of the semester if:

1) The leave will last at least three weeks, and
2) The teacher would otherwise return to work during the three-week period before the end of the semester.

District may also require a teacher to continue taking leave until the end of the semester if:

1) The leave was begun for a reason other than the teacher's own serious health condition during the five (5) week period before the end of the semester, and
2) The leave will last more than two (2) weeks, and
3) The teacher would return to work during the two-week period before the end of the semester.

District may also require a teacher to continue taking leave until the end of the semester if:

1) The leave was begun for a reason other than the teacher's own serious health condition during the three (3) week period before the end of the semester, and
2) The leave will last more than five (5) working days.

Sick Leave Sharing

The program shall permit full time employees to donate sick leave to other full-time employees who have exhausted all available leave and who meet the specified criteria.

Definitions:

1. Full time employees: includes certified teachers, counselors, principals, District administrators, support personnel (teaching assistants, secretaries, custodians, bus drivers, bus monitors, food service, maintenance, and all central office staff who are full time employees.
2. Immediate Family: spouse, child, stepchild, grandchild, parent, stepparent, grandparent or household member who resides in the same home as the school employee, who have reciprocal duties to provide support for one another. This term shall include foster children and legal wards even if they do not live in the household.
3. Severe or extraordinary: serious, extreme or life-threatening illness, injury, impairment, or physical or mental condition, which has caused or is likely to cause the employee to take leave without pay or to terminate employment as a result. Includes temporary disability resulting from pregnancy, miscarriage, childbirth, or recovery therefrom.

Criteria for Donation of Leave:

1. Participation in the leave-sharing program is strictly voluntary.
2. The employee may donate no more than ten (10) days of sick leave per year that does not cause the employee's sick leave balance to fall below thirty (30) days.
3. Any donated sick leave which is not used shall be returned to the donating employee at the end of the school year, June 30. The donated sick leave remaining will be returned at its original donor value and reinstated to the annual leave balance to each donor.

The Superintendent or designee is the determining body as to whether the employee meets the criteria to donate sick leave.

Criteria to Receive Donated Sick Leave:

1. An employee requesting donated days must first provide a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary illness, injury, or condition and expected duration of the illness, injury or condition. All requests are confidential unless waived by the employee requesting donated leave.
2. The receiving employee has exhausted or will exhaust all leave as a result of the employee's or a member of their immediate family's severe or extraordinary illness or injury and is likely to have to go on leave without pay or terminate employment. The employee is recommended to also refer to provisions detailed in the Family Medical Leave Act, District Regulation DI-R1.

3. An employee may receive no more than thirty (30) donated days within one school year. The maximum total number of donated days any employee may receive during their career as a District employee is one hundred (100) days. Employee must be an employee for two years and re-hired, to be eligible to participate in the program.
4. Any use of donated sick leave may not extend beyond the school year in which the application for such shared leave is made.
5. The employee receiving donated days is to receive his or her normal rate of pay.

Shared sick leave usage records shall be maintained separately from regular sick leave records.

When a request for donated leave is denied, the employee may make an appeal to the Superintendent unless otherwise required by law. The Superintendent or Superintendent's designee will be responsible for reviewing requests and will approve or disapprove those requests.

Adopted:
Revised:

EXTRA-DUTY ASSIGNMENTS

General: There are certain duties within District which may be performed by employees in addition to their regular assignments and for which such employee shall receive additional compensation. These duties shall be considered Extra-Duty Assignments. The Administration shall develop a list of the Extra-Duty Assignments which are available.

Compensation: Employees selected to perform Extra-Duty Assignments shall receive the Extra-Duty Compensation for the particular assignment as determined by the Board and/or negotiated agreement.

Duties, Qualifications, and Responsibilities: The employee's duties, qualifications, and responsibilities shall include those required for the Extra-Duty Assignment by law, regulation, policy, and any applicable job description. District may change or add any duties and responsibilities assigned to the employee that relate to the Extra-Duty Assignment.

Limitations: An employee shall not have any property interest in the Extra-Duty Assignment, and the Extra-Duty Assignment shall not be subject to the continuing contract law of the State of Oklahoma. Extra-Duty Assignments shall be made for a term not to exceed the current fiscal year.

Termination: Any Extra-Duty Assignment may be terminated by the Superintendent or by the employee at any time and with or without any cause. Upon termination, the Superintendent shall provide the employee with written notice of termination of the Extra-Duty Assignment. If no action is taken to terminate the Extra-Duty Assignment during the fiscal year, the Extra-Duty Assignment shall terminate upon the conclusion of the performance of the Extra-Duty Assignment or at the end of fiscal year, whichever first occurs.

PROFESSIONAL DEVELOPMENT PROGRAM

Applicability: All licensed and certified teachers and administrators employed by District, including teachers on temporary contracts, shall be required to meet the professional development requirements established by the Board in accordance with state law.

Professional Development Program: The Professional Development Committee shall prepare and recommend a Professional Development Program as required by law which complies with the regulations of the State Department of Education. The Professional Development Committee shall present such program to the Board for review, modification, and adoption.

Penalties for Failure to Comply: The failure of any certified employee to meet the Professional Development Program may be grounds for non-renewal of the certified employee's contract, withholding of salary increments, and/or withholding step increases.

Faculty Professional Growth: The Board believes that teachers need to keep abreast of new knowledge in their fields of expertise.

Staff Development:

1. Each teacher shall satisfy the District required staff development points each year.

2. Teachers are encouraged to attend workshops and conferences in their fields of study.

3. Teachers are encouraged to attend summer school for refresher courses from time to time.

4. Counselors are encouraged to attend programs specifically designated for school counselors each year.

Adopted:
Revised:

CODE OF CONDUCT

Code of Conduct: District employees will be guided by the following Code of Conduct. As an employee of District, I will:

1. Promote a safe, orderly and engaging school environment, supporting active teaching and learning;

2. Assist students in coping with peer pressure and personal, social, behavioral and emotional problems;

3. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination;

4. Initiate teacher/student/support staff conferences and parent/teacher/student/support staff conferences, as necessary, as a way to resolve problems;

5. Regularly review students' current educational progress in the areas of academics, attendance and behavior and career/post-secondary plans with students;

6. Provide information to assist students with educational planning and career/post-secondary planning;

7. Encourage and support students to benefit from curricular and extracurricular programs;

8. Communicate regularly with students, parents and other teachers concerning growth, well-being and achievement;

9. Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance;

10. Immediately intervene in any Policy violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person;

11. Demonstrate responsible citizenship by maintaining a high standard of conduct, self- control, and moral/ethical behavior; and

12. Comply with all Federal and state laws, District policies, regulations and procedures.

_____ _____

Employee Signature Date

Adopted:
Revised:

Professional Boundaries

The Board counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The Board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

The Board believes that all staff members have a responsibility and professional obligation to be familiar with, and abide by, the laws of Oklahoma, the policies of the Board, and the administrative regulations designed to implement them – as they affect the employee's job and commitments to students and others.

The OSDE Standards of Performance and Conduct set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that must guide the conduct of all staff members.

Specific Responsibilities. Essential to the success of ongoing District operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the Board and regulations of the District administration with regard to students.
2. Concern and attention toward their own and the District's legal responsibilities for the safety and welfare of students, including the need to assure that students are responsibly supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members or District patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of District property.

Staff -Student Relationships: Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property

for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other District official.

Exploitation of a Student. Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misrepresented by students or parents. Therefore, teachers, administrators, and support employees must avoid conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, coaches, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the Superintendent or Superintendent's designee. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior. Staff is expected, in the capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees in or outside the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees in or outside the presence of students is prohibited and grounds for disciplinary action, including dismissal.

The District has adopted policies relating to employee and student use of wireless telecommunications devises and social networking sites, and employees shall adhere to these provisions. Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, religion, sex, status, sexual orientation, age or genetic information. Racial, ethnic, or sexual slurs in the presence of student or during work or work-related activities or programs constitute unprofessional conduct.

Exploitation by Supervisors of Subordinate Employees. The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendation with regard to any other employee (ie. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

Every employee of the District has the duty to abide by this professional boundaries policy. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, to other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.

Adopted:
Revised:

GENERAL STUDENT POLICIES

School Calendar: School shall actually be in session and instruction offered:

- For not less than 1080 hours each school year. The Board will notify the State Board of Education ("SBE") prior to October 15 of the applicable school year; or
- Beginning with the 2021-2022 school year, for not less than 1,080 hours with a minimum of 165 days of instruction each school year. The Board will notify the SBE prior to October 15 of the applicable school year; or

Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and all applicable instructional and professional days. In addition, the superintendent shall have the authority to make short-term adjustments to the calendar as necessary, including but not limited to distance learning schedules and related planning and redefining attendance and absence requirements for students and staff.

School Day: A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law or as a result of extenuating circumstances such as a health and safety emergency. The Administration shall establish the school hours within the school day and class schedules for the schools within District and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. That information will be provided to students, parents and the public in the school handbooks.

Class Size: The Administration shall maintain appropriate class sizes as required by state law and applicable regulations.

School Ceremonies and Observances: According to state law, each school may conduct a daily pledge of allegiance to the flag of the United States of America and may fly the United States and Oklahoma flags on school grounds on school days when weather permits. Schools within District may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. Schools within District may conduct programs commemorating events in the history of Oklahoma and the United States. Student assemblies shall be considered part of the school program and shall be held during school hours.

Minute of Silence: At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent

activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

Release of Students: All students are to remain on the school campus between the time of arrival and the close of their assigned school day. Parents and/or guardians must check out students through the school office before taking the student from campus. Students shall only be released from schools to a parent or guardian listed in District's student information system unless the parent or guardian has provided the Principal with a written statement authorizing the release of the student to a third party. The Principal may contact the parent or guardian to authenticate or verify the written authorization. Students who leave campus without permission shall be subject to disciplinary action.

Open Campus Lunch: District may permit high school students the option to leave campus for lunch. This would include students enrolled in Quality Academy, and traditional students. Parents assume responsibility for student welfare and safety while students are away from campus during the lunch period. If open campus lunch is not permitted or students prefer not to leave campus for lunch, students will be permitted to purchase a school lunch, use vending machines and/or bring their lunch. Any student who is late returning to school from lunch or those who demonstrate inappropriate behavior could be subject to loss of off campus privileges.

Adopted:
Revised:

ADMISSION, RESIDENCY, PLACEMENT, TRANSFER, AND WITHDRAWAL

Admission: The following students shall be admitted to District if they meet the age, immunization, and good standing requirements set forth in this policy:

A. Students who are legal residents of District;

B. Students who have a legal transfer into District;

C. Students who have been accepted by District on a tuition basis; and

D. Foreign students who have been accepted by District as Non-immigrant (F-1) Students.

A home-schooled student who wishes to be admitted to District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed.

Age Requirements:

A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.

B. Maximum Age: All students who have not completed the twelfth grade and are up to twenty-one (21) years old on or before September 1 shall be eligible to attend school in District; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in District until the student attains the age of twenty-six (26).

C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.

D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

Immunization Requirements: No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or

B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement: A student must be in good standing at the time of withdrawal from any previous school in order to enroll in District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Residency Requirements:

Categories of Residency: The following students shall be considered legal residents of District:

1. Students whose parent, legal guardian or legal custodian holds legal residence in District.

2. Students who have been placed in a foster home within District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that the homemeets the legal requirements for a "foster home"..

3. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.

4. Students whose full-time care and custody is provided by an orphanage or a child care facility supported by charity.

5. Students who reside in District and are supporting themselves entirely by their own efforts.

6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.

7. Students who are homeless persons as defined by the law.

8. Any other students provided for by law.

Procedures for Determining Residency - The following procedures shall be used to determine the residency of a student in District:

1. An admissions form shall be completed for each student initially enrolling to attend school in District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.

2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency. Such proof may include but is not limited to proof of payment of local ad valorem taxes, proof of rental payment or title to residential property in district, utility bill voter or car registration.

3. If a student is denied admission to a school in District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to District's Residency Officer in writing, stating the reasons for the appeal. District's Residency Officer shall be the Superintendent. District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of District's Residency Officer shall be final.

4. If a student has been admitted to attend school in District after establishing a bona fide legal residence in District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if District determines that the student did not in fact establish a bona fide legal residence in District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

Power of Attorney: A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding the care and custody of the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. The attorney-in-fact shall have those powers specified by law, including the

right to enroll the child in school and to have access to all education records., or those powers specifically delegated to the attorney-in-fact.

Withdrawals: Students who attend school as resident students may be withdrawn from school:

A. By the submission of proof that the student's residence for school purposes has changed or is about to change to another school district;

B. By the submission of proof that the student has attained the age of eighteen (18);

C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and

D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

Placement and Assignment: Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

Students transferring into District from a school not accredited by the Oklahoma State Department of Education (OSDE) or enrolling in District immediately after being a home-schooled student, shall be required to take comprehensive written examinations in the subjects studied or grades attended in the nonaccredited school. Results of the examinations will be utilized in determining the academic units or grade levels for which a student is to receive credit. In order for a student to enroll in courses that have prerequisites, the student must have passed the proficiency exam for that prerequisite. Proficiency must be demonstrated by exam on all courses required for graduation from District. Exams will be given only for courses offered at District. Copies of the exams and their results will be placed in the student's file.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the Board makes a classroom placement determination following the school principal's request. At the end of the initial grading period, if the school principal, in consultation with the children's classroom

teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the Board determine the children's classroom placement.

Placement of Student Victims: Upon the Superintendent's receipt of notice from a juvenile bureau that a student of District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

Open and Emergency Transfers: A student whose parent(s) reside(s) outside District must apply for a legal transfer to attend school in District. District reserves the right to determine an appropriate school site for any student granted a transfer, and the granting of a transfer into District does not guarantee a transferred-student assignment to any particular school site. Assignments to a particular school site shall be made based upon available staff and space. NO student may transfer into the District if he or she has transferred before in the same school year. NO student may transfer out of the District in same year he or she transfers in.

Open or emergency transfers shall not be granted to and, if granted, may be cancelled for a subsequent school year or revoked for the current school year for students who:

1. Have exhibited discipline problems such as suspensions, multiple discipline referrals, or discipline referrals for major infractions; or

2. Have not maintained a minimum of ninety percent (90%) attendance in the semester or school year immediately preceding their application for a transfer or while attending District under a transfer.

In addition, in order to ensure that a sufficient allocation of District resources exists for potential incoming resident students, District reserves the right to deny and/or to cancel or revoke any transfer when approval or continuation of the transfer would cause District staff, programs, or space to exceed eighty percent (80%) of available capacity.

A. Open Transfers: Students meeting the criteria for transfers set forth herein shall be considered on a first-come, first-serve basis, subject to space availability. A request for an open transfer may be denied or if granted, may be revoked, if District does not offer the program the student requires or desires. However, District shall not accept or deny a transfer on the basis of ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability.

The appropriate application must be completed and submitted to the Superintendent no later than May 31 of the school year preceding the school year for which the transfer is requested. By May 31 of the same school year, District shall notify the resident school district of the application for transfer. The Board of Education shall approve or deny the application for transfer no later than

July 15 of the same year and shall notify the parents of the student of the decision. By August 1 of the same year, the parents of the student shall notify District that the student will be enrolling in District. Failure to do so may result in loss of the student's right to enroll for that school year.

On or before September 1, the Superintendent shall file with the State Board of Education and each resident district a statement showing the names of the students granted transfers to District, the resident school district of the transferred students, and their respective grade levels. A student granted an Open Transfer shall be entitled to continue to attend school in District until notified that the Open Transfer is revoked for a subsequent school year or cancelled for the current school year. A separate application must be submitted for each student who desires a transfer.

If a student is granted an Open Transfer by District, any sibling of the student granted an Open Transfer may attend school in District if the sibling meets the same criteria as set forth above. When a student is granted an Open Transfer to District for a particular school year, the student shall be required to submit a request for an Open Transfer for all subsequent school years in order to continue attending school in District unless and until District denies or revokes the transfer.

If an Open Transfer is revoked or cancelled, District shall notify the student's parents and the resident school district of the revocation or cancellation by July 15 prior to the school year for which the revocation or cancellation is applicable.

B. Emergency Transfers: In addition to the Open Transfer process provided above, students may be transferred on an emergency basis. A written application for an Emergency Transfer shall be made by the parent and submitted to the Superintendent. On an adequate showing of emergency, the Superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include those reasons set forth in state law (70 O.S. §8-104).

An Emergency Transfer previously made may be canceled, with the concurrence of the Board and the parent. A student granted an Emergency Transfer shall be entitled to continue to attend school in District for the year in which the student is transferred unless the Emergency Transfer is cancelled but must reapply for an Emergency Transfer on a yearly basis.

Special Education and Gifted Education Transfers: Transfers regarding these students will be considered in accordance with State Department of Education regulations.

Military Parent Transfers: District shall consider and, if appropriate, grant the transfer of dependent children of members of the active and reserve uniformed military services for whom Oklahoma is the home of record. The transfer shall be approved if a) at least one (1) parent of the student has a Department of Defense-issued identification card; b) at least one (1) parent can provide evidence that he or she will be on activity duty in compliance with official orders to another location in support of combat, contingency operations, or a natural disaster for more than thirty (30) consecutive days; and c) the student will be residing with a relative who lives in District or will be living in District within six (6) months of the application for a transfer. (70 O.S. §8-103.1).

McKinney-Vento Act: The Education for Homeless Children and Youth ("EHCY")

program is authorized under the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Act"), as amended by Every Student Succeeds Act ("ESSA"). The mission of the EHCY program at the Oklahoma State Department of Education ("OSDE") and District is to ensure educational equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Act.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. The District McKinney-Vento Liaison is Pam Ladyman and may be reached at 405-222-6500. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

The McKinney-Vento Act provides homeless children and youth the following rights:

1. To immediately enroll in school;
2. To attend school in school of origin or in the attendance area where the family currently resides;
3. To receive transportation to school of origin if requested by parents/guardians/unaccompanied youth and is in the best interest of the child;
4. To receive comparable services as other schoolmates including but not limited to transportation and supplemental services;
5. To attend school along with children who are not homeless;
6. To have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit.
7. To be free of segregation and stigmatization with the nature of their living situation remaining confidential under the Family Educational Rights and Privacy Act ("FERPA").

District Responsibilities: District will immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during a period of homelessness. District will assist with obtaining immunizations or other required health records. District will presume that the school of origin is in the child's best interest and will continue such enrollment even if the child becomes permanently placed during the academic year unless contrary to the request of the parent, guardian or unaccompanied youth. District will enroll the homeless child or youth with non-homeless students who live in the attendance area in which the child or youth is living and eligible to attend. District will consider student-centered factors related to the child or youth's best interest and will provide a written explanation of the reasons for the decision, including information regarding the right to appeal if District sends the child to a school other than the one requested. District will enroll the child or youth immediately in the school in which enrollment is sought if a dispute arises pending final resolution of the dispute and will provide services comparable to those received by other students in the school. Information regarding the homeless child or youth's living situation will be confidential and coordination efforts with local agencies providing services to homeless children or youth and their families will be made.

Dispute Resolution: Parents, guardians, or unaccompanied youth experiencing homelessness may disagree with District on issues related to McKinney-Vento services,

enrollment, and/or school selection. In most cases, issues can be resolved without outside intervention. When a dispute arises over eligibility, school selection, or enrollment and cannot be resolved independently, the following procedures will be invoked:

- The child or youth "shall be immediately enrolled in school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- The parent, guardian, or unaccompanied youth must be provided with a written explanation of any decisions related to school selection or enrollment made by the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
- The parent, guardian, or unaccompanied youth must be referred to the local liaison, who will carry out the dispute resolution process as expediously as possible.

McKinney-Vento dispute procedures apply to nay dispute arising under the McKinney-Vento Act, including disputes over questions such as: eligibility, school selection, participation, and transportation. Every effort will be made to resolve the complaint or dispute at the District level before it is taken to the OSDE. District will inform the Complainant of District's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

1. Notify District's homeless liaison:
    a. Request a copy of or access to District's Board policies addressing the education of homeless children and youth and review them. Make an appointment with the homeless liaison to discuss the complaint.
    b. If the dispute is not resolved at the point, Complainant may file a complaint in writing to District's homeless liaison for further review.
    c. Complaint should include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the complaint was received by the homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. An extension may be mutually agreed upon; however, every effort should be made to resolve the complaint in the shortest time possible.
2. If the dispute is not resolved at the District homeless liaison level, the complaint may be forwarded to the Superintendent for review followed by a meeting with the Superintendent to discuss the dispute. The Complainant should request from the Superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree upon an extension; however, every effort should be made to resolve the complaint in as short a time as possible.
3. If the dispute is not resolved at the Superintendent level, the complainant may take the matter before the Board for resolution. If this effort for resolution fails, the complaint may be taken to the OSDE.

Adopted:
Revised:

ATTENDANCE

General: Every student shall attend school regularly. Regular attendance at school is necessary for students to successfully progress in and fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbook.

Absences: Students are expected to attend all classes if possible. Absences from scheduled classes due to participation in school-sponsored or endorsed activities shall be excused absences but shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise excepted as set forth herein. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level shall not be considered for purposes of the ten (10) day limitation. Additionally, the sponsor of an extra-curricular activity may submit a request for an exception to the principal when a student has a GPA for the current semester of 3.0 or higher.

Chronic Absenteeism: Chronic absenteeism occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, ten percent (10%) or more of school days on a one thousand and eighty hour (1,080) hour school calendar. The district recognizes that medical exemptions from chronic absenteeism may be appropriate. Student absences which are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by district's medical exemption review committee. District's medical exemption review committee consists of: _____.

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

A. The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that requires him or her to be absent from school;
B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or treatment of the medical condition, or homebound education is not appropriate due to brief recurring absences for treatment purposes;

C. District has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma, or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature, that may not include official documentation, a letter from a school counselor or administrator explaining the student's qualifying circumstance may qualify as documentation. District's medical exemption review committee shall respect and protect the privacy of students and others in its review of medical exemption requests.

D. Examples of significant medical conditions may include, but are not limited to:
    a. Student has a terminal disease or degenerative illness, or has been placed in hospice care;
    b. Student is comatose;
    c. Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (ie. chemotherapy, dialysis);
    d. Death or life-threatening injury of an immediate family member of the student (ie. parent/guardian, sibling, child, or another member of the household); or
    e. Student has sustained serious medical or physical injury as a result of a catastrophic event, such as:
        i. A natural disaster or other event;
        ii. An act of violence (ie. physical assault, sexual assault, kidnapping, homicide, torture, or terrorism);
        iii. Drowning;
        iv. Poisoning, fall ,or a traumatic brain injury; or
        v. Fire or explosion in student's home.

E. Absent another qualifying condition, a significant medical condition does not include:
    a. Minor illness or injury that does not incapacitate the student or require recurring treatment;
    b. Short-term illness or injury resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short-term hospitalization of ten (10) or fewer consecutive instructional days;
    c. Pregnancy, unless complications of the pregnancy otherwise meet the requirements of this policy; or
    d. Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to illness, injury or trauma.

Student absences that are classified as "excused" under Oklahoma law and/or district policies should be classified as "excused" in the student information system and do not automatically qualify for a medical exemption for purposes of the chronic absenteeism indicator. In order to qualify for consideration under a chronic absenteeism medical exemption, an absence must fall under the definition of a "significant medical condition". Furthermore, if a student has been determined to have a significant medical condition under the terms of this policy, only absences that are related to the student's identified condition(s) or qualifying circumstances may be exempted from inclusion in the chronic absenteeism indicator.

District shall report any absences determined to be medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. All documentation considered during the medical exemption review committee's consideration of potentially eligible absences shall be maintained by the district.

Attendance Policy: The student Attendance Policy is set forth in the Student Handbook. Students must comply with the attendance policy. However, the Superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

Virtual Attendance Policy: District recognizes that circumstances may create a need for the implementation of its virtual education program. In the event that this situation arises, the first date of attendance for a student beginning a virtual education program with District shall be the first date the student completes a virtual instructional activity. "Instructional activities" shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing, and other activities identified as such by District.

A student who is attending a virtual educational program through District shall be considered in attendance for a quarter if the student:

a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter,
b. Is on pace for on-time completion of the course as defined by District's board of education, or
c. Completes no less than seventy-two (72) instructional activities within the quarter of the academic year.

For students who do not meet any of the above-mentioned criteria, the amount of the attendance recorded shall be the greater of:

a. The number of school days during which the student completed instructional activities during the quarter,
b. The number of school days proportional to the percentage of the course that has been completed, or
c. The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

Students are expected to login and work daily on assignments and tasks as assigned by District employees or the assigned learning platform. All assignments must be completed by the assigned due date and will be graded and recorded in the gradebook weekly. The same grading scale and policies with respect to completion of work will be applicable. Teachers will monitor student work on a regular basis and meet with each student virtually at least one (1) or two (2) times each week. Teacher attendance will be monitored with respect to their availability to their students and performance of their daily teaching duties. Students who violate the District's attendance requirements are subject to disciplinary action, including but not limited to academic probation.

For students who are participating in a part-time or temporary remote learning program, attendance and participation will be monitored in accordance with district policy and through documented student/teacher/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the student/teacher/course interaction demonstrates student progress toward learning objectives as well as regular engagement in course activity. Regular engagement in the course activity includes, but is not limited to, daily log-ins to the assigned learning platform and completion of required activities. Daily log-in times must meet duration requirements necessary to complete the required activities.

Students who are interested in participating in extracurricular activities must attend at least one (1) class period on campus each day. This class period can be the class for the co-curricular or extra-curricular activity if it is a part of the school day.

Adopted:
Revised:

GRADING, PROMOTION, RETENTION, AND GRADUATION

Grading: The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth District's grading system, including class ranking. Students attending school virtually will be subject to the same grading scale and policies as all other District students.

Testing: No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without the prior written consent of the parent or guardian. No District employee (without written parental consent) shall elicit by written survey or written examination from any student information of a personal or private nature concerning any of the following areas:

1. Political affiliations;

2. Religious beliefs;

3. Sexual behavior and attitudes;

4. Illegal, anti-social, self-incriminating and demeaning behavior;

5. Mental or psychological problems potentially embarrassing to the student or his family;

6. Critical appraisals of other individuals with whom the student has a close family relationship;

7. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; and

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This policy does not require parental consent to regular classroom activities, the curriculum, or any teaching techniques or methods.

Homework: Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

Supplies: Students may be required to buy material for use in classroom activities or projects that are optional and/or extra-curricular projects that may be taken home when student has completed the project.

Report Cards and Progress Reports: District shall make report cards available to parents and/or guardians each nine (9) weeks. In addition, teachers may send progress reports, may make telephone calls, and may schedule personal visits as needed to report student progress to parents and/or guardians. Parent-teacher conferences are scheduled periodically.

Transcripts: A transcript is any record of a grade or grades given to a student by a teacher such as a report card. Students requesting a copy of their transcript shall be provided a copy. However, if a student has failed to return any textbook or failed to make payment for a textbook which has not been returned, District shall withhold the transcript until such time as payment is made. The Superintendent may waive the withholding of a student's transcript because of failure to return a textbook or failure to remit payment for a textbook depending on the circumstances involved.

Promotion: Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

Retention: In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once.

Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal, and any additional personnel assigned by the principal. Criteria to be considered by the committee shall include attendance, testing, assignments, and the student's level of maturity. Retention may be considered when:

1. The student is achieving significantly below ability and grade level;

2. Retention would not cause an undue social and emotional adjustment; and

3. Retention would have a reasonable chance of benefitting the student's development.

4. In addition, retention of certain students may be mandated by state law if the student achieves below the requisite score on statewide criterion-referenced tests.

Whenever the committee recommends that a student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation for retention on the basis of items 1-3 set forth above, the parent or guardian may appeal the decision to the Board by submitting a written request for an appeal to the Superintendent. The decision of the Board shall be final. There shall be no appeal procedure for mandatory retention on the basis of item 4 set forth above.

Reading Sufficiency Act: Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

Any student enrolled in first, second, or third-grade shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be meeting grade-level targets.

District shall update its reading sufficiency plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents, and if possible a reading specialist. Any first-grade, second-grade, or third-grade student who demonstrates end of year proficiency in reading at the third grade level through a screening instrument which meets the reading skills criteria pursuant to law shall not be subject to retention. Upon demonstration of proficiency, the District shall notify the parent(s) or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and the student will not be subject to retention.

If a third-grade student is identified at any point during the academic year as having a significant reading deficiency, meaning the student is not meeting grade-level targets on a screening instrument which meets the reading skills criteria, the District will immediately begin a student reading portfolio and provide notice to the parent or guardian of the deficiency. If a student has not satisfied proficiency requirements by the end of their third-grade year and still has a significant reading deficiency, has not accumulated evidence of third-grade proficiency through a portfolio, or is not subject to a good cause exemption, the student will not be eligible for automatic promotion to the fourth grade.

The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text.

A student not eligible for automatic promotion as provided for under the above listed paragraph and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade assessment may be evaluated for “probationary promotion” by the Student Reading Proficiency Team. The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the principal and the superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student.

If a student is allowed "probationary promotion", the team will continue to review the reading performance of the student and repeat the process above each academic year until the student demonstrates grade-level reading proficiency through a screening instrument that meets the reading skills criteria for the corresponding grade level in which the student is enrolled or transitions toa locally designed remediation plan after fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade criterion-referenced test, who are not subject to a good cause exemption as provided below, and who do not qualify for promotion or "probationary promotion" as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports.

The parent of a student who is determined to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:

a. That the student has been identified as having a substantial deficiency in reading;

b. A description of the services being provided to the student pursuant to a conjoint measurement model such that a reader and a text are placed on the same scale;

c. A description of the proposed supplemental instructional services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency;

d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted as provided for by law or is exempt for good cause as set forth below;

e. Strategies for parents to use in helping the student succeed in reading proficiency;

f. The grade-level performance scores of the student;

g. That while the results of the statewide criterion-referenced tests administered pursuant to law are the initial determinant, they are not the sole determiner of the promotion and that portfolio reviews and assessments are available; and

h. The specific criteria and policies of District for midyear promotion implemented as provided for by law.

No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

Good Cause Exemptions:

a. English language learners who has had less than two (2) years of instruction in an English language learner (ELL) program;

b. Student with a disability whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP);

c. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;

d. Student who demonstrates mastery of the state standards beyond the retention level, through a student portfolio, the student is reading on grade level;

e. Student with a disability who participates in the statewide criterion referenced tests and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program;

f. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and

g. Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from retention based on one of the good cause exemptions, shall be as follows:

1. The teacher of the student shall submit documentation to the school principal that indicates the student meets on of the exemptions and promotion is appropriate. The documentation shall include only: the alternative assessment results or student portfolio work and the IEP, as applicable;

2. The principal shall review and discuss the documentation with the teacher and, if applicable, the Reading Proficiency Team. If the principal determines that the student meets one of the exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the District Superintendent; and

3. After review, the superintendent shall accept or reject the recommendation to the principal in writing.

A retained student who can demonstrate that he or she is successful and independent reader, is reading at or above grade-level targets, and is ready to be promoted to fourth grade may be promoted mid-year. District may reevaluate the student using multiple tools, including: screening assessments, alternative assessments, and portfolio reviews, in accordance with the rules of the SBE. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating that the student has met the performance criteria established by the Commission for Educational

Quality and Accountability on the reading portion of the statewide third-grade assessment administered pursuant to law, or upon demonstrating proficiency in reading at the third-grade level through a screening instrument administered pursuant to law, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

A student who is otherwise promoted as provided herein or is promoted for good cause shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for each student until the student meets grade-level targets in reading. The District will annually report to the State Department of Education the number of students promoted to the fourth grade, as required by law.

Dyslexia Screening: Beginning with the 2022-2023 school year and for each school year thereafter, any student enrolled in kindergarten throughthird grade in an Oklahoma public school who is assessed through the Reading Sufficiency Act and is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening may also be requested by a parent or guardian, teacher, counselor, speech-language pathologist or school psychologist. All processes and characteristics of the dyslexia screening shall follow State Department of Education guidelines.

Acceleration: Based on results of assessments, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal.

Concurrent College Enrollment: As an additional opportunity, and in compliance with state law, the Board will approve the enrollment of high school students in college courses. Students who meet the concurrent enrollment credits established by the State Regents and the State Board of Education shall be entitled to receive a tuition waiver for up to eighteen (18) credit hours during their senior year. Subject to the concurrent enrollment program for seniors being fully funded, each high school junior who meets the eligibility requirements for concurrent enrollment shall be entitled to receive a tuition waiver for up to nine (9) credit hours during their junior year.

Individual Career and Academic Plan (ICAP): Beginning with students entering the ninth grade in the 2019-2020 school year and for each school year thereafter, every student shall be required to complete the process of an ICAP in order to graduate with a standard diploma. An ICAP is an individualized plan developed by the student and the student's parent/legal guardian, in collaboration with the student's school counselors, school administrators, teachers and other school personnel. The ICAP is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including but not limited to, military careers, apprenticeship programs, and career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid, and ultimately enter the workforce. Each year following a student's ninth grade year, students shall update their ICAP. The ICAP shall include, but not be limited to:

a. career and college interest surveys,

b. written postsecondary workforce goals and information of progress toward these goals,

c. intentional sequence of courses that reflect progress toward the postsecondary goal,

d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery, and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and

e. experience in-service learning and/or work environment activities.

Graduation Requirements: In order to graduate from District, students must complete certain course requirements and tests and be enrolled in District as set forth in Administrative Regulations or Student Handbook and state law.

Graduation Exercises: Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations or Student Handbook.

Adopted:
Revised:

STUDENT ACTIVITIES

General: Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Regulations governing such participation.

Organizations: District shall permit the formation of student organizations as provided by Administrative regulations and procedures. Student organizations shall have at least one (1) faculty advisor and shall comply with state law, District policy, and any Administrative Regulations regarding funds from student activities.

Government: District shall permit the formation and operation of student government which shall provide students with an opportunity to participate in the workings of the democratic process. The student government shall not have any authority to make policies and/or regulations for District, nor shall they have any authority regarding disciplinary matters except for recommending the removal of a member. The student government may make recommendations to the Administration on any topic.

Publications: District may establish official District-sponsored publications as a forum for student expression. Official District-sponsored publications may include newspapers and yearbooks. The preparation, publication, and distribution of such student publications shall be done by students working under the supervision of a faculty advisor and shall be done in accordance with the law, District policy, and any applicable Administrative Regulations and procedures.

Contests and Competitions: Students may participate in various contests and competitions whether sponsored by District or by other organizations when approved by the appropriate administrator. In determining participation in contests and competitions, District administrator shall consider the primary educational aims of District and the needs and interests of the students. Contests shall not be used to promote private or commercial interests or to promote the sale of competitive goods or services. All contests to be conducted shall comply with any applicable Administrative Regulations and procedures. District may provide funds for transportation, registration, and lodging, when necessary, for students who are approved to attend district, regional, state, or other competitions.

Other Extra-curricular Activities: A well-organized and well-conducted extra-curricular program is a potent factor in the morale of the student body and an important phase of good community-school relations. Students benefit through opportunities to grow physically and intellectually, to develop self-discipline, and to contribute to a team effort which is made possible

by participation in extra-curricular and athletic activities. The eligibility of students to participate in the District's extra-curricular programs shall be monitored by coaches, sponsors, and principals.

Insurance against accident or injury, if required by any applicable law or regulation or desired by the parent or guardian of the student, shall be provided by the student who engages in extra-curricular activities, and will not be provided by the school.

Head Injury and Concussion Prevention and Management: In an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, District will work in conjunction with the Oklahoma Secondary Schools Activities Association ("OSSAA") to educate coaches, students, and parents/guardians about head injuries and concussions, the risks associated with head injuries and concussions, and about continuing to play after a head injury or concussion, as follows:

1. Each year prior to participation in any athletic practice or competition, students and parents/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the District. The District will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website; www.ossaa.com.

2. Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the District. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification and management of head injuries and concussions.

3. Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time.

4. An athlete who has been removed from participation in a practice or game upon suspicion of head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:

    a. The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; and

    b. Said health care provider issues a written clearance for the student to return to participation; and

    c. The written clearance is on file with District.

    *The health care provider should also offer guidance as to the appropriate levels of cognitive and physical activities in which the student should partake when returning to school.

5. Students who are recovering from a concussion are advised to limit their activities. Exercising or activities involving a lot of concentration may cause concussion symptoms to reappear or worsen. Academic adjustments for a student who returns to school while recovering from a concussion should be tailored on a case by case basis. A variety of services are offered to assist students who experience prolonged recovery in accordance with law and policy. These services include, but are not limited to, interventions, 504 Plans, and Individualized Education Plans (IEPs).

6. When an athlete is cleared to return to participation in a sport, such return should consist of a graduated progression. Game officials and team officials shall keep a close eye on returning athletes and shall undergo concussion training as required by law so that they can identify any signs or symptoms of initial or recurring concussions.

7. In order to facilitate communication between administrators and coaches of all school sports with respect to students with head injuries or concussions who might participate in multiple sports within the District, the District Athletic Director shall compile and distribute to all administrators and coaches a master list containing the following information about any individuals who have been removed from athletic participation due to a suspected head injury or concussion:

    a. The athlete's name;

    b. The date the suspected head injury or concussion occurred;

    c. The sport in which the athlete was participating at the time of injury; and

    d. Any other sports in which the student participates or may be participating within the District in the given school year; and

    e. Date of return to athletic participation, along with confirmation that all three conditions for return were met.

Chase Morris Sudden Cardiac Arrest Prevention Act: Each year prior to participation in any athletic activity, students in grades seven through twelve and their parents/guardians shall be required to complete and sign an acknowledgment of receipt and review of sudden cardiac arrest symptoms and warning signs information sheet prepared by the State Department of Health and the State Department of Education.

District may hold an informational meeting prior to the beginning of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. Informational meetings may include parents, students, coaches, other school officials, physicians, pediatric cardiologists and athletic trainers.

A student who collapses or faints without concurrent head injury while participating in an athletic activity shall be immediately removed by the coach from participation and shall not return to participation until the student has been evaluated and cleared for return to participation in writing by a health care provider as defined by law.

Annually and prior to coaching an athletic activity, a coach of an athletic activity shall complete the sudden cardiac arrest training course offered by the State Department of Health.

Field Trips: Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Any out-of-state travel must be approved by the Board.

Overnight Student Trips: A request for overnight travel involving students will be made by the Superintendent or designee**.** If the Superintendent or designee approves, all overnight student trips will be submitted to the Board for approval and will include adult sponsors who have been approved by the Superintendent or designee. Any rooming assignments will be determined in advance of the trip by the Superintendent or a designee. The Superintendent will ensure that there are an appropriate number of adult sponsors and adult sponsors will be expected to perform random inspections to ascertain whether students are in assigned locations.

STUDENT SERVICES

Special Education Students: District shall provide those necessary services for disabled students which are required by law and/or regulation.

Independent Education Evaluation (IEE): A parent and/or an adult student has the right to obtain an IEE at public expense if he or she disagrees with an evaluation obtained or conducted by District. An IEE means one or more individual assessments, each completed by a qualified examiner who is not employed by District.

Gifted Student Programs: District shall provide programs for gifted students in accordance with District's plan for gifted and talented students to be prepared, implemented, and maintained by the Administration.

Alternative Education: District provides an alternative education program for at-risk or high-challenged students.

Homebound Services: District may provide homebound services to: 1) any student with a medical condition so severe that it will cause the student to be absent from school for two consecutive weeks or more and whom the homebound team determines can benefit educationally from such a program; or 2) any pregnant student whose medical condition requires confinement to the home. Eligibility for homebound services, the services provided, and the duration of such services shall be determined by the homebound team. The Administration may develop, implement, and maintain procedures for providing homebound services to students.

Summer School/Night School: The Board may authorize the conducting of summer school or night school as deemed appropriate. In adopting either a summer school or night school program, the Board shall determine an appropriate curriculum, teacher compensation, and admissions guidelines.

School Counselor: District employs School Counselors who may serve as liaisons between students, teachers, and parents, and may provide personal counseling, educational planning, career planning, enrollment, and individual and group testing. Students may be referred to a School Counselor by teachers or principals. In addition, parents who wish to meet with a School Counselor may schedule an appointment and students may request an appointment through their home-room teacher.

Adopted:
Revised:

INDEPENDENT EDUCATION EVALUATION (IEE)

A parent and/or adult student has the right to obtain an IEE at public expense if he or she disagrees with an evaluation obtained or conducted by District. A parent and/or adult student is only entitled to one IEE at public expense for each District evaluation. District may initiate a due process hearing to determine if the evaluation it conducted is appropriate.

Guidelines governing Parent request for an IEE:

A. Select a qualified examiner (see below)

B. Contact the Director of Special Services so that District can open a purchase order to pay for the evaluation services.

C. Upon completion of the evaluation, a copy of the evaluation will be provided to the Director of Special Services and a meeting with the IEP team will be scheduled to discuss and consider the evaluation results.

The criteria under which an IEE is obtained, including the location of the evaluation and the qualifications of the examiner, will be the same as the criteria that District uses when it initiates an evaluation. District's criteria for conducting an IEE are as follows:

A. The location for the evaluation should be in or within a fifty (50) mile radius of Chickasha, Oklahoma unless otherwise approved by the District Superintendent.

B. Required Qualifications of the Examiner:

1. Psycho-educational Evaluation:

a. School Psychologist - Masters Degree, special course of study in assessment and interpretation, State certification, or NCSP certification **or**
b. Psychological Clinician - Masters Degree, OPM requirements, special course of study in assessment and interpretation, minimum 5 years' experience in assessment and interpretation of test results **or**
c. Psychologist - Doctors Degree, State license, special course of study in assessment and interpretation, minimum 5 years' experience in assessment and interpretation of test results **or**
d. Licensed Professional Counselor (LPC) - Masters Degree, State license, special course of study in assessment and interpretation,

minimum 5 years' experience in assessment and interpretation of test results.

2. Speech Pathologists, Audiologists, Occupational Therapists, Physical Therapists, and Physicians:

   a. Hold appropriate Certification.
   b. Possess clinical pediatric experience in evaluating and treating children in the area of disability being evaluated.
   c. Physicians must be Board Certified in the appropriate specialty area.

C. Some Recommended Assessment Providers:

1. Dr. Mary Sweet-Darter - University of Central Oklahoma 100 N. University Dr.
   Edmond, OK 73034
   405-974-5478

2. Kimberly Dixon - LPC & School Psychologist 405-210-8102 (c)
   405-722-3062 (h)

3. UCO Learning and Behavioral Clinic 301 S. Boulevard, Suite 117
   Edmond, OK 73034
   405-285-6671

4. Nick Gotcher, PhD, NCSP - Full Circle Developmental Center
   4101 NW 122nd, Suite C
   Oklahoma City, OK
   73120 405-562-9260

5. Candis Hanson Hogan, PhD,
   NCSP 1900 E. 15th, Bldg. 800,
   Suite C Edmond, OK 73013
   405-471-5757

6. Tracie Willoughby
   3000 United Founders Blvd., Suite 107G
   Oklahoma City, OK 73112
   405-642-1444

7. Oklahoma Assistive Technology and Educational Consulting Associates, Inc. 737 Kingston Dr.
   Yukon, OK 73099
   405-740-3901

8. Oklahoma Assistive Technology Center
   (OATC) 1600 N. Phillips
   Oklahoma City, OK
   73104 405-271-4000

9. AbleTech - Consultation Resource, NOT an evaluator 1514 W. Hall of Fame
   Stillwater, OK 74078
   405-744-9748
   Http://okabletech.okstate.edu

D. Reasonable Cost Containment Criteria: The cost of an IEE should reflect reasonable rates for such services in the area, not to exceed a rate of $2,500.00 for comprehensive evaluations. Please contact the Director of Special Services to determine customary rates applicable to the area of testing sought.

   1. A parent and/or adult student may demonstrate unique circumstances that justify an IEE that exceeds the criteria or maximum fee schedule.

   2. District may also demonstrate unique circumstances regarding the IEE exceeding the cost ceiling.

E. Each completed evaluation must include one meeting with the IEP team to present the evaluation results. All evaluation results will be considered by the IEP team and the District.

Adopted:
Revised:

STUDENT RECORDS

General: District shall make and keep such student records as are necessary and as are required by law, policy, or regulation.

Notification of Rights: District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Student records, including course grades of students, will be maintained confidentially as required by law. Within the first three weeks after the start of classes each school year, District shall cause a Notification of FERPA Rights to be published in selected area newspapers. In addition, District shall provide a Notification of FERPA Rights to each student or parent or guardian of a student by placement in the student handbook(s). District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights. The Board hereby designates the following information to be directory information:

1. The student's name, address, and telephone number;

2. The names of the student's parents;

3. The student's place of birth;

4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);

5. The student's extracurricular participation;

6. The student's achievement awards or honors;

7. The student's weight and height if a member of an athletic team;

8. The student's photograph;

9. The student's electronic mail address;

10. The students dates of attendance; and

11. The most recent educational institution the student attended prior to the student enrolling in this district.

District will disclose any of the above items electronically or otherwise without prior parental consent, unless notified in writing within ten (10) days from the date of student enrollment that any or all of the above information should not be released without consent.

Requests for Disclosure: Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the Superintendent or the Superintendent's designee as specified in Administrative Regulations. Student records shall not be released absent consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA and state law.

Military Recruiters: The Elementary and Secondary Education Act ("ESEA"), as amended by the Every Student Succeeds Act ("ESSA"), provides that military recruiters and institutions of higher education are entitled, upon request, to receive the name, address, and telephone listing of secondary students served by the District, unless the parent of such student (or secondary student who has reached the age of 18) has submitted a written request to the District to opt out of such disclosure. Additionally, each District receiving assistance under the ESEA must provide military recruiters with the same access to secondary students as is provided generally to institutions of higher education or to prospective employers of those students.

Records of Requests for Disclosure: District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such record shall not be maintained as a part of each student's school records, but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

Procedures to Amend Records: The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in Administrative Regulations.

Fees for Copies: District may charge fees, as set forth in District Policy BA and/or any applicable Administrative Regulations for all copies made pursuant to a request for student records plus the actual cost of mailing any copies made.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day District receives a request for access.

   Parents or eligible students should submit to the Superintendent or the Superintendent's designee a written request that identifies the records they wish to inspect. The Administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask District to amend a record should write the Superintendent or the Superintendent's designee, clearly identify the part of the record they want changed, and specify why it should be changed. If District decides not to amend the record as requested by the parent or eligible student, District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to District officials with legitimate educational interests. A District official is a person employed by District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board. A District official also may include a volunteer or contractor outside of District who performs an institutional service of function for which District would otherwise use its own employees and who is under the direct

control of District with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another District official in performing his or her tasks. A District official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, District discloses education records without consent to officials of another district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that District may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- ♦ To other District officials, including teachers, within the District whom District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- ♦ To officials of another district, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision maybe made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To state and local officials or authorities to whom information is specificallyallowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information District has designated as "directory information" under §99.37. (§99.31(a)(11))

STUDENT DRESS CODE

General: There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach (i.e.: cheerleader outfits, pom team and band uniforms, team shirts).

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action. The principal's judgment concerning the appropriateness of clothing is final.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

Adopted:
Revised:

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board as set forth in District Policy and applicable student handbook. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by District; (b) in transit to or from school or any function authorized or sponsored by District; or (c) on any property subject to the control and authority of District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco or vapor products as defined in Policy BB;

2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;

3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.

4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;

5. Use of a wireless telecommunication device in a way contrary to Policy BJ or to Administrative Regulation BJ-R.

6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; ammunition; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon, including B-B guns;

7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;

8. Leaving school grounds or activities at unauthorized times without permission; or loitering in parking areas or between school and town during school hours or activities;

9. Refusing to identify or falsely identifying one's self to District personnel;

10. Entering, without authority, into classrooms or other restricted school premises;

11. Engaging in conduct which endangers or jeopardizes the safety of other persons;

12. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

13. Engaging in threatening behavior which is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property;

14. Using profanity, vulgar language or expressions, or obscene gestures;

15. Committing acts of sexual harassment as defined by District Policy or sexual assaults;

16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;

17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affection, disturbing the peace, or inciting,

encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;

18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to District or any other person;

19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and

20. Refusing to do required assignments, refusing to go to assemblies directly from class, leaving class before being dismissed, being out of class during class period, failure to take books and supplies to class, passing notes in class, chewing gum or candy in class, and any behavior in class that interferes with the leafing of others. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.

21. Immorality at school or school activity, use of foul language or obscene gestures at school or school activity, public displays of affection, or showing poor sportsmanship at activities.

22. Running or being excessively noisy in hallway, lunchroom misconduct, bringing any audio, radio or tv appliance to school without permission.

23. Not parking in assigned parking areas, reckless driving on campus or any street adjacent to campus at any time.

24. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.

25. Engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities.

26. Engaging in any form of hazing. Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. Hazing is prohibited by Oklahoma law.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of District shall be prohibited if such conduct or activity is: a) a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, c) any form of communication specifically directed at students or school personnel which is considered to be bullying or threatening behavior, or d) disrupts school operations.

In addition to disciplinary actions, District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

District will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction.

Additional Procedures Related to Bullying: It is District's policy that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District. The Administration will develop and implement appropriate regulations regarding bullying.

Adopted:
Revised:

BULLYING

Definitions, Explanations, and Types of Bullying: Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects bullying. This results in a reluctance or resistance to attend school.

Bullying includes, but is not limited to, a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

A. Harm another student;

B. Damage another student's property;

C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment may include, but is not limited to, the following:

A. Verbal, physical, or written harassment or abuse;
B. Repeated remarks of a demeaning nature;
C. Implied or explicit threats concerning one's grades, achievements, etc.;
D. Demeaning jokes, stories, or activities directed at the student;
E. Unwelcome physical contact.

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child

to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self- esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a

serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment.

Electronic Communication involves the communication of any written, verbal or pictorial information or video content by means of an electronic device, including but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, including a computer. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

Student and Staff Education and Training: All staff will be provided with a copy of District's policy on the prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

District's Safe School Committee: The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Investigative Procedures:

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. Detailed information should be provided to the building principal in written form to allow for a thorough investigation.

2. Upon receipt of a written report, the building principal shall contact the superintendent and or his/her designee and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that District's Student Code of Conduct has been violated, the building principal shall follow District policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

5. Upon completion of the investigation, the principal or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the Superintendent or designee within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the Superintendent or designee of the findings of the investigation. Documentation should also be provided to the Superintendent or designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Adopted:
Revised:

BULLYING INCIDENT FORM

Date:_____ Time:_____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade:_____ Class: _

_____ Grade:_____ Class: _

Student(s) Affected:

_____ Grade:_____ Class: _

_____ Grade:_____ Class: _

Type of Harassment Alleged:

Racial_____ Sexual_____ Religious_____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

____Name Calling
____Stalking
____Inappropriate Gesturing
____Staring/Leering
____Writing/Graffiti
____Threatening
____Taunting/Ridiculing
____Inappropriate Touching
____Other _____

_____Spitting
_____Demeaning Comments
_____Stealing
_____Damaging Property
_____Shoving/Pushing
_____Hitting/Kicking
_____Flashing a Weapon
_____Intimidation/Extortion

Describe the incident: _____

_____

_____

_____

Witnesses Present: _____

Physical evidence: Graffiti_____Notes_____E-mail_____Web sites _____
Video/audio _____Other _____

Parent(s) contacted: Date_____Time _____

Administrative Determination of Investigation:

____Bullying **was** substantiated _____Bullying **was not** substantiated

Disciplinary Actions Taken:

_____

_____

_____

____Conference with student
____Conference with parent
____In-School suspension
____Detention
____Behavioral Contract
____Changing student's seat assignment
____Referral to OJA Program (age 12 & up) other: _____
____Referring student to appropriate social agency
____Require student to clean or straighten items or facilities damaged by student's behavior
____Requiring student to make financial restitution

_____Restriction of privileges
_____Involvement of local authorities
_____Referring student to appropriate social
_____Suspension
_____Removal from activities
_____Law Enforcement

Parent notification of investigation outcome: (occurs within 3 days of completion of the investigation)

Target's Parent(s) contacted: Date_____Time _____

Alleged Bully's Parent(s) contacted: Date_____Time _____

Recorded in PowerSchool: Date _____

Staff Signature: _____

Adopted:
Revised:

STUDENT SEARCHES

Searches: As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable belief shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and only cold weather outerwear shall be removed prior to or during any search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, back packs, or other personnel items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, District may contact appropriate law enforcement personnel to respond to the issue.

Reporting: Any employee who has reasonable cause to suspect that a student may be under the influence of or has in his or her possession, alcoholic beverages, low–point beer, or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent or designee and, if possible, a parent or legal guardian of the student.

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

Discipline: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, in-school detention, revocation of privileges, and suspension.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. Administrators may consider consultation with parents to determine the most effective disciplinary measure. The Board will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

Alternative In-School Placements: Before a decision to suspend is imposed, alternative in-school placements shall be considered. Alternative in-school placements, alternative program placement, Alternative Placement Educational Program (APEP), Detention, Intervention Program, Student Alternative Center (SAC), and similar disciplinary options or other correctional measures, such as those identified below, are not "suspensions" and do not require or involve the due process procedures established by this policy.

While in-school placements shall not be considered as an out-of-school suspension, they shall be treated as disciplinary or correctional actions which may be used as an alternative to out-of-school suspension or in conjunction with an out-of-school suspension.

Definitions:

"Suspension" or "out-of-school suspension" is the removal of a student from the daily school environment for a period not to exceed one calendar year for offenses involving firearms and the remainder of the current semester and the succeeding semester for all other offenses. A principal may suspend a student when the student's behavior is in violation of the District's Student Code of Conduct, Administrative Regulations, or directives received from school authorities. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. Although suspensions until the student performs some remedial act are not permitted, a student may be advised a suspension of definite length will terminate earlier if the student performs a prescribed remedial act or acts.

A "long-term suspension" is one which exceeds ten (10) school days.

A "short-term suspension" is ten (10) or fewer school days.

"Parent" refers to a student's parent, legal guardian, or the person having legal custody of the student.

Special Education Suspension/Discipline: Student discipline, suspension, and due process for special education students, as defined by the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with "The Policies and Procedures Manual for Special Education in Oklahoma" published by the Oklahoma State Department of Education. Federal law or regulation and Oklahoma law or regulation pertaining to students with disabilities shall take precedence over District policy and regulations in all matters that are specifically addressed by the federal and state laws or regulations. Where Federal and Oklahoma law or regulation permit, are silent, or do not directly address issues dealing with students with disabilities, District policy and regulations will be followed.

Pre-Suspension Informal Conference with Student

(a) When a student is believed to have committed an offense for which suspension may be imposed, the principal or designee shall conduct an informal conference with the student.

(b) The principal or designee shall inform the student of the policy, rule or regulation the student is charged with or suspected of having violated, the evidence supporting the charges, and the conduct reported to be in violation of the policy, rule, or regulation.

(c) The principal or designee will give the student the opportunity to respond to the charges, the evidence presented by the principal or designee in support of the charges and allow the student the opportunity to provide his/her own information and admit or deny the charges.

(d) If the principal or designee concludes the student committed the offense and suspension is appropriate, the principal or designee shall inform the student of the length of the suspension. In deciding whether to impose a suspension and determining the length of a suspension, a principal or designee may consider the following: seriousness of the offense, the student's attitude, the student's disciplinary history, those adversely affected by the misconduct, those potentially adversely affected by the misconduct, and the number of behavioral offenses associated with the misconduct and current suspension decision.

(e) The principal or designee shall inform the parent of the suspension and that alternative in-school placement or other available disciplinary options were considered. Elementary and middle school students shall not be dismissed on suspension before the end of the school day without advance notice to the parent. High school students shall not be dismissed on suspension before the end of the school day without reasonable efforts by the school administration

to contact the parent except in cases where the student poses an immediate threat to the safety and welfare of the student, other students, staff and/or property.

(f) Records and Reports: The principal or designee will record each pre-suspension conference, including the date of the conference, the names of the persons present, and the alternative in-school disciplinary alternatives that were considered. The principal or designee shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

(g) Notification to Parents: The principal or designee will inform the parent or guardian of the suspension as soon as possible after a suspension is imposed, explain the basis for the suspension, inform the parent of the opportunity to have the suspension reviewed by appeal, and provide the parent the time deadlines for submitting an appeal request. The notice required in this section shall be completed with the parent signing and dating the notice or in the form of a letter sent by certified mail, return receipt requested.

Immediate Out-of-School Suspension without a Pre-Suspension Conference: A student may be suspended without a pre-suspension conference only where a student's conduct reasonably indicates the continued presence of the student poses an immediate danger to the health or safety of the students, employees, or District property, or a continued substantial disruption of the educational process. In this event, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from school.

Education Plan

Suspensions of Five (5) School Days or Less: Suspensions of five (5) school days or less shall include the following Suspension Education Plan ("Plan"):

(a) A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.

(b) The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.

(c) The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or "F" and no credit for work, assignments, and/or tests not made up according to the time requirements.

Suspensions in Excess of Five (5) School Days: Suspensions in excess of five (5) school days shall include a Suspension Education Plan ("Plan") which shall be prepared by the principal or designee with the assistance of other school employees as warranted. A Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days except for those specifically involving a firearm or possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances.

The Plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through grade eight and for high school graduation in grades nine through twelve.

The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.

Attendance at School Pending Appeal Hearing: Pending a properly and timely submitted appeal, the student may attend school under whatever "in-school" restrictions the principal deems proper. Provided, the student shall remain out of school and/or not attend school pending an appeal if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, or property, or would substantially interfere with school operations.

Student Privileges While Suspended: Participation in all the extracurricular activities is a privilege and not a right. Accordingly, when a student is suspended the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal or designee determines to impose alternative measures, in-school disciplinary actions or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school-sponsored games/events, school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations. The prohibition includes the restriction from participating in and attending extracurricular and school activities on and/or off school property. Commencement/ graduation is an extracurricular activity.

Appeal of Short-Term Suspensions:

A student suspended for a period of ten (10) or fewer school days, following an informal pre-suspension conference with the principal or designee, may appeal the suspension as follows:

(a) An appeal to the Site Committee must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal's or designee's suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:

1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or

2) The reasonableness and length of the suspension.

(b) The suspension decision will become final and nonappealable if a request for appeal is not timely submitted.

(c) Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Principal or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.

(d) The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Site Committee.

(e) The Principal or designee shall schedule the Site Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate work schedules of the parent or guardian within that time period, if possible. The Principal shall attempt to schedule the Site Committee meeting within five (5) calendar days of receiving the parent/student's written or e-mail appeal request. The student and parent will be notified in writing, by e-mail, or by phone of the date, time and place of the hearing. The principal or designee who issued the out-of-school suspension decision shall attend the Site Committee hearing.

(f) The Site Committee will conduct a full investigation of the issues appealed. The principal or designee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.

(g) Evidence supplied by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the Site Committee of the information received from students and explain why the principal or designee believes the information received is valid and supports the suspension decision.

(h) The Site Committee meeting is closed to the public.

(i) Legal counsel is permitted at the Site Committee hearing.

(j) At the conclusion of the presentation of the evidence, the Site Committee shall retire to render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Principal or designee as to the guilt or innocence of the student and/or the reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing and mailed, e-mailed or delivered to the parent, the principal, and the Superintendent. The decision of the Site Committee is final and non-appealable.

Appeal of Long-Term Suspensions:

A parent or the student may appeal the suspension decision for a suspension in excess of ten (10) school days first to a District Review Committee then to the Board as follows:

(a) An appeal must be presented in writing to and received by the school principalwithin two (2) calendar days after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:

1. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or

2. The reasonableness and length of the suspension.

(b) The suspension decision will become final and nonappealable if a request for appeal is not timely submitted.

(c) The principal will contact the Superintendent and the Superintendent or designee will schedule a District Review Committee to hear the appeal. The District Review Committee will consist of three (3) administrator(s) not involved with the suspension of the student and the Superintendent's designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. The Superintendent's designee shall serve as the chairperson for all appeals to the District Review Committee.

(d) The chair of the District Review Committee shall notify the student, parents, and school principal of the date, time, and place of the appeal hearing in writing or by e-mail.

(e) The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.

(f) The District Review Committee meeting is closed to the public.

(g) Legal counsel is permitted.

(h) The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall attempt to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.

(i) At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.

(j) Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.

(k) At the conclusion of the hearing, the District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The District Review Committee's decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.

(l) The hearing chair shall mail, e-mail, or deliver a copy of District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board as provided by this policy.

(m) An appeal of the decision of the District Review Committee to the Board must be submitted in writing to and received by the Superintendent or designee within five (5) school days after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:

1) The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or

2) The reasonableness and length of the suspension.

(n) If no appeal is received within the five (5) school days, the decision of the District Review Committee will be final and nonappealable.

(o) Each board member will be provided the evidence and witness statements that were presented to the District Review Committee, an electronic recording of the District Review Committee meeting, and the written statements of the student and administration, if submitted.

(p) Each Board member shall review the information individually.

(q) At the next available Board meeting, an agenda item shall be placed on the agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their review of the record.

(r) If, at the meeting, the Board wants to discuss the appeal among each other, it must be discussed in open meeting unless the student or parent(s) requests such discussion to be in executive session.

(s) The Board shall render a decision by voting to uphold, modify, or revoke the decision of the District Review Committee.

(t) As soon as possible after the review and/or hearing, the Clerk of the Board shall provide the decision to the parent, student and principal in writing, setting forth the decision of the Board related to upholding, overturning, or modifying the decision of the District Review Committee. The Board's written decision shall be mailed to the parent by certified mail, return receipt requested. **The decision of the Board shall be final.**

Adopted:
Revised:

DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES

Definitions

"Controlled substance" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

"Illegal drug" means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

“Serious bodily injury” means bodily injury that involves –

1. a substantial risk of death;
2. extreme physical pain;
3. protracted and obvious disfigurement; or
4. protracted loss or impairment of the function of a bodily member, organ or mental faculty.

"Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

“School day” means any day, including a partial day, that children are in attendance at school for instructional purposes.

Case-By-Case Determination

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the district’s code of student conduct.

Short-Term Disciplinary Removal

District personnel may remove a student with a disability who violates the District's Student Code of Conduct from the student's current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if --

1. the removal is for more than ten (10) consecutive school days; or

2. the student has been subjected to a series of removals that constitute a pattern.

Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:

1. the series of removals total more than ten (10) school days in a school year;

2. the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and

3. such additional factors as the length of each removal, the total amount of time the student has been removed and the proximity of the removals to one another.

Educational Services During a Short-Term Disciplinary Removal

The District will provide a student with a disability the same level of services it provides students without disabilities during removals for ten (10) school days or less during the school year.

After a student with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, District personnel, in consultation with the student's special education teacher, will determine the extent to which services are needed, so as to enable the student to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the student's IEP or Section 504 Plan.

Notification

On the date on which the decision is made to make a disciplinary removal that constitutes a change of placement of a student with a disability because of a violation of the District's Student Code of Conduct, District personnel will notify the student's parents of the decision and provide the parents of students who are eligible for special education and related services under the IDEA with a copy of the District's *Parents Rights in Special Education: Notice of Procedural*

Safeguards form. District personnel will provide the parents of students who are eligible for special education and related services only under Section 504/Title II with a copy of the District's *Section 504 Information and Procedural Safeguards* form.

Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student --

1. carries or possesses a weapon at school, on school premises, or to or at a school function;

2. knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or

3. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of the District's Student Code of Conduct, the student's IEP or 504 team will meet to review all relevant information in the student's file, including the IEP or 504 Plan, any teacher observations and any relevant information provided by the parents to determine --

1. if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or

2. if the conduct in question was the direct result of the District's failure to implement the IEP or 504 Plan.

The conduct will be determined to be a manifestation of the student's disability if the student's IEP or 504 team determines that a condition in either (a) or (b) of this paragraph was met.

If the student's IEP or 504 team determines that the conduct in question was the direct result of the District's failure to implement the IEP or 504 Plan, the District will take immediate steps to remedy those deficiencies.

Determination that Behavior Is a Manifestation of the Student's Disability

If the IEP or 504 team determines that the conduct was a manifestation of the student's disability, the team will either –

1. conduct a functional behavior assessment, unless the District had conducted a functional behavior assessment before the behavior that resulted in the change of placement occurred and further functional behavior assessment is deemed unnecessary, and implement a behavior intervention plan for the student; or

2. if a behavior intervention plan already has been developed, review the behavior intervention plan and modify it, as necessary, to address the behavior.

Except as provided in section 6 of this policy, the IEP or 504 team will return the student to the placement from which the student was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavior intervention plan.

Determination that Behavior Is Not a Manifestation of the Student's Disability

If the behavior that gave rise to the violation of the District's Student Code of Conduct is determined not to be a manifestation of the student's disability, then District personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

However, in an effort to promote uniformity in the decision-making process, the District has determined that it is in the District's best interest that it not require school personnel to weigh these factors to determine the existence of a pattern in each instance. Instead, when the student's short-term removals exceed 10 school days over the course of the school year, the District will follow the process identified in this policy for implementing a long-term removal.

Educational Services During a Long-Term Disciplinary Removal

During a long-term disciplinary removal, a student eligible for special education and related services under the IDEA will --

1. continue to receive educational services so as to enable the student to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the student's IEP; and

2. receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

During a long-term disciplinary removal, a student eligible for special education and related services only under Section 504/Title II will receive educational services to the same extent that

a student without disabilities would receive educational services during a disciplinary removal for the same offense.

Appeal to Hearing Officer Under the IDEA

The parent of a student eligible for special education and related services under the IDEA who disagrees with any decision regarding placement or the manifestation determination under this policy**,** or the District, if District personnel believe that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may –

1. return the student with a disability to the placement from which the student was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the student's behavior was a manifestation of the student's disability; or

2. order a change of placement of the student to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

These procedures may be repeated, if the District believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

When an appeal has been requested by either the parent or the District, the student will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the District agree otherwise.

The District may also seek a court order to remove a student with a disability from school or change the student's current educational placement if District personnel believe that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

Providing Records to Disciplinary Decisionmaker

If the District initiates disciplinary procedures that would constitute a change of placement for a student with a disability, District personnel will ensure that the student's special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.

Adopted:
Revised:

CURRICULUM AND INSTRUCTION

Subjects for Curriculum: The core curriculum shall consist of courses in social studies, language arts, languages, the arts, mathematics, and science. In addition to curriculum in core subject areas, the curriculum for the schools within District shall consist of certain areas which may be incorporated into the subject matter of existing classes or which may be taught as individual classes. These areas are health education, safety education, personal financial literacy education, physical education, drug, alcohol, and tobacco education, sex education, and Acquired Immune Deficiency Syndrome (AIDS) or Human Immune Virus (HIV) prevention education. AIDS or HIV prevention education frequency and content will be taught according to the guidelines of the State of Oklahoma. The Superintendent or designee shall make available all materials and curriculum to be used in the teaching of sex education for parental review as required by law. As required by law, District shall hold educational programs during Celebrate Freedom week.

All students will be required to participate in training in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator. Students must receive this training at least once between ninth grade and graduation from high school. District may incorporate this instruction as a part of any course. A school administrator may waive this requirement for an eligible student with a disability. A student may also be excused from this requirement if a parent or guardian objects in writing. Students enrolled in physical education classes in grades nine through twelve may also receive instruction in Heimlich maneuver techniques.

Development and Revision of Curriculum: The Administration shall review, monitor, and develop effective, appropriate curriculum according to any applicable Administrative Regulations. The Superintendent may recommend changes to the curriculum to the Board for Board approval.

Evaluation of Curriculum and Educational Programs: The Superintendent shall select evaluative resources and develop regulations and procedures to evaluate the curriculum and other aspects of the educational program of each school within District. Periodically, the Superintendent shall report to the Board on the progress that District is making towards the attainment of its educational goals.

Instructional Program: Instructional programs will be developed with a view toward maintaining a balanced curriculum which serves the general academic needs of all students and provides opportunities for individual students to develop specific talents and interests.

Online Instruction: Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of District's B. The Board shall afford the Superintendent the discretion to provide virtual instruction or distance learning programs so that students may continue instruction without interruption in the event of a school closure for an emergency.

In the event of an emergency declared by a federal or state government entity that impacts the operations of public schools in Oklahoma and/or leads to the temporary closure of district's campus, district may implement distance learning plans which provide for distance learning to all students. District may provide short-term implementation of a distance learning plan due to a localized emergency such as weather-related closure or public health emergency. The school calendar may include one or more emergency closure make-up days to be delivered through the distance learning plan.

Distance learning plans describe any means by which instruction will be delivered outside a traditional school setting whereas virtual instruction requires the utilization of internet or other digital information transmission systems as the primary method of instruction. Prior to the implementation of distance learning or virtual instruction plans, district should consider the needs and abilities reported by its families through surveys, making individualized determinations of which students would be able to access virtual instruction. Students who are unable to access virtual instruction will be provided an equitable education through distance learning options.

District's board of education will comply with the guidelines issues by the State Department of Education:

1. Virtual instruction, distance learning, and two-way interactive video instruction are methods by which the district can expand course offerings and access to instructional resources. These technologies will not be considered solely as substitutes for direct, face-to-face student and teacher interactions, but rather as a means of expanding the ability of the District to educate its students.
2. Students and staff will be expected to participate and attendance will be taken in accordance with district policies and procedures. Students will be granted credit for completion of courses offered by means of online instruction. Grades will be issued to reflect the progress of the student with respect to the assignments and exams issues during the course of the program. District policies governing grading scales and credits earned will be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as other courses offered by the district. A grade assigned for course credit that was completed through the online program shall be treated the same as any other course offered by the district. Courses offered for credit by means of virtual instruction shall be aligned with the Oklahoma Academic Standards ("OAS").
3. Only students who are enrolled full-time in the district will have access to these supplemental online courses. Records of student enrollment and attendance will be maintained by the school's authorized student information system. Students who are earning credits through virtual instruction shall participate in required state-level academic assessments in the same manner and location as other regularly enrolled students within the district. Participation in extracurricular activities will be permitted in accordance with requirements set by the District.

4. Students who are interested in a supplemental online course should fill out a request for enrollment in supplemental online courses form. The principal or designee will evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. If the supplemental online course is not deemed to be educationally appropriate, notification will be provided to the student in writing as to the reasons in support of the principal or designee's recommendation as well as the opportunity to appeal to the Board. The Board's decision of whether or not a course is educationally appropriate will be final and unappealable. 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 will appoint a certified staff member to serve as a contact person for the student, online providers and online teachers. Students will be granted 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 prior to expiration of the fifteen (15) day period.
6. Student progress will be monitored weekly by the supplemental online course provider. Attendance and participation in a supplemental online course will be monitored in accordance with District policy and through documented student/teacher/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives as well as regular engagement in course activity. Supplemental online course providers will make reports reflecting daily attendance/participation, progress reports, and grades available to student, parents and the district. These reports will be provided on a weekly basis to parents and the district in electronic format.
7. No individual student data obtained through participation in an online course shall be used for any purpose other than to support the student's instruction as provided for by law. The Family Educational Rights and Privacy Act ("FERPA") will apply to all student data held or accessed by district or its contractors or agents, including any contracted provider of virtual instruction or other distance learning program.
8. District level aggregated data obtained through online instruction courses shall be utilized solely for educational purposes and will not be provided to commercial entities.
9. District will adhere to all federal and state laws 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 ("FCC") rules pertaining to broadcasting of audio and video and other related issues.
10. Instructors of virtual courses will be certified in Oklahoma or another state to teach in the content area they are providing or a faculty member at an accredited institution of higher education with the specific content expertise necessary to teach the course.
11. Students who are participating in the distance learning plan will have access to the program. If district provides virtual instruction only, any participating student who does not already have access to the necessary connectivity and/or devices will 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, the distance learning

plan will provide alternative methods to deliver equitable equivalent instruction to all students.

12. Annually, the Board shall establish fees or charges for the provision of alternative instructional delivery system courses. District will 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.

Textbooks and Instructional Materials: The Superintendent shall appoint a textbook committee which shall be organized in accordance with applicable law. Other instructional materials may be selected according to Administrative Regulation.

Library Materials: District's library shall make available materials of sound literary quality and authority. District does not promote censorship and will challenge efforts at censorship in order to maintain District's responsibility to provide information which is educational and enlightening. Teachers and librarians may select library materials which provide various points of view on controversial subjects and which are intended to meet the needs and interests of the students. Proposed library materials will be examined to determine which materials meet the grade and interest level at which they are to be used. Proposed library materials will be considered in relation to the curriculum and to the personal interests of the students. Materials which contain incidents of sex or profanity shall not automatically be excluded. The Administration shall develop appropriate Regulations which address criteria for selection and guidelines for reconsideration of library materials.

District will only accept gifts of books or other library materials which meet the same criteria as books or library materials which could be purchased by District. Any donated books or library materials which are accepted shall become the property of District.

Audio-Visual Materials: Teachers are encouraged to use audio-visual materials when appropriate and when related to instructional purposes. Audio-visual materials and videos should not be shown merely for entertainment purposes but may be shown in a classroom, instructional setting with the instructor in attendance to facilitate and discuss the educational purposes of the video. Commercial entertainment films having obvious educational value may be included when appropriate to the subject being studied. Commercial films that are un-rated or rated PG or PG-13 shall not be shown to students in District without advance written notice to the parents. Such notice shall contain an accurate description of the contents of the film. No films having a rating of R, N17, or X shall be shown to students at any school. It is recommended that teachers discuss the use of any audio-visual material which might be controversial or offensive with the principal prior to utilizing such material.

Employee-Produced Instructional Materials: Instructional materials which are produced by a District employee during hours for which the employee is paid by District or which use District supplies and/or equipment shall be owned by District. District's rights of ownership shall include the right to copyright the material and the right to sell and/or distribute the material. District and an employee may enter into a written agreement to produce instructional material, and such agreement may assign ownership rights as appropriate.

Complaint Procedure: The Administration shall implement regulations establishing procedures for public input and/or complaints regarding federal programs, curriculum, textbooks, other instructional materials, and library materials.

Limited English Proficiency Instruction: District will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and parental permission is required. Consequences for inadequate yearly progress by a student with limited English proficiency include notification of parents, development of improvement plans, and restructuring of district's program. Non-English speaking parents will be provided with translations of this information in their native language.

Title I Services and Funding: District participates in and receives funds under Title I of the Improving America's Schools Act of 1994. District shall insure that Title I funds are used only as a supplement to those funds provided by the District from other sources and that Title I funds will not be used to supplant other District funds. District shall provide for equivalent teachers, administrators, and other staff as well as curriculum and instructional materials from District's non- Title I funds and shall only use Title I funds to supplement those services and materials otherwise provided by District.

Parental Involvement: District is committed to providing a quality education for every student in District. When schools and parents form strong partnerships, all students' potential for academic success improves significantly. District will have programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with applicable federal law. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating students and will be incorporated in District's Title I Plan.

Adopted:
Revised:

COMPLAINTS REGARDING FEDERAL PROGRAMS

1. All complaints concerning a local education agency (LEA) should be filed with the LEA or the General Counsel of the State Department of Education (SDE). Within thirty (30) days of receipt of a complaint, the agency shall conduct an investigation of the allegation and resolve the complaint. Following the investigation, a written decision shall be filed with the General Counsel of the State Department of Education and the complainant.

2. A complaint may be filed by parents, teachers, or other concerned individuals or by an organization in relationship to the program. LEAs are required to review all complaints made concerning a covered program if:

   A. The complaint is in written form and alleges that Federal program requirements have been violated;

   B. The compliant has been signed;

   C. The complaint includes the facts on which the statement is based relating to the specific program requirement alleged to have been violated; and

   D. The complaint includes the allegation as well as information that supports the allegation.

SECTION 504 PLAN

Nondiscrimination: No qualified handicapped student, solely because of a handicap, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of District.

Definitions:

1. Eligible Student: An eligible student is a student who has a record of having, or who is regarded as having a physical or mental impairment which substantially limits a major life activity.

2. Physical or mental impairment: A physical or mental impairment may be a 1) physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic, lymphatic, skin, endocrine, or 2) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

3. Major life activity: A major life activity includes functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Referrals: District's administrators, counselors, teachers, and students' parents and/or guardians may refer eligible students to the Section 504 Coordinator for evaluation under this plan. The referral shall be in writing on the form provided for such referrals. Referrals may be considered when a student:

is being considered for suspension or expulsion
is being retained
does not appear to benefit from the instructional program
is having serious health problems
is frequently absent for health reasons
is on medication at school
appears to have a substance abuse problem
is diagnosed as having ADD/ADHD
is a constant disruption in class
has a pattern of disciplinary actions for behavior problems
or in any other circumstances when an administrator, counselor, or teacher believes that a referral is appropriate.

Section 504 Coordinator and Committee: The Director of Special Services shall be designated as the Section 504 Coordinator. Upon receipt of a referral, the Section 504 Coordinator shall convene a Section 504 Committee to evaluate and to determine an appropriate placement for the referred student. The Section 504 Committee may consist of a representative of the administration, a counselor, and one of the referred student's teachers. The Section 504 Coordinator shall provide a Notice of Parental Rights to the referred student's parents or guardians.

Evaluation: Prior to taking any action which would result in a significant change in placement in an instructional program for the referred student, the Committee shall conduct a Pre-placement Evaluation of the referred student. The Pre-placement Evaluation may include, but not be limited to, formal and informal test instruments, aptitude and achievement tests, teachers recommendations and reports, physical and/or medical reports, student grades, report cards, progress reports, parent observations, discipline records, attendance records, and counselor reports. The Committee should keep in mind that the evaluation should consider specific areas of educational needs and learning disabilities. No independent evaluation is required for the evaluation of a referred student under this plan, and the District shall not be required to pay for any independent evaluation of the referred student. The referred student's parents/guardians may provide for an independent evaluation and may submit such evaluation to the Committee for the Committee's consideration.

Placement: After compiling and reviewing all available necessary data and information, the Committee shall make a determination as to whether the referred student is an Eligible Student. If the student is not an Eligible Student, no action shall be taken. If the student is an Eligible Student, the Committee shall develop and recommend an Accommodation Plan which provides for a free appropriate education of the Eligible Student in the least restrictive environment. The Section 504 Coordinator or the Committee shall notify the Eligible Student's parents/guardians in writing of the Committee's findings, of the recommended Accommodation Plan, and of their rights to appeal pursuant to the District's Civil Rights Policy. If no appeal is filed, the Accommodation Plan shall be implemented. If an appeal is filed, the Accommodation Plan shall not be implemented until the appeal process is concluded and shall be amended if so determined during the appeal process.

Monitoring and Review: The Accommodation Plan shall be monitored throughout the school year by the Section 504 Coordinator. The Coordinator or his/her designee may request information from teachers, counselors, parents/guardians, and others throughout the school year as needed for monitoring of the Eligible Student's progress and the appropriateness of the Accommodation Plan. The Section 504 Coordinator or his/her designee at the school site shall review the Accommodation Plan at the beginning of each school year to determine if modifications need to be developed and implemented. If modifications are to be developed, the Coordinator or his/her designee at the school site shall notify the Eligible Student's parents/guardians. Prior to any significant change in the Eligible Student's placement, a review shall be conducted by the Coordinator or the Committee.

Notices: All notices shall be in writing and shall be sent by mail to the parents/guardians.

Records: The Section 504 Coordinator or his/her designee shall be responsible for maintaining all records concerning referrals, evaluations, placements, appeals, reviews, and modifications under this plan. Parents/guardians shall have the right to examine the relevant records of their Eligible Student.

Adopted:
Revised:

STUDENT DRUG TESTING

Purpose and Intent: In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in competitive extra-curricular activities ("Activity Students") as well as any other student whose parent/guardian voluntarily places the student to be tested. This policy supplements and complements all other policies, rules, and regulations of District regarding possession or use of illegal and/or performance-enhancing drugs. District believes that accountability is a powerful tool to help students avoid using illegal and/or performance-enhancing drugs and that early detection and intervention can save students' lives.

Although the Board, administration, and staff desire that every student in District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in competitive extra-curricular activities and those who voluntarily participate in the drug testing program. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the District's Student Code of Conduct.

In addition to Activity Students, parents/guardians may voluntarily place any student who does not participate in any competitive extra-curricular activities to be tested on a random and a reasonable suspicion basis. This would allow parents/guardians to be notified as to a potential drug problem and enable them to seek help.

Participation in school-sponsored competitive extra-curricular activities at District is a privilege. Students who participate in these activities should be respected by the student body as well as District and the community they represent. Accordingly, students in competitive extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of District. For the safety, health, and well-being of students in extra-curricular activities, District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 7-12.

The purposes of this policy are five-fold:

1. To educate students as to the serious physical, mental, and emotional harm caused by illegal and/or performance-enhancing drug use.

2. To alert students with possible substance-abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.

3. To ensure that students adhere to a training program that bars the intake of illegal and/or performance-enhancing drugs.

4. To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.

5. To offer students practices, competition and school activities free of the effects of illegal and/or performance-enhancing drug use.

District recognizes that there are some students who may qualify for an exemption for medical marijuana under Policy BQ. Those situations will be handled on a case-to-case basis.

Definitions:

"Activity Student" means a member of any District sponsored extra-curricular organization which participates in interscholastic competition in Grades 7-12. This includes any student who represents District in extra-curricular activities in interscholastic competition, including, but not limited to, Pom-Pon, FCCLA, Academic Bowl Team, Band, Vocal, Cheerleading, and Athletics.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs (including alcohol) or the metabolites thereof in a person's urine.

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

"Participating Student" means all Activity Students and any student voluntarily participating in the District's drug testing program which is the subject of this Drug Testing Policy.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Random Selection Basis" means a mechanism for selecting Participating Students for drug testing that:

A. results in an equal probability that any Participating Student from a group of Participating Students subject to the selection mechanism will be selected, and

B. does not give District discretion to waive the selection of any Participating Student selected under the mechanism.

"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches, administrators, sponsors, teachers, or Campus Police of changes in the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a student supplied to school officials by credible sources. Additionally, in the context of performance-enhancing drugs, "reasonable suspicion" specifically includes unusual increases in the size, strength, weight, or athletic abilities of a student.

Procedures:

1. **Consent Form: Activity Students:** Each Activity Student shall be provided with a copy of the form "Student Drug Testing Consent: Activity Student" which shall be read, signed, and dated by the student, parent or guardian, and coach/sponsor before such student shall be eligible to practice or participate in any competitive extra-curricular activities. The consent requires Activity Students to provide a urine sample and submit to drug testing: [a] as part of the Activity Student's annual physical or for eligibility for participation; [b] when the Activity Student is selected by the random selection basis to provide a urine sample; [c] at any time when there is reasonable suspicion to test for illegal and/or performance-enhancing drugs. No Activity Student shall be allowed to practice or participate in any competitive extra-curricular activities involving interscholastic competition unless the Activity Student has returned the properly signed Consent Form. An Activity Student who moves into the District after the school year begins will have to provide a Consent Form before he/she will be eligible for participation in any competitive extra-curricular activity.

2. **Consent Form: Non-Activity Students:** Other students who wish to participate in the District's drug testing program shall be provided a copy of the form "Student Drug Testing Consent: Non-Activity Student." No coach/sponsor signature is required on this form. Non-activity students who volunteer to participate in the drug testing program consent to provide a urine sample when the student is selected by the random selection basis or at any time when there is reasonable suspicion to test for illegal or performance enhancing drugs.

3. **Orientation:** Prior to the commencement of drug testing each year, an orientation session will be held to educate Participating Students of the sample collection process, privacy arrangements, drug testing procedures, and other areas which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process. Each Participating Student shall receive a copy of the Student Drug Testing Policy. The administration will be responsible for explaining the policy to all Participating Students and for preparing an educational presentation to acquaint the students with the harmful consequences of drug and alcohol use and abuse.

4. **Testing:** Drug use testing for Participating Students will be chosen on a random selection basis from a list of all Participating Students. District will determine a number of Participating Student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs. In addition, any Participating Student for whom the administration has reasonable suspicion of illegal and/or performance-enhancing drug use by that particular student will be included with the random tests and will not be identified in any way as separate from the random group.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director, who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing this procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality: The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

Appeal: An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Consequences: Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature for a period of one (1) calendar year, unless a review appeal is filed following receipt of a positive test. However, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test as would a student who has tested positive. A student will be allowed to self-refer only once during the time he/she spends in District.

> First Offense: Within 2 school days of receipt of a positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. This conference will include the student, parent/guardian, athletic director or sponsor as appropriate, and the principal, and the purpose of the meeting is to discuss the positive drug test. A student with a positive drug test will be suspended from participating in any meetings, practices, scrimmages, or competitions for extra-curricular activities for five (5) school days. After the five (5) day suspension, in order to continue participation in the activity, the student and parent/guardian must provide proof to the principal that the student has received drug counseling from a qualified drug treatment program or counseling entity. After a first offense, students may receive drug counseling and/or treatment through the District's partnership with Chance to Change at no cost to the student's parent/guardian. The cost of any other counseling and/or treatment programs in which a student participates shall not be the responsibility of the District. The student will be tested monthly for the remainder

of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

Second Offense (same calendar year): Within 2 school days of receipt of a second positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. This conference will include the student, parent/guardian, athletic director or sponsor as appropriate, and the principal, and the purpose of the meeting is to discuss the positive drug test. A student with a second positive drug test will be suspended from participating in any meetings, practices, scrimmages, or competitions for extra-curricular activities for ten (10) school days. After the ten (10) day suspension, in order to continue participation in the activity, the student and parent/guardian must provide proof to the principal that he/she is actively participating in a program of substance abuse education/counseling from a qualified drug treatment program or counseling entity, the cost of which shall be paid by the student or his/her parent/guardian. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

Third Offense (same calendar year): An Activity Student who commits a third offense under this policy will be suspended from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year or eighty-eight (88) school days (one semester) whichever is longer. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers.

Refusal to Submit to Drug Use Test: A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the District.

Adopted:
Revised:

PARENT'S BILL OF RIGHTS

District's board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District.

1. District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;

2. Parents may request additional information from the administration regarding their child's course of study and learning materials, including the source of any supplemental educational methods;

3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;

4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child's participation in the sex education curricula to the administration;

5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;

6. District will provide information to parents upon request regarding the nature and purpose of clubs and activities that have been approved by the school;

7. If written consent is provided to a district for assessment or treatment of a minor as permitted by law, such consent shall only be effective for the school year for which it is granted and shall be renewed each subsequent school year; and

8. Parents are advised that Oklahoma law includes the following parental rights and responsibilities:

   a. the right to opt out of sex education curriculum if offered by the District;

   b. open enrollment rights;

   c. the right to opt out of assignments as allowed by Title 25 O.S. Section 2003;

   d. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;

   e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;

   f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;

   g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;

   h. the right to review test results;

   i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;

   j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;

   k. the right to receive a school report card;

   l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;

   m. the right to public review of courses of study and textbooks;

   n. the right to be excused from school attendance for religious reasons;

   o. policies related to parental involvement pursuant to Title 25 O.S. Section 2003;

   p. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of District; and

q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to the District's Board. The Board will formally consider the request at the next scheduled public meeting. However, if the request cannot be properly noticed on the agenda for the next scheduled meeting, the Board shall formally consider the request at the next subsequent public meeting of the Board.

Adopted:
Revised:

Direct Threat Assessment

Definition: "Direct threat" means an individualized determination that a student poses a direct threat to the health or safety of others, based upon reasonable judgment that relies on current educational, psychological, and medical knowledge or on the best available evidence, to ascertain; the nature, duration, and severity of the risk; the probability that the potential injury will actually occur.

Policy: When District intends to impose adverse action on a student based on a direct threat, written notice of District direct threat inquiry will be provided to the parent of the student and/or the adult student who is the subject of the direct threat inquiry. This written notice, subject to exceptional circumstances (as defined below), will include:

- An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;
- The name and contact information of the district employee coordinating the inquiry;
- Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;
- District's determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services will mitigate the risk;
- Notice that in exceptional circumstances, such as situations where safety is of immediate concern, District may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student's behalf, and a right to appeal) is provided in the interim and more extensive due process is offered later;
- Notice of the student's applicable appeal rights in the event of discipline or other adverse action; and
- A copy of this policy.

Appropriate District personnel will complete the Threat Assessment Inquiry.

The Threat Assessment Team (TAT) shall be responsible for determining whether the student poses a direct threat. This committee will be composed of the Executive Director of Curriculum, Director of Special Services, Principal, and a Teacher of the Student.

The TAT may consult with the student's medical, psychological, or therapeutic professional providers, if the parent or adult student consents to such consultation.

If District determines that a student poses a direct threat to others, District will communicate the nature of the adverse action to the parent of the student and / or the adult student. Additionally, District may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing the student is no longer a threat. Such evidence may include, but is not limited to, a treatment plan or periodic reports from a physician.

In cases resulting in the interim suspension or other adverse action, an appeal may be filed with the Superintendent. The adversely affected student or the student's parent shall have ten (10) calendar days from the notice of the interim suspension or other adverse action to appeal to the Superintendent. The Superintendent shall schedule a meeting to consider the interim suspension or other adverse action and the objections of the affected student. Following this meeting the Superintendent may adopt the decision of the TAT, enter the Superintendent's own decision, adopt the relief requested by the affected student, or take other action deemed necessary to achieve a reasonable resolution of the appeal. The decision of the Superintendent shall be final. The Superintendent's decision shall be rendered within fifteen (15) calendar days from the appeal meeting scheduled to discuss and consider the appeal.

Upon a preliminary determination (by the TAT) that an individual poses: (1) a threat of violence to others or, (2) exhibits significantly disruptive behavior or, (3) need for assistance, members of the TAT may request & obtain criminal history record information, any previous psychological evaluations, and health records.

- No member of the TAT shall re-disclose any criminal history record information, psychological information, or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
- The TAT may not maintain the criminal history record printed from the criminal records system access terminal, nor may they make copies of it.
- Criminal history information may not be placed in a student's educational file.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur when required by Board policy or Oklahoma laws.

Special Education Direct Threat Policy

Student discipline, suspension, and due process for students with disabilities as defined by the Individuals with Disabilities Act (IDEA) and / or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with "The Policies and Procedures Manual for Special Education in Oklahoma" published by the Oklahoma State Department of Education.

When the district intends to impose adverse action on a student with a disability or perceived disability based on a direct threat, written notice of the district direct threat inquiry will be provided

to the parent of the student and/or the adult student who is the subject of the direct threat inquiry, as well as, Parents Rights in Special Education: Notice of Procedural Safeguards. This written notice, subject to exceptional circumstances (as defined below), will include:

- An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;
- The name and contact information of the district employee coordinating the inquiry;
- Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;
- The district's determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services will mitigate the risk;
- Notice that in exceptional circumstances, such as situations where safety is of immediate concern, the district may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student's behalf, and a right to appeal) is provided in the interim and more extensive due process is offered later;
- Notice of the student's applicable appeal rights in the event of discipline or other adverse action; and
- A copy of this policy.

Appropriate district personnel will complete the Threat Assessment Inquiry (see Threat Assessment Inquiry Attachment).

The Threat Assessment Team (TAT) shall be responsible for determining whether the student poses a direct threat. This committee will be composed of the Executive Director of Academic Services, Director of Special Services, Building Principal, and a Teacher of the Student. The TAT will consult with individuals with in depth knowledge and experience in the area of the student's disability as part of the direct threat determination.

The TAT may consult with the student's medical, psychological, or therapeutic professional providers, if the parent or adult student consents to such consultation.

If District determines that a student poses a direct threat to others, District will communicate the nature of the adverse action to the parent of the student. Additionally, District may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing the student is no longer a threat. Such evidence may include, but is not limited to, a treatment plan or periodic reports from a physician. This District will not condition the future receipt of a benefit or service on a showing by the student that he or she has eliminated behaviors that are a manifestation of a disability, unless the district determines that such behavior significantly contributed to the direct threat.

An adverse action taken against a student with disabilities shall be consistent within the policies governing the discipline of students with disabilities. Students with disabilities can be removed from school through an out-of-school suspension or removed to another setting or to an appropriate Interim Alternative Educational Setting (IAES) for a total of ten (10) school days, for violations of the student code of conduct or school rules. The ten (10) school days can be consecutive or cumulative and can occur over the course of one school year. For students suspended out-of-school for more than five (5) consecutive school days an educational plan will be designed for the reintegration of the student back into school.

When adverse actions result in removals for more than ten (10) school days, a manifestation determination will be completed by the IEP team.

If it is determined that the student will be suspended for more than ten (10) consecutive days, or to have a student's education setting changed to an IAES for up to forty-five (45) school days due to the existence of a special circumstance, such as weapon or illegal drug possession or infliction of serious bodily injury on another person or if the student poses a direct threat to the health and safety of others, the district will notify the parent or adult student immediately of this decision.

In cases resulting in an adverse action, an appeal may be filed as to that adverse action. The process for the appealing the imposition of the adverse action shall be the same as those outlined in the district's Board of Education policies for *Student Discipline* (Policy EK).

Protections for Students Not Yet Eligible for Special Education

A student who has not been determined eligible for special education and who is subject to adverse action may assert the protections of the IDEA if parents or school district staff suspects that the student may be a student with a disability or there is indication through educational records, psychological evaluations, or medical records that the student may be a student with a disability.

If a request for an evaluation of a student who is not currently eligible for special education is made during the period in which the student is subject to disciplinary measures, the district will conduct the evaluation in an expeditious manner. Pending the results of the evaluation, the student will remain in the educational placement determined by the district officials, which can include the suspension.

Adopted:
Revised:

ASSESSING THREATS OF VIOLENCE

The following administrative regulation is intended to assist District personnel in evaluating whether a specific act or statement constitutes a true threat that requires intervention and possible disciplinary action.

I. **Definitions:**

a. Behaviors that may pose a threat and be cause for concern: These include actions or plans to injure oneself or another person; weapon seeking behavior; and rehearsals of an ambush or attack.

b. Communications that may pose a threat and be cause for concern: These include oral or written statements that suggest the author has a disturbing interest in violence, or that suggest the person is considering an attack, or that suggest the person is considering using violence to solve a problem.

c. Inquiry: Initial examination of an alleged threat conducted by the school Threat Assessment Team.

d. Investigation: Evaluation of an alleged threat conducted by local law enforcement authorities.

e. Threat: An oral, written or symbolic expression of the intent to do harm or act our violently against someone or something.

f. Threat Assessment Team: A multidisciplinary team of school staff appointed by the school Principal for the purpose of conducting inquiries into alleged threats, and to educate the school community regarding targeted school violence.

g. Threat Assessment Team Leader: The Principal of a school.

h. Violence: The threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening communication or behavior that gives another person reasonable cause to believe that he or she is at risk of injury.

II. **Identifying Threatening Behavior:**

a. Education Regarding Early Warning Signs. A concerted effort will be made by the District to educate students, staff, parents, and the community about the early warning signs of persons at risk of perpetuating targeted acts of violence.

b. Reporting Acts or Threats of Violence. All staff members who become aware of any act or threat of violence directed to students, staff or District property are to immediately report such acts or threat to the building Principal, who shall report these occurrences to the Superintendent. The building Principal is to report such acts or threats to the parents or guardians of any student victim and to the parent or guardian of the student who committed the violent act or made the threat. The building Principal shall also inform the school psychologist and/or counselor and the Director of Special Education, if a special education student is involved.

c. Students Reporting Acts or Threats of Violence. Students are to report all acts and/or threats of violence of which they are aware to a faculty member or the building Principal. Students are to also report threats of suicide by notifying a faculty member or building principal.

III. **Assessing Threatening Behavior:**

a. Inquiry: The school's Threat Assessment Team will perform an initial inquiry into any alleged threat. The Team will determine (1) the type of threat and (2) the level of risk that the act or statement poses to evaluate its credibility and seriousness, and the likelihood that the threatened conduct will be carried out. The inquiry should focus on the behavior(s) and communication(s) that are a cause for concern and examine the direct and indirect signals of violent intentions.

i. Assessing the Type of Threat:

1. *Direct Threats* identify a specific act against a specific target and are communicated in an explicit manner.
2. *Indirect Threats* are vague and ambiguous, and imply the use of violence or allude to an event that may occur.
3. *Veiled Threats* do not explicitly threaten violence, but do contain a strong implication that violence will occur.
4. *Conditional Threats* are equivalent to extortion and demand that terms be met in order to avoid violence.

ii. Assessing the Level of Risk:

1. *Low Level Threat* – These are comments or acts that are vague and indirect where information is inconsistent and unlikely to occur.
2. *Medium Level Threat* – These are indications that the threatened act could be carried out and has some thoughtful planning behind it. It may contain some indication of a time and place where targeted violence would occur, but lacks a strong indication of preparation.
3. *High Level Threat* – These are direct, specific, and likely to occur. They pose an imminent and serious danger to school safety because of indicators that concrete steps have been taken. These require the assistance of outside law enforcement.

iii. Investigation: The police will be advised whenever it is determined that the threat is of a type and level that requires assistance of outside law enforcement personnel.

IV. **Factors to Consider when Evaluating a Threat:** All information regarding an alleged threat should be considered in light of the factors listed below. Ultimately, the goal is to determine whether the student's behavior is consistent with movement toward an attack, and whether the student's current situation inclines him or her toward or away from violence.

a. Motive. What motivated the student to make the threatening statements or to act in a threatening manner? Is the student seeking revenge or attention, or attempting to solve a problem in a homicidal or suicidal manner?

b. Communication with Others. Did the student tell other students or family or write in a diary or journal or on a website about his or her intentions?

c. Inappropriate Interest in Guns and Violence. Evaluate the student's access to, use of, and communications about weapons. Is the student preoccupied with violence?

d. Attack-related Behaviors. Has the student previously engaged in attack-related behavior such as: evidence of a planned incident; development of an idea or plan to harm others; rehearsing attack scenarios; and attempting and/or acquiring weapons.
e. Capacity to Carry Out Attack. Evaluate the student's ability to think and behave in an organized fashion as well as the student's access to the means to carry out his or her threat.
f. Mental Health and Substance Abuse. Evaluate the student's mental health and substance abuse history. Does the student have difficulty coping with significant loss or personal failures? Has the student considered or attempted suicide?
g. Life Circumstances. Evaluate the student's life circumstance, including relationships with parents and other family members, performance in school, and treatment of fellow students. Is the student disconnected from his parents and peers? Does the student feel bullied, persecuted, or injured by others? What life situations might increase the likelihood that the student will attempt violence or act on the threat?
h. Views on Violence. Does the student view the use of violence as a viable resolution to a problem? Look at whether the student has communicated his or her views on violence to others and whether the student has dared others to use violence.
i. Consistency of Actions. Examine the facts that initially drew attention to the student, the situation, and the recipient of the threat and determine whether the student's actions are consistent with his or her story. Does information gathered from other students support the threat maker's behavior and statements?
j. Concern of Others. Are other students, teachers, parents, and members of the school community concerned about the threat maker's potential use of violence? Have other students, teachers, parents, and members of the community noticed any recent changes in the threat maker's behavior? What is the opinion of the alleged object of the threat?
k. Reasonable Modifications. Evaluate whether any reasonable modifications of District's policies, practices, or procedures, or the provisions of auxiliary aids and services, might mitigate the risk.

V. **Managing Threatening Situations.** Upon initial inquiry, the Threat Assessment Team shall:
a. Determine how much time the Team has to conduct an inquiry. If there is an imminent danger of targeted violence, 911 should be called immediately.
b. Immediately intervene upon learning of an actual or potential threat and bring the student who is alleged to have made the threat in for questioning under adult supervision.
c. Notify the parents or guardian of the student who allegedly made the threat.
d. Determine whether the student should remain in school or be placed in an alternative instructional environment.
e. When deemed appropriate, provide supportive intervention and assist potential offenders to overcome underlying sources of anger and hopelessness by referring the student to appropriate mental health and social services.

VI. Responding to Crisis: The District will follow its current Emergency Response Plan policy and procedures when responding to a crisis of targeted school violence.

Adopted:
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CHICKASHA PUBLIC SCHOOLS: DISTRICT POLICY

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EXTRACURRICULAR COOPERATIVE AGREEMENTS WITH SURROUNDING DISTRICTS

The Oklahoma Secondary School Activities Association ("OSSAA") allows member schools to combine to form a cooperative athletic, scholastic, music, speech, or cheerleading competition team or group provided they comply with certain provisions. OSSAA has different provisions for high school and junior high. It is District's policy not to allow cooperative agreements for high school athletic, scholastic, music, speech, or cheerleading competition teams or groups. District's high school extra-curricular activities were developed to serve the needs of the students attending our District. The Board and Administration encourage students to transfer into our District if they are interested in participating in high school extra-curricular programs associated with District. High school will refer to grades 9-12 according to this policy.

The following apply to a cooperative agreement with a dependent school district for students in grades 7-8:

1. The dependent district must apply for and become an associate member of the OSSAA.

2. The dependent district must submit a written request for a cooperative agreement to District's Director of Secondary Student Activities by August 1 for all first semester activities and by January 1 for all second semester activities. A dependent district's application to District for a cooperative agreement must include a rationale as to the need for having a cooperative team or group, the number of students that will participate, the names and the addresses of the students who will participate, and the proposed activities for participation.

3. The dependent school requesting application will be responsible to pay District's athletic program $200.00 per student participating in the cooperative agreement for each sport for the one-year period. This money must be sent to District by the application deadline and is non-refundable.

4. If District's Director of Secondary Student Activities approves the dependent district's request for a cooperative agreement, District's Director of Secondary Student Activities will apply for approval of the cooperative agreement to OSSAA by August 15 for all first semester activities and January 15 for all second semester activities. Applications for activities that occur in both semesters must be submitted to OSSAA by August 15. Applications received after the deadline date will not be considered for the current school year.

5. Co-operative agreements between District and dependent districts will only be approved for activities not available to students at the dependent district so long as the interscholastic activities of other schools are not substantially prejudiced. Substantial prejudice shall include, but not necessarily be limited to, situations where a cooperative effort may result in an unfair domination of an activity, or substantial disruption of activity management. District will monitor for substantial prejudice, and if it is determined that it exists, the cooperative agreement will be null and void for the upcoming school term if the dependent school(s) reapply.

6. The individual students of the dependent district who will participate in OSSAA activities with District must reside in District's transportation area, meaning that the student must be a resident student of the dependent district.

7. Students that live within District boundaries and have transferred to a dependent district will not be allowed to participate in a cooperative agreement with District. These individuals are encouraged to re-enter District if they want to participate in extra-curricular activities associated with District.

8. A student from a dependent district who participates in a cooperative program with District is eligible at any member high school after completing the eighth grade.

9. The cooperative agreement will be for a one-year period.

10. The cooperative agreement will be for each activity. District may have an agreement with school A for one activity and with school B for a different activity.

11. District will assume the responsibility of being the "host" school and is responsible for scheduling contests and events for the combined team, arranging for officials, enforcing eligibility rules, and being the contact for all communications from the OSSAA office concerning the combined team. District is responsible for hiring and overseeing coaches and making sure student athletes have the opportunity to purchase school insurance to cover any accidents or injuries that might occur during the cooperative agreement time period.

12. If District approves a cooperative agreement with a dependent school, the dependent school and/or the student who will be participating in District activities is responsible to provide or make arrangements for transporting students to District for all practices and activities related to the approved activity.

13. The dependent district will notify the office of Director of Secondary Student Activities by 3:00 p.m. on Thursday of each week to notify all students grades for eligibility. If school is not in session on Thursday, the dependent district will send grades on Wednesday or the first previous day school was in session. The students participating in the cooperative agreement will follow District's eligibility rules.

14. All students from dependent schools that are included in a cooperative agreement are expected to follow all the rules associated with the host school or they could be removed from participating in extra-curricular activities named in the cooperative agreement, without receiving a refund from the monies paid to offset the cost of the program.

15. Students from dependent schools are expected to participate in all practices and scheduled activities associated with the activity tied to the cooperative agreement. Failure to attend practices and activities could result in removal from participation without refund of money. Parents of students participating are expected to contact District if their child is sick or unable to attend because of a conflict.

Adopted:
Revised:

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 14, 2020

TOPIC: Memorandum of Understanding with CASE regarding review of step raise in December 2020

ADMINISTRATIVE RECOMMENDATION: Approval of the MOU

RATIONALE FOR RECOMMENDATION: As part of this year's negotiations, the district negotiating team requested that all discussion related to a step raise be deferred until December 2020. This would allow the district time to review finances for this year and be in a better place to negotiate a potential step raise.

FISCAL NOTE: None at this time

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON: Rick Croslin, Superintendent

Implemented: April 2020

This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha Association of Support Employees (CASE) for the 2020-2021 school year, regarding the step raise. The step raise for all support employees will be reviewed December 2nd, 2020 for potential December 15, 2020 distribution if funding is available.

The below signatures signify agreement of the above MOU.

President of the Board	Date
Rick Croslin, Superintendent	9-3-2020 Date
M. LaVon Blalock Lavon Blalock, President Chickasha Association of Support Employees	8-25-2020 Date

August 24, 2020

Mr. Rick Croslin and

Chickasha Public Schools Board of Education

On Wednesday August 19, 2020 Chickasha Association of Support Employees presented the Ratified Items and the MOU that were agreed upon during negotiations to the Support Employees for a vote. The changes to the contract passed with the MOU to come back together in December.

Sincerely,

Chickasha Association of Support Employees

M. LaVon Blalock

LaVon Blalock

President

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 14, 2020

TOPIC: Master Contract between the Chickasha United Teaching Association and the Chickasha Board of Education 2020-2021

ADMINISTRATIVE RECOMMENDATION: Approval of the negotiated agreement

RATIONALE FOR RECOMMENDATION: This contract is the outcome of negotiations between the board approved district team and CUTA.

FISCAL NOTE: Please note the following items:

- Step raise negotiations have been deferred to December 2020 to allow the district time to review finances.
- Added stipends: Technology Mentor ($1,000), Website Coordinator ($1,000.00), & Powerlifting at MS ($1,000.00)
- Unanticipated Leave (pg. 15-16)

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON: Rick Croslin, Superintendent

Implemented: April 2020

MASTER CONTRACT
BETWEEN THE

CHICKASHA UNITED TEACHING ASSOCIATION

AND THE

CHICKASHA BOARD OF EDUCATION

SCHOOL YEAR 2020-2021

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FOREWORD

This negotiated agreement is the master contract of all items currently agreed upon by the Chickasha United Teaching Association, the exclusive bargaining representative for the certified teachers of Chickasha Public Schools and the Board of Education of Chickasha Public Schools. Should a grievance be filed alleging misapplication of this contract, parties involved in settling the grievances will use the applicable language of this master contract.

1. EXCLUSIVE RIGHTS

1.1. The rights granted herein to the Association that are not contrary to the statutory rights of any pupil, patron or certified employee shall not be granted to any competing association.

2. USE OF FACILITIES AND EQUIPMENT

2.1. The Association may use school facilities for meetings of the general membership and/or Association committees as designated by the Association President. The Association is permitted to use duplicating machines, copy machines, and audiovisual equipment without charge as long as this use does not interfere with the educational process for students. The Association is permitted to distribute ballots and meeting date notices/announcements through the school mail system and/or e-mail system. All other use of the school mail system or e-mail system must be reviewed prior to distribution by the Superintendent or his/her designee. The Association is permitted to use bulletin board space located in each teacher workroom/lounge for the posting of materials whose content has been reviewed prior to posting by the Principal or his/her designee.

2.2. The Association will be permitted to have a link on the District's official website. Materials to be posted to the link must be coordinated between the Association's President or his/her designee and the District's website coordinator. The link will be considered public domain and accessible by the general public.

3. NON-DISCRIMINATION STATEMENT

3.1. The Chickasha Public School District is an equal opportunity employer, and will abide by applicable laws dealing with discrimination.

4. SAVINGS CLAUSE

4.1. Should any part of this agreement be declared invalid by statute or a court of final jurisdiction, said part shall be automatically deleted from the agreement to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of the agreement if not affected by the deleted parts. Upon receipt of notification of the final court action, the Board and the Association shall commence negotiations within thirty (30) calendar days for the purpose of arriving at a legally permissible replacement for the deleted part.

4.2. If a change in statute of court of last resort results in increased or improved benefit(s) to

the certified employees, the change will be incorporated.

5. SITE-BASED DECISION-MAKING

5.1. The Board and the Association agree to continue in their efforts to develop and implement a site-based decision-making procedure within the parameters established within the OEA/NEA Learning Laboratory Initiative document signed by the president of the Association and the superintendent, and the Chickasha Public Schools/NEA Learning Laboratory Initiative Site-Based Improvement document as adopted by the Board.

5.2. The Board and the Association further agree that neither the Board nor the Association will lose any rights, privileges, duties or responsibilities currently provided to them by law, the negotiated contract, Board Policy, or State Department Regulations.

6. WORK RELATED DISABILITY

6.1. The Board will provide Workers**'** Compensation coverage to Certified Teachers employed by Chickasha Public Schools who are injured while performing assigned duties. Said coverage will be based upon the District's Workers**'** Compensation Plan.

6.2. PROTECTION OF TEACHERS

a. Teachers shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authorities. Teachers' concerns shall be reported to a building administrator who shall then take appropriate action.
b. The procedure for handling complaints by a teacher regarding threats of harm by a student, parent or guardian, or other forms of harassment by a parent or guardian shall be developed by the District and included in the Administrative handbook at each site.
c. Any teacher who is threatened with harm by a student, parent or guardian, or otherwise harassed by a parent or guardian while performing his/her duties shall immediately notify the principal verbally and in writing. The principal shall assist the teacher in notifying the proper authorities, if necessary, and provide whatever assistance is necessary. The teacher and administrator shall collaborate with updates to the status of the course of the investigation.
d. Any student who threatens harm or assaults a teacher, and is removed from class, shall not be readmitted to the teacher's class or extracurricular activity without communication between the teacher and the immediate supervisor or appropriate administrator.
e. Any student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without approval of the teacher.
f. Any teacher who is unable to continue his/her contract of employment as a result of injury sustained in the reasonable performance of his/her duties from: assault by a pupil, relative of a pupil or person of the pupil's household, or injury sustained as a result of the quelling or attempting to quell or stop a fight, disorder and/or disturbance

related to school function or activity, shall be paid his/her full contract salary for the period of time as he/she is prevented from working as a result of injuries sustained during the performance of his/her duties up to the remainder of the contract year in which he/she was injured. No more than 3 sick leave days shall be charged against the teacher. The implementation of this paragraph is subject to State Workers Compensation rules and regulations.

g. The purpose of this section (*Protection of Teachers)* is to inform employees of the law and is not intended to provide greater or lesser benefits than included in Okla. Stat. tit. 70 35F.

7. PROCEDURAL AGREEMENT

7.1. The procedural Agreement for Negotiations shall be attached to this contract for informational purposes only. (See Appendix)

8. DEFINITIONS

8.1. *SUBSTITUTE TEACHER* — Person (certified or non-certified) without regular classroom assignments who is employed to cover classroom duties of certified personnel.

8.2. *SUBSTITUTE TEACHER'S PAY* — The average between the certified, degreed, and non-certified substitute teacher rates.

8.3. *HOUR* — Fifty-five (55) minute class period.

8.4. *1/2 HOUR* — Twenty-five (25) minutes.

8.5. *SENIORITY* — Continuous, contracted employment counted from the first day the employee performed contracted duty for compensation in the district.

8.6. *NORMAL ATTRITION* — The reduction of certified personnel in the system due to voluntary resignation and retirement.

9. TEACHING FACILITIES

9.1. The Board agrees to maintain health and safety conditions at each school site in compliance with applicable statutes and/or regulations. Teachers shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authority

9.2. The Board shall continue in their efforts to provide adequate teaching facilities, clean and sanitary restrooms, running water in each building and teachers' lounge at each school site. Teachers shall report concerns of inadequacies to their building principal.

10. NEGOTIATED CONTRACT AND EMPLOYMENT CONTRACTS

10.1. The Board and the Association agree to have the negotiated contract available electronically to all staff members with enhanced access to the agreement in an accessible format. The negotiating teams (The Association Team and the Board Team) will collaboratively proof a draft copy of the negotiated contract prior to closing negotiations. The ratified C.U.T.A. Negotiated Contract/Agreement will be posted to the Chickasha Public

Schools website within ten (10) days following ratification by the board and the association.

10.2 If collective bargaining/negotiations are pending, the employment contracts will be signed within thirty (30) days following ratifications and board approval of the negotiated contract/agreement.

10.3 All Certified Staff will have his/her employment contract ready to sign not later than November 15th of the current school year.

10.4 Extra Duty employment contracts will be signed at the time the extra-duty assignment is confirmed, or not later than ten (10) days following approval by the Chickasha Board of Education.

10.5 No salaries or extra duty compensation will be changed unilaterally without being brought to the C.U.T.A. President.

11. NOTIFICATION OF ASSIGNMENT

11.1. The Board of Education agrees to notify certified employees of their tentative assignment for the following school year. Such notification shall be made prior to the end of the current school year. Except in an emergency, a teacher will be given reasonable advance notice of a transfer of room and/or building and at least 24 hours' notice of moving date of classroom materials.

12. NOTICE OF VACANCIES/VOLUNTARY TRANSFER

12.1. The Superintendent shall cause notice of vacancies for any professional teaching position or extra duty position officially vacated by board action, except the position of Superintendent of Schools, to be emailed to the C.U.T.A. President and on the District's website as it is changed. Any new positions, including supervisory positions, shall be posted in like manner. Members of the faculty contemplating a request for a transfer shall notify the Superintendent, in writing, within five (5) working days after the vacancy is posted. This notification shall include the applicant's academic qualifications for the position and the reason for the request. Before any vacancies are filled, the teachers expressing an interest in the position shall be interviewed by the Superintendent or designee after it has been determined that the person is fully qualified (Standard certification or verification from a certification official stating the date by which the applicant is expected to meet qualifications for standard certification.) If the transfer is denied, the Superintendent or designee shall notify in writing the denial of transfer. When extra duty vacancies, including coaching positions, which necessitate the vacancies, be filled by certified staff or an administrator from within the Chickasha Public School District, preference will be given to qualified certified teaching staff as determined by the Superintendent or designee. When an extra duty vacancy exists for an assistant coach, the Head Coach of the program shall be consulted prior to the position being filled. The Board of Education agrees to notify certified employees of their tentative assignment for the following school year by the last teacher work day of the year.

13. INVOLUNTARY TRANSFER

13.1. If it becomes necessary to fill a vacancy by an involuntary transfer or reassignment every effort will be made to fill the vacancy with a Highly Qualified teacher, according to state standards. A meeting will be held between the teacher involved and the Superintendent or designee. At this time written reasons for making the transfer will be presented to the teacher. If the teacher objects to the transfer, reasons for the objection will be written to the Superintendent. According to state standards, also with consideration to certification, seniority within this school district and the overall good of the district shall be the major consideration in filling of positions.

14. TEACHER PERSONNEL FILE

14.1. The District shall maintain one (1) personnel file for each teacher. This file shall be kept in the Central Administration Office. The personnel file may contain the following: (a) the current and previous two teacher evaluations and responses, (b) annual teaching contracts, (c) teaching certificates, (d) letters of commendations, (e) letters of criticism, (f) official personnel action documents, including letter(s) of reprimand and/or admonishment, and (g) official transcripts and resumes, and other personnel related items. If the teacher is not given a copy of the material dealing with performance of professional services at the time it is prepared, a copy of such material will be sent to the teacher at the time of its inclusion in the personnel file, not to exceed ten (10) working days. Upon receipt of said material the teacher will have ten (10) working days to respond in writing to the material to which it refers. Said certified employees shall have the right to review the contents of his/her personnel file by appointment, when the Central Administration Office is open to conduct business. (Appointment will be within three regular business days by agreement. The Superintendent will designate two employees with access to certified employees personnel files.)

14.2. Any material over one (1) year old may be removed from the teacher's file by mutual agreement between the teacher and the Superintendent.

15. TEACHER WORK DAY

15.1. The teacher work day will be for 7 hours and 20 minutes and will be sufficient in length to meet the district's approved annual instructional calendar, including duty free lunch and preparation time.

15.2 Teacher Workday Duties/Assignments and Rotations/and Required Meetings or Conferences: Teachers will not be assigned non-classroom duties outside the workday, during their duty-free lunch period or during preparation periods, except for the following rotations: duty before school, lunch or after school, not to exceed 40 minutes per week. A teacher may volunteer to work a lunch-duty that is within their teacher workday and is part of their duty-free lunch period. Duty rotations will be fair and equitable at each site. Seniority in the district will be used to resolve scheduling conflicts when necessary. There is no carry-forward of duty time from one week to the next, and duty missed will be expected to be made up. Meetings

and/or conferences required by the administration may extend beyond the teacher workday.

15.2a. Traveling Teachers will be assigned a home site by Administration. During professional development days, conferences, meetings, and for the purpose of evaluations - traveling teachers will have a home site that they report to instead of having to report to ALL sites that they serve.

15.3. Site meetings will be confined to specific times, no more than three and one-half hours per month, excluding professional days. Each site will be expected to have a minimum of one Monthly staff meeting after school.

15.4. In the event of inclement weather or other conditions that require school to be closed, contract days will be reduced to ensure a minimum of 1080 hours of classroom instruction,

15.5. All Certified Employees will work 175 days, including parent conferences and professional days, according to the Instructional Year Calendar as approved by the Chickasha Public Schools Board of Education. The approved School Year Instructional Calendar will meet the standards according to the State Board of Education regarding minimum number of days/hours and/or criteria for exceptions.

15.6 New teachers in attendance will be paid for the two days outside of the contract for New Teacher Orientation at a rate of $150/day.

16. PREPARATION TIME

16.1. All teachers in grades six (6) through twelve (12) will have a scheduled preparation time of at least the length of one class period each day. All teachers in Pre-Kindergarten through grade five (5) will have a scheduled preparation time of at least 225 minutes each five day school week. Preparation time shall not be scheduled before or after school or during the teacher's duty free lunch time. Traveling teachers may have their preparation time in only one location if they so desire. Any teacher who is requested by administration, and mutually agrees to give up his/her preparation time/period, shall be compensated according to the Accreditation Standards as set by the Oklahoma State Department of Education.

16.2. All teachers will be provided access to a networked computer as well as a consistent work area that will include an individual desk and an individual file cabinet/storage area to keep their school material/records.

17. DUTY FREE LUNCH

17.1. Certified staff shall have a lunch period of at least thirty (30) minutes in length. This lunch period shall be duty free.

18. CLASS SIZE

18.1. The Board agrees to abide by current State Laws dealing with class size.

19. COMPENSATION FOR COVERING CLASSES

19.1. Any teacher who is assigned to cover a class which requires him/her to forfeit his/her

preparation period shall be compensated at the rate of fifteen ($15.00) dollars per hour or seven dollars and fifty cents ($7.50) per 1/2 hour. In no case shall a teacher be compensated for supervision of his/her own class in the event of a schedule change or absence of a supplement teacher when a substitute is not hired. The payment for covering classes will be made monthly.

19.2. Any elementary teacher assigned to absorb students will be compensated $15.00 per day. Teachers may not be assigned more than five (5) students. (20-21)

19.3. Each Principal will develop a rotation plan by class period for substituting. Certified personnel will be notified of the need for a substitute by school email or by personal contact to those without computer access. In the event that no certified personnel volunteers to fill the position, certified personnel will be assigned to substitute on a rotating basis with all certified personnel to be included within the rotation.

20. COMMITTEE REPRESENTATION

20.1. The Association will be permitted to have one member, representing the Association, on each committee requiring or utilizing teacher participation. This member will be chosen by C.U.T.A. through its president or his/her designee.

21. RIGHT TO REPRESENTATION

21.1. Certified staff members are entitled to a representative of their choice present during a scheduled conference with an administrator. If during a conference between a teacher and an administrator, either the administrator or the teacher feels that it would be in his/her best interest to have another person present, he/she may adjourn the conference and it shall be rescheduled when a representative may be present. The nature of the meeting shall be disclosed in writing 24 hours in advance of the meeting.

22. RIGHT TO REPRESENTATION AT BOARD MEETINGS

22.1. The Association has the right to representation at Board meetings either informally, by asking to address the Board in the time provided for visitors on the printed agenda; or formally, by requesting to have a particular item placed on the agenda, following the process specified in Board Policy.

22.2. C.U.T.A. President will be emailed the general public record information board packet when board members receive their board packets.

23. CONFERENCES

23.1. Conferences deemed necessary shall be arranged by the principal or designee after consultation with the teacher involved. Such conferences will be held during the teacher's work day whenever possible, but may be scheduled at the end of the work day if mutually agreed upon by all parties involved.

24. DIGNITY

24.1. While individual behavior cannot be negotiated or set into policy, it is nevertheless the

desire of both the administration and the teachers of the Chickasha School District to state herein that they intend to treat each other with civility, dignity, and respect. Administrators and teachers agree to make every effort to insure that this message is conveyed not only to each other, but to the students and parents within the district, so that civility, dignity, and respect will be reciprocated as it is given. This includes, but is not limited to social media, verbal communication, written communication, text messages and email correspondence. By so doing, the district is working toward its goals of strengthening community relations and improving the quality of education in Chickasha.

25. PAY DAY

25.1 For the current school year teachers shall be paid on the 15th of each month beginning in September and continuing monthly on the 15th of each month for the remainder of the contract period.

26. DIRECT DEPOSIT

26.1. Teachers will be required to participate **in** direct deposit this contract year.

26.2. Employees will only have access to payroll receipts through the employee web portal.

27. PAYROLL DEDUCTIONS

27.1. Educators Credit Union/Focus Credit Union.

27.2. United Teaching Profession dues.

27.3. Chickasha United Teachers Association dues.

27.4. Political Action Committee contribution.

27.5. Annuities.

27.6. School approved insurance programs.

27.7. Other tax sheltered programs may be added based on approval of the Board and the availability of computer slots. Payroll deductions are subject to the following procedures and limitations:

27.8. All deductions, additions/changes shall be in writing or sent by email.

28. C.U.T.A. DUES

28.1. C.U.T.A. dues of the authorized amount will be payroll deducted on the next appropriate pay date after authorization for this deduction has been received from the affected employee.

29. REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE

29.1. The Board shall reimburse teachers for the voluntary use of their personal automobile on school related business and/or activities if prior approval for such automobile use has been secured from the Superintendent or his/her designee. Teachers will be reimbursed at the IRS allowable rate that is in effect at the time the request for reimbursements is acted on by the Board of Education.

29.2. Those teachers assigned to two or more buildings as a part of their teaching contract and who use their own personal automobiles to travel between buildings will be reimbursed $150 per year to be paid at the end of the school year. This reimbursement will be in lieu of the IRS allowable rate.

29.3. No teacher will be required to use his/her personal automobile to transport students or perform non-contractual school business.

30. SCHOOL EVENTS PASSES

30.1. The employee, employee's spouse and his/her family members (children 18 years of age and under) will be granted free passes to all activities not sponsored by the Oklahoma Secondary Schools Activity Association.

31. SICK LEAVE

31.1. Each certified teacher will be granted ten (10) days of sick leave each year. The ten (10) days will be granted at the beginning of each school year. Unused sick leave will accumulate to a total of one hundred twenty (120) days.

31.2. Sick leave may be used for personal accidental injury, illness or pregnancy or accidental injury or illness of the teacher's immediate family. "Immediate family" shall include spouse, mother, father, children, brother, sister, mother- in-law, father-in-law, daughter-in-law, son-in-law, aunts, uncles, grandparents and grandchildren of employee or employee's spouse. Immediate family shall also include a person living in the teacher's home who is part of the family.

31.3. In case of extended illness or disability, after all accumulated sick leave has been exhausted, a teacher absent from his or her duties due to personal injury, illness or pregnancy, shall receive for a period not to exceed twenty (20) days his or her full contract salary less the amount actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired: or normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

31.4. After this time, a teacher will be placed on leave without pay until the end of the contract period, or until the teacher recovers sufficiently to perform regular duties and returns to work.

31.5. When a teacher is placed on an unpaid leave of absence due to illness, provisions shall be made whereby the teacher can arrange payment for professional organization dues and insurance programs if there is no conflict with the provisions of the insurance policies.

31.5.1. Upon retirement or leaving the school district, certified teachers will be paid $20.00 per day for unused sick leave accumulated while employed at Chickasha Public Schools, if the teacher notifies the district by May 25 of his/her plan to leave the district. If notification is received after May 25, $10.00 per day for unused sick leave accumulated while employed at Chickasha Public Schools will be paid to that teacher.

31.5.2. Example: Teacher brings in 35 days of sick leave from another school district. If that

teacher notifies the district after May 25 and upon leaving our district, teacher has 100 days of sick leave accumulated. Teacher will be paid for 65 days at $10.00 per day or $650.00. Had that teacher notified the district prior to May 25, upon leaving the teacher would be paid for 65 days at $20.00 per day or $1,300.00.

31.5.3. A teacher who has exhausted all his/her sick leave (not including the twenty days at sub pay) may apply for the leave sharing program. The teacher will need to follow board policy DEFA-R1 in regards to the leave sharing program. If donated sick days are received prior to any sick leave docks then the twenty days at substitute pay will not be imposed.

32. PROFESSIONAL LEAVE

32.1. One day of professional leave shall be granted to each teacher per year, cumulative to three (3), to be used for the purpose of visiting another school or attending a workshop that the Superintendent or his/her designee has determined would benefit the teacher's instructional program. The District would pay the substitute teacher for this day; however, all other expenses would be the responsibility of the certified teacher. Such leave must be requested at least three (3) school days in advance and be approved by the Superintendent or his/her designee. Unless previously excused by the administration, certified teachers granted professional leave must provide to the administration, within three (3) days of returning to school, verification of attendance at the approved out of school visit or workshop. Failure to provide such verification within three (3) days of return to school could result in forfeiture of all accumulated professional leave.

33. REPLACEMENT DAYS

33.1. A certified staff member required in writing by an administrator to work one or more days (a minimum) block of 5.5 consecutive hours per day) beyond Contract requirements or who gains written administrative approval/support to work one or more days (a minimum Block of 5.5 consecutive hours per day) in order to meet the requirements of his/her professional assignment, will be permitted to 'replace' each of those days, within thirty (30) work days of the same contract year, with a commensurate number of days off during the same contract year, pending an agreement with his/her immediate supervisor. A certified staff member required by an administrator to work one or more days (a minimum block of 5.5 consecutive hours per day) beyond Contract requirements at the end of a contract year will be compensated at the rate of one full day's pay based on his/her contracted salary for each of those days. A staff member required to serve one or more additional days because of not fulfilling obligations for which adequate time was provided is not included in this item. Replacement days cannot be used on days that students are in regular school session.

34. STAFF WITH EXTENDED DAY

34.1. Non-administrative staff with extended day contracts (i.e. Guidance Counselors, etc.) will work with their immediate supervisors to determine when their contracts are to be served as long as such staff members are scheduled to be present on days that students are in regular

school session.

35. EMERGENCY LEAVE

35.1. Each certified employee will be granted three (3) days paid emergency leave each school year. Emergency leave may be taken upon the approval of the superintendent or his/her designee for emergency situations such as, but not limited to:

35.2. Incidents or circumstances which result in significant damage by unexpected acts or forces.

35.3. Illness or injury presenting a substantial likelihood of loss of life, limb, or significant bodily harm to members of the certified employee's immediate family.

35.4. If a request for emergency leave is denied the teacher may ask for the decision to be reviewed by the Superintendent.

36. BEREAVEMENT LEAVE

36.1. Each certified teacher will be granted bereavement leave in each instance of the death of a member of the teacher's immediate family as follows:

36.1.1. Within the State.....4 school days

36.1.2. Outside the State.....6 school days

36.2. One of these days granted must be the day the burial service is held. These days will be in addition to days allowed in the Sick Leave Policy. Teachers may use one day of bereavement leave each year to attend funeral services of a person who is not a family member but attendance is justified by the teacher. In the case of a loss of a child, if all sick leave has been exhausted, the parent will be allowed ten (10) bereavement days for that death.

37. ASSOCIATION LEAVE

37.1. The Board shall provide the Association with twelve (12) days paid leave for the purpose of conducting Association business. The Board also agrees two (2) additional days will be made available which may be used by the Association president for conducting Association business. These days will be paid by the Association at the salary level defined below.

37.2. The Association president will advise the Superintendent of intention to use an Association leave day(s) at least one (1) day prior to the day the leave is to be taken. The employee taking such leave shall suffer no loss in salary, benefits or other contractual or statutory advantages to which he/she is entitled.

37.3. Any other days granted by the Administration will be paid by the Association at the salary level defined as the average between the certified, degreed and non-certified substitute teacher rates.

37.3.1. Any part of a half-day will be counted as a half-day and any part of a day over a half-day will be counted as a full day.

38. LEAVE OF ABSENCE

38.1. Any teacher who has earned career status may make application for one year's sabbatical leave under the following conditions:

38.2. Notice must be given to the Superintendent by registered mail prior to March 1.

38.3. A suitable replacement must be available during the teacher's absence.

38.4. The leave would be granted without pay; however, previously accumulated sick leave and career would remain valid.

39.5. Prior to March 1 of the year of the sabbatical leave, the teacher would notify the Superintendent by certified mail that it is that teacher's desire to return to the former teaching position. Failure to notify would relieve the school district of any responsibility for future employment.

39.6. Provisions may be made whereby the teacher on sabbatical leave may arrange payment of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

39. PERSONAL BUSINESS LEAVE

39.1. The Board shall provide three (3) paid days of personal business leave to each certified employee each year.

39.2. Personal business leave may be used for personal business matters, such as: personal legal, household and/or business that must be conducted during normal school hours. Except in cases of emergency, personal business leave shall not be the first or last week of school, immediately preceding or following a holiday period, or during nine weeks or semester exams.

39.3. The certified employee requesting personal business leave shall sign a statement verifying that the leave is to be taken for reasons allowed in the article. The teacher must request personal business leave 48 hours in advance after determining the need to make such a request. Extenuating circumstances will be considered in the event of less than 48 hours' notice.

39.4. Unused board-paid personal business leave will be transferred to sick leave at the end of each school year.

39.5 Unanticipated Leave
In the event that a teacher has exhausted personal business leave days, the Chickasha School District shall provide for all teachers a maximum of three (3) days for unanticipated leave, at the certified substitute cost to the District which will be assumed by the teacher. These days are non-cumulative. Such leave shall be limited to unanticipated events and spouse business events on which dates cannot be rescheduled.

Requests for unanticipated leave shall be made in writing and in advance to the Superintendent designee for approval. The types of situations that may qualify for unanticipated leave are varied and numerous; however, the Superintendent designee will judge each situation on its own merit.

40. LEGAL LEAVE

40.1. Certified teachers employed by Chickasha Public Schools shall be granted leave for jury duty or for service as a witness subpoenaed in a criminal, civil or juvenile proceeding and shall pay the teacher during such service the full contract salary.

40.2. Any money paid to the certified teacher for jury duty, excluding mileage may be required to be paid to the District by the teacher. However, this payment to the District will not be required to be paid to the District if upon completion of his/her legal responsibilities for the day, the teacher contacts his/her principal and is advised that his/her services are not needed for the remainder of the day.

41. PARENTAL LEAVE

41.1. Upon approval by the Board of Education, certified teachers shall be granted an unpaid leave of absence of one year or the remainder of the school year if the request is made after the school year has begun, for the purpose of child care or child rearing. While on parental leave, other leave allowances will not accrue or diminish. Provisions may be made whereby the teacher on parental leave may arrange payments of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

41.2. Notification of return from parental leave shall be filed with the Superintendent on or before April 1. Any certified employee who fails to file a notification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Teachers returning from parental leave shall be assigned to the school and/or department from which his/her leave of absence was granted, if an appropriate vacancy exists.

41.3. Teachers returning from parental leave will be reinstated at the appropriate position on the salary schedule and at the same status of career that he/she qualified for at the time the leave began. This leave will run concurrent with the Family Medical Leave Act if it is Family Medical Leave Applicable.

42. MILITARY LEAVE

42.1. The Board agrees to abide by current State and Federal laws dealing with leave for military personnel.

43. COMPLAINTS AGAINST TEACHERS

43.1. To receive formal, written attention, complaints made against any teacher must be in written form, signed by all involved parties, and the teacher provided a copy.

44. NOTIFICATION OF LEAVE ACCUMULATION

44.1. The Board agrees to inform the teacher of the number of accumulated leave days as of July 1.

45. GRIEVANCE PROCEDURE

45.1. Definitions

45.1.1. A "grievance" is a complaint by a teacher that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this agreement.

45.1.2. The term "grievant" shall mean the person or persons making the complaint.

45.1.3. The term "days" shall mean the working days of the supervisor involved at the level that the grievance is processed.

45.1.4. Parties in interest: A "party in interest" is the person or persons making the complaint, any person required to take action on the complaint or any person against whom an action might be taken to resolve the complaint.

45.2. Procedure for filing a Grievance:

45.2.1. *Informal Resolution*

45.2.1.1. A teacher with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating the article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made. The teacher and/or the immediate supervisor may have a representative present at this meeting, if they so desire.

45.2.1.2. Any teacher who does not wish to utilize the informal resolution procedure or whose grievance was not resolved in the informal discussion may file a written grievance with his/her immediate supervisor within fifteen (15) days of the alleged violation or within fifteen (15) days after the informal discussion of the alleged violation.

45.3. ***Formal Resolution***: A copy of all grievances will be sent to the Superintendent and C.U.T.A. President. The Grievance Review Committee will give a written proposed solution to each grievance brought before the committee.

45.3.1. ***Grievance Review Committee***. A grievance review committee consisting of **two (**2**)** C.U.T.A. members appointed by the C.U.T.A. president and one administrator, who cannot be the administrator involved in the grievance.

45.3.2. *Level I*

45.3.2.1. The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) days of the alleged violation with the citation of the specific article, section, and paragraph of this agreement alleged to have been violated and the specific remedy sought.

45.3.2.2. The immediate supervisor shall schedule and hold a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the

grievant so desires, a representative of his/her own choosing, and the immediate supervisor, and if the immediate supervisor so desires, a person of his/her own choosing.

45.3.2.3. The immediate supervisor will transmit his/her written decision with written reason within five (5) days after the Level I meeting to the grievant.

45.3.3. ***Level II***

45.3.3.1. If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the superintendent within five (5) days after the receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.

45.3.3.2. The Superintendent, or his/her designee, who shall act as a hearing officer, shall schedule a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, a representative of his/her choosing and witnesses.

45.3.3.3. The Superintendent or his/her designee shall be free to admit any testimony, evidence, or exhibits deemed necessary before rendering a decision.

45.3.3.4. The Superintendent or his/her designee shall limit his/her decision to the facts as presented by the parties in interest and the impact on, or conflict with this agreement.

45.3.3.5. Within five (5) days after the hearing, the Superintendent or his/her designee shall transmit his/her decision in writing with written reasons therefore to the grievant and the grievants' immediate supervisor.

45.3.4. ***Level III***

45.3.4.1. If the grievant is not satisfied with the decision rendered at Level II, he/she may submit a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as hearing officer at the Level II hearing.

45.3.4.1.1. Within five (5) days after submitting the written appeal, the grievant and the hearing officer of the Level II appeal shall each submit to the Board a narrative together with copies of any exhibits or documents introduced at the Level II hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.

45.3.4.2. The Board of Education shall set a Level III hearing on the agenda of a regularly scheduled Board Meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting materials. Persons present at the hearing will be the grievant and if the grievant so desires, a representative of his/her own choosing and witnesses for the grievant, the grievants' immediate supervisor, and a representative of his/her own choosing.

45.3.4.2.1. If the Association is not the representative of the grievant, the Association

representative shall have the right to be present at the hearing and shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.

45.3.4.2.2. At the conclusion of the hearing, the Board shall give its decisions by vote of the members present and shall transmit its decision in writing to the grievant, the immediate supervisor, and the Association within five (5) days.

45.4. ***General Provisions***

45.4.1. If the meetings and hearings involving the grievance procedure are held during the teacher's regular hours of assignment, all persons who are eligible to participate in the meeting or hearing will be released from his/her duties for that time and will not suffer loss of time or pay.

45.4.2. The Association may file and/or process grievances only on those items that deal directly with the Association as an organization and not on those items that deal with the individual teacher. Grievances, if properly filed by the Association, will be filed at Level I. The Association reserves the right to file a grievance as an Association regarding a violation of the Contract.

45.4.3. No reprisals of any kind will be taken by any party in interest because of his/her participation in any grievance procedure.

45.4.4. If the time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

46. EVALUATION POLICY STATEMENT

46.1. The true purpose of evaluation is the improvement of instruction. The evaluation procedure is to determine areas of strengths and weaknesses and for employment decisions. Evaluation instruments are approved for librarians, counselors, nurses, psychometrist, psychologists, and coaches. Chickasha Schools will utilize the Tulsa Evaluation Model for teacher evaluations beginning in the 2013-2014 school term.

46.2. Video images shall not be used to conduct any evaluations of teacher performance required by law or the collective bargaining agreement, or as evidence to support the discipline of a teacher.

47. EVALUATION PROCEDURE

47.1. All criteria associated with the Tulsa Evaluation System will be implemented as the evaluation procedure of Chickasha Public School Teachers beginning with the 2013-2014 school term.

47.2. All teachers will be evaluated by administrative personnel authorized by state law and district policy to evaluate teachers who have been trained in how to evaluate under the Tulsa Model and have participated in any required training of the State Department of Education.

47.3. Within the first two (2) weeks of school, the designated administrator will hold a meeting

to acquaint all teachers with the evaluation policies of Chickasha Public Schools.

47.4. Every probationary status teacher will be evaluated at least two (2) times per school year, once during the fall semester and once during the spring semester.

47.5. Career teachers will be evaluated once each year prior to March 15. Career teachers may request an additional evaluation.

47.6. Every career status teacher will be evaluated once every year, except for career teachers receiving a “superior” or “highly effective” average rating under TLE, who may be evaluated once every two (2) years.

47.7. Before completing the evaluation of a teacher, the evaluator will conduct at least two scheduled observations of not less than thirty (30) minutes.

47.8. The evaluator will provide feedback to the teacher within five (5) working days after each scheduled observation. There must be at least ten (10) instructional days between an observation and the last observation conference.

47.9. A copy of each electronically generated observation, formal written evaluation, personal development plan and follow-up report shall be given to the teacher at a conference held between the teacher and the evaluating administrator. The administrator must electronically sign the observation, evaluation, and any relevant personal development plan and follow-up report, at or before the conference. The teacher shall acknowledge receipt of the observation, formal evaluation, personal development plan and follow-up reports shall not be sent through email unless specifically requested, in writing, by the teacher. Each formal evaluation, personal development plan and follow-up report shall be electronically deposited in the teacher’s personnel file. Each teacher shall have the ability to print any evaluation, personal development plan and follow-up report if a hard copy is desired. Each fully signed observation form held by the administrator will remain the possession of the administrator unless they become the foundational base for subsequent employment action.

47.10. Within twenty (20) working days of the evaluation conference, the teacher may make a written response to the evaluation and said response shall be attached to the evaluation report.

47.11. If the teacher feels that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this article he/she may file a grievance at Level I.

47.12. Each “Ineffective” and/or “Needs Improvements” ratings requires that the evaluator complete a Personal Development Plan, specifying what the teacher should do to overcome that particular inadequacy.

47.13. All career teacher contracts that will be renewed for the following school year will be addressed at the regular May Board meeting**.**

48 COACHING EVALUATIONS

48.1. In addition to the classroom teachers’ evaluation, coaches shall be evaluated by their

immediate supervisor in their specific sport following the same procedural steps outlined in the Athletic Policy and Procedure Manual. All coaches shall receive a copy of the Athletic Policy and Procedures manual at the beginning of the school year. As updates and/or revisions are made to the manual those new and/or revised policies will be provided to each coach.

49. CERTIFIED EMPLOYEE REDUCTION IN FORCE POLICY

49.1. In the event of a need to reduce the number of certified employees because of any or all of the following:

49.1.1. Existing or projected decreases in school revenue.

49.1.2. Existing or projected decreases in student enrollment.

49.1.3. Existing or projected decreases in educational programs or curriculum.

49.1.4. Such reduction will be made by the Board in accordance with the guidelines listed below:

49.1.5. Normal attrition throughout the District. 50.1.6. If normal attrition does not sufficiently reduce the number of certified employees, the positions, not the personnel, will be the determining factor in further reductions.

49.1.6. Teachers holding eliminated positions will be placed in retained positions for which they are fully qualified (standard certification and meets State Board of Education requirements for teaching in that position) provided the retained positions are held by teachers who rank lower according to the RIF criteria.

49.1.7. The ensuing criteria will be used in the following order to determine which certified employees are to be released.

49.1.8. Seniority, as defined: the least senior released first. If seniority is equal, use criteria "B".

49.1.9. Certified areas: fewest areas released first. If certified areas are equal, use criteria "C". Documents verifying proof of certified areas must be in the employees personnel file on or before March 15 if they are to be used to determine employee release through RIF.

49.1.10. Degrees held: the lowest degree held released first. If degrees held are equal, use criteria "D". Documents verifying proof of degrees held must be in the employees personnel file on or before March 15 if they are to be used in determining employee release through RIF. Current enrollment should be considered if it is critical for dismissal or retention.

49.1.11. Total teaching experience: Total teaching experience as accepted by the Oklahoma Teacher Retirement System. If total teaching experience is equal, use criteria "E".

49.1.12. Where the above criteria are equal, the determination shall be resolved by lot.

49.2. A rank order list of experience and a certification list of all certified employees will be provided to the Association by February 1st.

49.2.1. In the event that vacancies for certified positions occur within a period of twenty-four (24) months from the date of release, employees released as a result of RIF, who are fully

qualified to hold that position will be rehired in reverse order of release. Failure to accept a certified position offered relieves the Board of any further rehire obligation to the released employee. However, certified employees released as a result of RIF may accept or reject the position of certified permanent substitute without forfeiting their rehire rights to certified positions that may become available.

49.2.2. Teachers released due to RIF who wish to be rehired will fill out a "Request for Rehire Information Form". Said form will be kept on file in the Central Administration Office for the duration of the released teacher's rehire period. The Board will use this information in compiling a rehire list for the teaching position to which the released teacher desires to be rehired. The rehired list will give the order of rehire for all released teachers desiring to be rehired to that particular teaching position. The "Rehire Information Form" will be attached to this article. 50.2.3. No outside personnel may be hired for certified positions until all employees released as a result of RIF, who are fully qualified to hold the position, have had the opportunity to accept the vacant position.

49.2.4. All benefits to which teachers were entitled at the time of release, due to RIF, including seniority, career, retirement, accumulated sick leave, and professional leave will be restored to the teacher upon return to active employment and such teacher will be placed on the proper step on the salary schedule in accordance with the teacher's education and experience.

49.2.5. If there is no conflict with the provisions of the insurance policies, all teachers released as a result of RIF will have the option to continue their insurance program through the school throughout their rehire period. Said teachers will be responsible for the payment of the premiums.

50. SALARY CREDIT FOR DEGREES/CREDITS EARNED

50.1. Salary credit for degrees and/or academic credits earned will be adjusted on a per semester basis following completion of documentation.

50.2. This documentation may include grade report forms, transcripts or other official materials from accredited colleges and universities**.**

51. SALARY SCHEDULE ADDENDUM

51.1. Teachers who are in their entry-year shall be paid at the Bachelor degree level with 0 years of experience on the negotiated salary schedule unless they have earned an advanced degree prior to entering the education profession.

51.2. Beginning with the 2018 school year, hours used to qualify for the B+24 must meet the following criteria:

51.2.1. The hours must have been earned after the date the bachelor's degree was awarded.

51.2.2. The hours must be a part of a master's degree program at a regionally accredited college or university and hours toward completion of the master's degree or:

51.2.3. The hours must have been graduate college hours that directly relate to the teacher's

current teaching assignment (approval of the building principal and superintendent required), or:

51.2.4. The hours must have been college hours taken to qualify for certification in another teaching field required by the school district or:

51.3. The hours must have been college hours taken to remain qualified for the teacher's present position for which he/she currently holds standard certification. The responsibility for certifying that the teacher is eligible for the horizontal step rests with the teacher. This certification involves an official transcript showing the hours and an official letter of acceptance as a degree student for those teachers involved in a master's degree program. All others must show proof of qualification by presenting an official transcript and written approval by the building principal to the Superintendent for his/her approval.

52. RETIREMENT CONTRIBUTION

52.1. The District agrees to pay seven (7) percent of the teacher’s contract salary as the teacher's contribution to the Teacher Retirement System.

53. HOSPITALIZATION INSURANCE

53.1. The District will follow guidelines set by state statute for the flexible benefit allowance in regards to hospitalization insurance.

54. CO/EXTRACURRICULAR BUS DRIVING

54.1. The District will pay a $20 stipend to a certified staff member for each time that staff member drives a bus to take students to co-curricular events that is part of that staff member's assignment. The number of trips will be maintained and will be paid to the respective staff member annually on the occasion of the May 15 warrant or mutually agreeable pay period.

54.2. If a staff member drives a co-curricular or extracurricular bus for a group of students not in an area of his/her responsibilities, he/she will be compensated $20 per hour for driving time and $10 per hour for wait time. No overnight time. Example: The Girls’ Basketball Coach drives the soccer team to a game.

55. PROFESSIONAL DEVELOPMENT DAYS

55.1. The teachers’ annual calendar prior to the first day of classes will ensure either two partial days (three hour periods) or one full day to work in their classrooms/departments. The Superintendent and C.U.T.A. President will coordinate this mutual effort each year.

55.2. If the district training does not specifically address non-core subjects, then every effort will be made to provide the non-core teachers with a different training or let them meet for curriculum alignment.

55.3. The district will recognize the Fall OEA Day as a day of Fall Break, which will allow teachers to attend OEA Professional Development if they choose.

55.4. The District will maintain an access portal located on a secure site on the district’s

website (*password protected*) available to teachers to check their individual staff development point status.

55.5. Beginning with the 2019 - 2020 school year, the district will add two (2) Professional Development Days within the teachers' 175 contract days. These two day will be ½ days without students, one per ¼ .

56. PROFESSIONAL DEVELOPMENT AND CALENDAR COMMITTEE

56.1. A majority of the members of the professional and calendar development committee shall be composed of classroom teachers. The teacher members shall be selected by a designated administrator of the school district from a list of names submitted by the teachers in the school district. The members selected shall be subjected to the approval of the majority vote of the teachers in the district with representation from each building and one C.U.T.A. representative. At a minimum, once every four (4) years the committee shall include at least one school counselor in its membership. The local professional development committee shall be headed by a chairperson to be elected by the full committee. Chickasha professional development committee members shall serve a three (3) year consecutive term.

56.2. Use our own faculty to provide in-service training whenever possible.

56.3. The Board will have a vote of the teachers before they adopt a school calendar for the next school year. A copy of the calendar will be included in the contract and any variations shall be handled in a similar manner.

57. TEACHER & LEADER EFFECTIVENESS (TLE) TRAINING

57.1. Chickasha Public Schools will provide Teacher & Leader Effectiveness (TLE) training at each building.

58. OEA DAY REPLACEMENT

58.1. The District will coordinate Fall Break to coincide with the State OEA Fall Conference.

59. COMPLYING WITH STATE AND FEDERAL REGULATIONS

59.1. Notwithstanding any provision in this Contract to the contrary, the District shall not be prevented from taking any actions required by state law or otherwise imposed upon the District by a state or federal agency.

60. PERSONNEL DRESS CODE (Certified Teachers)

60.1. Clothing is expected to not distract from the educational process. Certified staff is expected to follow professional business casual dress standards and expectations. The exception to the rule would be for "special event days."

61. COMPENSATION SCHEDULE 2020-2021- *Salary based on 1080 hours of which a maximum of 30 hours will be professional development.

2020-2021 CERTIFIED PAY SCALES (Bachelor's Degree)

Step	BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	$36,379.23	$60.15	$2,738.22	$39,117.45	$207.88
1	$36,379.23	$60.15	$2,738.22	$39,117.45	$207.88
2	$36,782.85	$103.41	$2,768.60	$39,551.45	$210.19
3	$37,186.47	$145.65	$2,798.98	$39,985.45	$212.49
4	$37,591.02	$188.96	$2,829.43	$40,420.45	$214.81
5	$37,994.64	$233.33	$2,859.81	$40,854.45	$217.11
6	$38,433.60	$278.76	$2,892.85	$41,326.45	$219.62
7	$38,864.19	$325.26	$2,925.26	$41,789.45	$222.08
8	$39,295.71	$372.82	$2,957.74	$42,253.45	$224.55
9	$39,726.30	$421.44	$2,990.15	$42,716.45	$227.01
10	$40,156.89	$471.12	$3,022.56	$43,179.45	$229.47
11	$41,106.42	$521.87	$3,094.03	$44,200.45	$234.89
12	$41,564.91	$573.67	$3,128.54	$44,693.45	$237.51
13	$42,023.40	$626.54	$3,163.05	$45,186.45	$240.13
14	$42,480.96	$680.48	$3,197.49	$45,678.45	$242.75
15	$42,939.45	$735.47	$3,232.00	$46,171.45	$245.37
16	$43,415.61	$791.53	$3,267.84	$46,683.45	$248.09
17	$43,874.10	$848.65	$3,302.35	$47,176.45	$250.71
18	$44,332.59	$906.83	$3,336.86	$47,669.45	$253.33
19	$44,791.08	$966.07	$3,371.37	$48,162.45	$255.95
20	$45,249.57	$1,026.38	$3,405.88	$48,655.45	$258.57
21	$45,726.66	$1,087.75	$3,441.79	$49,168.45	$261.30
22	$46,185.15	$1,150.18	$3,476.30	$49,661.45	$263.92
23	$46,644.57	$1,213.68	$3,510.88	$50,155.45	$266.54
24	$47,103.06	$1,278.23	$3,545.39	$50,648.45	$269.16
25	$47,561.55	$1,343.85	$3,579.90	$51,141.45	$271.78
26	$48,885.87	$1,410.53	$3,679.58	$52,565.45	$279.35
27	$49,350.87	$1,410.53	$3,714.58	$53,065.45	$282.00
28	$49,815.87	$1,410.53	$3,749.58	$53,565.45	$284.66
29	$50,280.87	$1,410.53	$3,784.58	$54,065.45	$287.32
30	$50,745.87	$1,410.53	$3,819.58	$54,565.45	$289.98
31	$51,210.87	$1,410.53	$3,854.58	$55,065.45	$292.63
32	$51,675.87	$1,410.53	$3,889.58	$55,565.45	$295.29
33	$52,140.87	$1,410.53	$3,924.58	$56,065.45	$297.95
34	$52,605.87	$1,410.53	$3,959.58	$56,565.45	$300.60
35	$53,070.87	$1,410.53	$3,994.58	$57,065.45	$303.26
36	$53,535.87	$1,410.53	$4,029.58	$57,565.45	$305.92

Notes: An additional $1,000.00 will be added to the salary schedules for teachers obtaining National Board Certification after June 30, 2016. Certified teachers who received compensation from the Bachelor's +24 schedule in the 2017-18 school year will remain on that schedule for the duration of their continued employment with the district.

2020-2021 CERTIFIED PAY SCALES (Master's Degree)

Step	BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	$37,366.89	$60.15	$2,812.56	$40,179.45	$213.53
1	$37,366.89	$60.15	$2,812.56	$40,179.45	$213.53
2	$37,770.51	$103.41	$2,842.94	$40,613.45	$215.83
3	$38,174.13	$145.65	$2,873.32	$41,047.45	$218.14
4	$38,578.68	$188.96	$2,903.77	$41,482.45	$220.45
5	$38,982.30	$233.33	$2,934.15	$41,916.45	$222.76
6	$39,421.26	$278.76	$2,967.19	$42,388.45	$225.26
7	$39,851.85	$325.26	$2,999.60	$42,851.45	$227.72
8	$40,283.37	$372.82	$3,032.08	$43,315.45	$230.19
9	$40,713.96	$421.44	$3,064.49	$43,778.45	$232.65
10	$41,145.48	$471.12	$3,096.97	$44,242.45	$235.12
11	$42,553.50	$521.87	$3,202.95	$45,756.45	$243.16
12	$43,011.99	$573.67	$3,237.46	$46,249.45	$245.78
13	$43,470.48	$626.54	$3,271.97	$46,742.45	$248.40
14	$43,928.97	$680.48	$3,306.48	$47,235.45	$251.02
15	$44,386.53	$735.47	$3,340.92	$47,727.45	$253.64
16	$44,863.62	$791.53	$3,376.83	$48,240.45	$256.36
17	$45,322.11	$848.65	$3,411.34	$48,733.45	$258.98
18	$45,780.60	$906.83	$3,445.85	$49,226.45	$261.60
19	$46,239.09	$966.07	$3,480.36	$49,719.45	$264.22
20	$46,697.58	$1,026.38	$3,514.87	$50,212.45	$266.84
21	$47,175.60	$1,087.75	$3,550.85	$50,726.45	$269.57
22	$47,634.09	$1,150.18	$3,585.36	$51,219.45	$272.19
23	$48,092.58	$1,213.68	$3,619.87	$51,712.45	$274.81
24	$48,552.00	$1,278.23	$3,654.45	$52,206.45	$277.44
25	$49,010.49	$1,343.85	$3,688.96	$52,699.45	$280.06
26	$50,537.55	$1,410.53	$3,803.90	$54,341.45	$288.79
27	$51,002.55	$1,410.53	$3,838.90	$54,841.45	$291.44
28	$51,467.55	$1,410.53	$3,873.90	$55,341.45	$294.10
29	$51,932.55	$1,410.53	$3,908.90	$55,841.45	$296.76
30	$52,397.55	$1,410.53	$3,943.90	$56,341.45	$299.41
31	$52,862.55	$1,410.53	$3,978.90	$56,841.45	$302.07
32	$53,327.55	$1,410.53	$4,013.90	$57,341.45	$304.73
33	$53,792.55	$1,410.53	$4,048.90	$57,841.45	$307.39
34	$54,257.55	$1,410.53	$4,083.90	$58,341.45	$310.04
35	$54,722.55	$1,410.53	$4,118.90	$58,841.45	$312.70
36	$55,187.55	$1,410.53	$4,153.90	$59,341.45	$315.36

Notes: An additional $1,000.00 will be added to the salary schedules for teachers obtaining National Board Certification after June 30, 2016. Certified teachers who received compensation from the Bachelor's +24 schedule in the 2017-18 school year will remain on that schedule for the duration of their continued employment with the district.

2020-2021 CERTIFIED PAY SCALES (Doctorate)

Step	BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	$38,659.59	$60.15	$2,755.66	$41,569.45	$220.91
1	$38,659.59	$60.15	$2,755.66	$41,569.45	$220.91
2	$39,063.21	$103.41	$2,781.91	$42,003.45	$223.22
3	$39,466.83	$145.65	$2,812.29	$42,437.45	$225.52
4	$39,871.38	$188.96	$2,842.67	$42,872.45	$227.84
5	$40,275.00	$233.33	$2,873.12	$43,306.45	$230.14
6	$40,713.96	$278.76	$2,903.50	$43,778.45	$232.65
7	$41,145.48	$325.26	$2,936.54	$44,242.45	$235.12
8	$41,576.07	$372.82	$2,969.02	$44,705.45	$237.58
9	$42,006.60	$421.44	$3,001.43	$45,168.39	$240.04
10	$42,438.18	$471.12	$3,033.84	$45,632.45	$242.50
11	$44,764.11	$521.87	$3,066.32	$48,133.45	$255.79
12	$45,222.60	$573.67	$3,241.39	$48,626.45	$258.41
13	$45,681.09	$626.54	$3,275.90	$49,119.45	$261.03
14	$46,139.58	$680.48	$3,310.41	$49,612.45	$263.65
15	$46,597.14	$735.47	$3,344.92	$50,104.45	$266.27
16	$47,075.16	$791.53	$3,379.36	$50,618.45	$269.00
17	$47,533.65	$848.65	$3,415.34	$51,111.45	$271.62
18	$47,992.14	$906.83	$3,449.85	$51,604.45	$274.24
19	$48,450.63	$966.07	$3,484.36	$52,097.45	$276.86
20	$48,909.12	$1,026.38	$3,518.87	$52,590.45	$279.48
21	$49,388.07	$1,087.75	$3,553.38	$53,105.45	$282.22
22	$49,846.56	$1,150.18	$3,589.43	$53,598.45	$284.84
23	$50,305.05	$1,213.68	$3,623.94	$54,091.45	$287.46
24	$50,764.47	$1,278.23	$3,658.45	$54,585.45	$290.08
25	$51,222.96	$1,343.85	$3,693.03	$55,078.45	$292.70
26	$52,622.61	$1,410.53	$3,727.54	$56,583.45	$300.70
27	$53,087.61	$1,410.53	$3,832.89	$57,083.45	$303.36
28	$53,552.61	$1,410.53	$3,867.89	$57,583.45	$306.01
29	$54,017.61	$1,410.53	$3,902.89	$58,083.45	$308.67
30	$54,482.61	$1,410.53	$3,937.89	$58,583.45	$311.33
31	$54,947.61	$1,410.53	$3,972.89	$59,083.45	$313.99
32	$55,412.61	$1,410.53	$4,007.89	$59,583.45	$316.64
33	$55,877.61	$1,410.53	$4,042.89	$60,083.45	$319.30
34	$56,342.61	$1,410.53	$4,077.89	$60,583.45	$321.96
35	$56,807.61	$1,410.53	$4,112.89	$61,083.45	$324.61
36	$57,272.61	$1,410.53	$4,147.89	$61,583.45	$327.27

Notes: An additional $1,000.00 will be added to the salary schedules for teachers obtaining National Board Certification after June 30, 2016. Certified teachers who received compensation from the Bachelor's +24 schedule in the 2017-18 school year will remain on that schedule for the duration of their continued employment with the district.

Bachelor +24 Degree

Step	BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	N/A	N/A	N/A	N/A	N/A
1	$37,087.89	$103.41	$2,791.56	$39,879.45	$211.93
2	$37,087.89	$103.41	$2,791.56	$39,879.45	$211.93
3	$37,491.51	$145.65	$2,821.94	$40,313.45	$214.24
4	$37,896.06	$188.96	$2,852.39	$40,748.45	$216.55
5	$38,299.68	$233.33	$2,882.77	$41,182.45	$218.86
6	$38,738.64	$278.76	$2,915.81	$41,654.45	$221.36
7	$39,169.23	$325.26	$2,948.22	$42,117.45	$223.82
8	$39,600.75	$372.82	$2,980.70	$42,581.45	$226.29
9	$40,031.34	$421.44	$3,013.11	$43,044.45	$228.75
10	$40,461.93	$471.12	$3,045.52	$43,507.45	$231.21
11	$41,411.46	$521.87	$3,116.99	$44,528.45	$236.64
12	$41,869.95	$573.67	$3,151.50	$45,021.45	$239.26
13	$42,328.44	$626.54	$3,186.01	$45,514.45	$241.88
14	$42,786.00	$680.48	$3,220.45	$46,006.45	$244.49
15	$43,244.49	$735.47	$3,254.96	$46,499.45	$247.11
16	$43,720.65	$791.53	$3,290.80	$47,011.45	$249.83
17	$44,179.14	$848.65	$3,325.31	$47,504.45	$252.45
18	$44,637.63	$906.83	$3,359.82	$47,997.45	$255.07
19	$45,096.12	$966.07	$3,394.33	$48,490.45	$257.69
20	$45,554.61	$1,026.38	$3,428.84	$48,983.45	$260.31
21	$46,031.70	$1,087.75	$3,464.75	$49,496.45	$263.04
22	$46,490.19	$1,150.18	$3,499.26	$49,989.45	$265.66
23	$46,949.61	$1,213.68	$3,533.84	$50,483.45	$268.28
24	$47,408.10	$1,278.23	$3,568.35	$50,976.45	$270.90
25	$47,866.59	$1,343.85	$3,602.86	$51,469.45	$273.52
26	$49,190.91	$1,410.53	$3,702.54	$52,893.45	$281.09
27	$49,655.91	$1,410.53	$3,737.54	$53,393.45	$283.75
28	$50,120.91	$1,410.53	$3,772.54	$53,893.45	$286.41
29	$50,585.91	$1,410.53	$3,807.54	$54,393.45	$289.06
30	$51,050.91	$1,410.53	$3,842.54	$54,893.45	$291.72
31	$51,515.91	$1,410.53	$3,877.54	$55,393.45	$294.38
32	$51,980.91	$1,410.53	$3,912.54	$55,893.45	$297.03
33	$52,445.91	$1,410.53	$3,947.54	$56,393.45	$299.69
34	$52,910.91	$1,410.53	$3,982.54	$56,893.45	$302.35
35	$53,375.91	$1,410.53	$4,017.54	$57,393.45	$305.01
36	$53,779.53	$1,410.53	$4,047.92	$57,827.45	$307.31

Notes: An additional $1,000.00 will be added to the salary schedules for teachers obtaining National Board Certification after June 30, 2016. Certified teachers who received compensation from the Bachelor's +24 schedule in the 2017-18 school year will remain on that schedule for the duration of their continued employment with the district.

2020-21 CERTIFIED PAY SCALES

State TRS Credit

Experience	State TRS Credit
0	$60.15
1	$103.41
2	$145.65
3	$188.96
4	$233.33
5	$278.76
6	$325.26
7	$372.82
8	$421.44
9	$471.12
10	$521.87
11	$573.67
12	$626.54
13	$680.48
14	$735.47
15	$791.53
16	$848.65
17	$906.83
18	$966.07
19	$1,026.38
20	$1,087.75
21	$1,150.18
22	$1,213.68
23	$1,278.23
24	$1,343.85
25 and above	$1,410.53

**Special Education 5%, Alternative School 5%, Title I 5%, GT 5% - Full-time*

******Chickasha teachers who attain National Board certification after June 30, 2013, and are ineligible for the annual bonus of $5,000 for a ten year period, shall receive additional salary increments as set forth in the Oklahoma minimum salary schedule for National Board Certification. Said increments shall be paid as a lump-sum annual $1,000.00 payment upon completion of each year of employment; however, the total salary paid to National Board Certified teachers including the annual bonus shall not be less than the total amount as stated in the Oklahoma Minimum Salary Schedule.

62. EXTRA DUTY PAY

~~Extra-Duty pay (stipends) will be paid at the end of the semester upon completion of the extraduty. (20-21)~~At the option of the employee performing the extra-duty, the extra-duty pay may be paid on a monthly incremental basis for the entire school year. The Board agrees to pay the amount for extra duty as negotiated for the 2019-2020 school year as follows:

	DUTY/SCHOOL/LEVEL	**AMOUNT**
Academic, High School		
62.1.	Head Coach	$2,400.00
62.2.	Assistant Coach	$1,000.00
Academic, Middle School		
62.3.	Head Coach	$1,000.00
AG		
62.4.	Sponsor	$2,000.00
Band, High School		
62.5.	Director	$3,800.00
62.6.	Pep & Musical	$2,400.00
62.7.	Assistant	$1,500.00
Band, Middle School		
62.8.	Director	$1,700.00
62.9.	Assistant	$800.00
62.10.	Pep & Musical	$500.00
62.11.	Auxiliary/Rifles	$200.00
Band, District Wide, All Levels		
62.12.	Solo/Ensemble	$450.00
62.13.	Assistant Auxiliary/Rifles	$450.00
62.14.	Summer	$2,400.00
62.15.	Stage Band	$1,500.00
62.16.	Stage Band	$400.00
Class Sponsor, High School		
62.17.	Seniors	$250.00
62.18.	Juniors	$500.00
62.19.	Sophomore	$250.00
62.20.	Freshman	$250.00

Department Head		
62.21.	High School	$500.00
62.22.	Middle School	$500.00
62.23.	Elementary School	$500.00
62.24.	**District Faculty Liaison**- C.U.T.A. President (Liaison) to provide consultation and representation for the District. He/she will provide a written report monthly to the Superintendent for services to the District. The written monthly report is expected to provide a summary of the current "state of the Chickasha United Teachers Association" (membership activities, concerns, outreach, to the community, legislative goals, etc.)	$750.00
62.25.	**District Teacher of the Year after:** 1. Completion of the State application in its entirety 2. Expectation of remaining a classroom teacher in the following school year.	$1,500.00
62.26.	**Drama, High School**	$1,500.00
Gifted & Talented, Middle School		$1,500.00
62.27.	Coordinator- Grades 6th-8th	
National Honor Society, High School		
62.28.	Sponsor	$500.00
National Honor Society, Middle School		
62.29.	Sponsor	$450.00
Media, High School		
62.30.	Director	$750.00
Newspaper, High School		
62.31.	Director	$600.00
Odyssey of the Mind, District Wide		
62.32.	Coach	$250.00
62.33.	**Psychological Services, District Wide** *Individual serving as both Psychometrist/Psychologist	$8,000.00
62.34.	Psychologist	$5,000.00
62.35.	Psychometrist	$4,000.00
Robotics, High School		
62.36.	Coach	$2,200.00
Robotics, Elementary Coach		
62.37.	Coach	$1,000.00
Science Fair, District Wide		
62.38.	Coordinator	$250.00
62.39.	**Speech Pathologist**	$8,000.00
62.40.	**Speech Therapist Assistant**	$2,500.00
Student Government, High School		
62.41.	Sponsor	$1,500.00
Student Government, Middle School		
62.42.	Sponsor	$300.00
62. 43	**Technology Mentor (Each Site) (20-21)**	$1,000

Trainers		
62.44	**Paraprofessional Trainer**	$20/hr
62.45	**CPI Trainer**	$20/hr
Vocal Music, High School		
62.46.	Director	$2,400.00
Vocal Music, Middle School		
62.47.	Director	$1,000.00
Vocal Music, Elementary		
62.48.	Director- Select Choir	$500.00
Vocal Music- District Wide, All Levels		
62.49.	Coordinator	$500.00
62.	**Website (Each Site) (20-21)**	$1,000
Yearbook, High School		
62.50.	Sponsor	$1,500.00
Yearbook, Middle School		
62.51.	Sponsor	$750.00
Yearbook, Lincoln Elementary		
62.52.	Sponsor	$500.00
ATHLETICS		
62.53.	**Assistant Student Activities Director**	$6,500.00
Baseball, High School		
62.54.	Head Coach- Varsity	$4,800.00
62.55.	Assistant- Varsity	$1,750.00
62.56.	Assistant- Varsity	$1,750.00
Baseball, Middle School		
62.57	Head Coach	$1,750.00
62.58.	Assistant	$1,000.00
62.59	Assistant	$1,000.00
Basketball, High School		
62.60.	Head Coach- Varsity Boys	$6,350.00
62.61	Assistant- Varsity Boys	$2,400.00
62.62	Assistant- Varsity Boys	$2,400.00
62.63	Head Coach- Varsity Girls	$6,350.00
62.64	Assistant- Varsity Girls	$2,400.00
62.65	Assistant- Varsity Girls	$2,400.00
62.66	Head Coach- 9th Grade Boys	$2,400.00
62.67	Head Coach- 9th Grade Girls	$2,400.00
62.68	Video	$600.00
Basketball, Middle School		
62.69.	Head Coach- 7th Grade Boys	$1,500.00
62.70.	Head Coach- 7th Grade Girls	$1,500.00
62.71.	Head Coach- 8th Grade Boys	$1,500.00
62.72.	Head Coach- 8th Grade Girls	$1,500.00
62.73.	Intramural	$600.00
Basketball, Elementary		
62.74.	Head Coach	$500.00

Cheerleading, High School		
62.75.	Head Coach	$3,500.00
62.76.	Assistant Coach	$1,300.00
62.77	Assistant Coach	$1,300.00
Cheerleading, Middle School		
62.78.	Head Coach	$2,000.00
62.79.	Assistant Coach	$750.00
62.80.	Assistant Coach	$750.00
Cross Country, High School		
62.81.	Head Coach- Boys	$2,200.00
62.82.	Assistant Coach- Boys	$1,000.00
62.83.	Head Coach- Girls	$2,200.00
62.84	Assistant Coach- Girls	$1,000.00
Cross Country, Middle School		
62.85.	Head Coach- Boys **&** Girls	$2,000.00
Football, High School		
62.86.	Head Coach- Varsity	$8,500.00
62.87.	Defensive Coordinator	$3,800.00
62.88.	Offensive Coordinator	$3,800.00
62.89.	Assistant	$3,000.00
62.90	Assistant	$3,000.00
62.91	Assistant	$3,000.00
62.92	Assistant	$3,000.00
62.93.	Head Coach- 9th Grade	$2,400.00
62.94.	Spring Director	$800.00
62.95.	Video	$800.00
Football, Middle School		
62.96.	Head Coach- 7th Grade	$2,400.00
62.97	Assistant	$1,500.00
62.98	Assistant	$1,500.00
62.99	Assistant	$1,500.00
62.100.	Head Coach- 8th Grade	$2,400.00
62.101	Assistant	$1,500.00
62.102	Assistant	$1,500.00
62.103	Assistant	$1,500.00
Golf- High School		
62.104	Head Coach- Varsity Boys	$2,200.00
62.105	Head Coach- Varsity Girls	$2,200.00
Golf- Middle School		
62.106	Head Coach- Boys	$750.00
62.107	Head Coach- Girls	$750.00
Pom, High School		
62.108	Head Coach	$3,500.00
62.109	Assistant	$1,300.00
62.110	Assistant	$1,300.00
62.111	Assistant	$1,300.00
Pom, Middle School		

62.112	Head Coach	$2,000.00
62.113	Assistant	$750.00
62.114	Assistant	$750.00
Powerlifting, High School		
62.115	Head Coach	$2,200.00
Powerlifting, Middle School (20-21)		
62.116	Head Coach	$1,000.00
Soccer, High School		
62.117	Head Coach- Varsity Boys	$4,800.00
62.118	Assistant- Varsity Boys	$1,750.00
62.119	Assistant- Varsity Boys	$1,750.00
62.120	Head Coach- Varsity Girls	$4,800.00
62.121	Assistant- Varsity Girls	$1,750.00
62.122	Assistant- Varsity Girls	$1,750.00
Soccer, Middle School		
62.123	Head Coach- Boys	$1,750.00
62.124	Assistant- Boys	$1,000.00
62.125	Head Coach- Girls	$1,750.00
62.126	Assistant- Girls	$1,000.00
Softball, High School		
62.127.	Head Coach- Varsity	$4,800.00
62.128.	Assistant- Varsity	$1,750.00
62.128	Assistant- Varsity	$1,750.00
Softball, Middle School		
62.129.	Head Coach	$1,750.00
62.130.	Assistant	$1,000.00
Special Olympics		
62.131.	Head Coach	$1,000.00
62.132.	Assistant Coach *if more than 5 students	$500.00
Spirit Squad, Grand/District Wide		
62.133.	Head Coach	$20.00 per hour
62.134.	Assistant	$20.00 per hour
62.135.	Assistant	$20.00 per hour
Swimming- High School		
62.136.	Head Coach-Varsity Boys	$2,200.00
62.137	Assistant- Varsity Boys	$750.00
62.138.	Head Coach- Varsity Girls	$2,200.00
62.139.	Assistant- Varsity Girls	$750.00
Swimming- Middle School		
62.140	Head Coach- Boys & Girls	$1,000.00
Tennis- High School		
62.141.	Head Coach- Varsity Boys	$2,200.00
62.142	Assistant- Varsity Boys	$750.00
62.143.	Head Coach- Varsity Girls	$2,200.00
62.144.	Assistant- Varsity Girls	$750.00
Tennis- Middle School		
62.145.	Head Coach- Boys	$1,500.00

62.146.	Head Coach- Girls	$1,500.00
Track- High School		
62.147.	Head Coach- Varsity Boys	$2,200.00
62.148.	Assistant- Varsity Boys	$1,000.00
62.149.	Head Coach- Varsity Girls	$2,200.00
62.150	Assistant- Varsity Girls	$1,000.00
Track- Middle School		
62.151.	Head Coach- Boys	$1,000.00
62.152.	Assistant- Boys	$750.000
62.153.	Head Coach- Girls	$1,000.00
62.154	Assistant- Girls	$750.00
Volleyball- High School		
62.155.	Head Coach- Varsity	$2,900.00
62.156.	Assistant	$750.00
Volleyball- Middle School		
62.157.	Head Coach	$2,900.00
62.158.	Assistant	$750.00
Weight Room, High School/District Wide		
62.159.	Program Supervision	$10.00 per hour
Wrestling, High School		
62.160.	Head Coach- Varsity	$4,800.00
62.161.	Assistant	$1,750.00
62.162	Assistant	$1,750.00
62.163	Assistant	$1,750.00
Wrestling, Middle School		
62.164.	Head Coach	$1,750.00
62.165.	Assistant	$1,000.00
62.166	Assistant	$1,000.00
62.167	Assistant	$1,000.00

The Superintendent will provide the C.U.T.A. President with a list of after-school extra duty teaching positions with the extra-duty salary/pay by September 30 of each year.

63. LAY COACH SUPERVISOR POSITION

a. Such a Supervisor will be assigned only in sports where it is not possible to assign certified staff to a coaching position and a lay coach is present. Such Supervisor must meet certification requirements for school athletics, supervision and sports safety. This position will receive 3/4 the head coach pay, if it is for one sport. This position will receive one and one-half the head coach pay if supervising both girls and boys programs in the same sport. Lay coaches shall not be paid more than their certified counterpart's extra-duty contract.

64. DISTRICT EXPERIENCE FACTOR (COACHES)

a. In order to maintain highly qualified coaches and to recognize the effort that they dedicate to their program, it is understood that the development of any program takes a considerable amount of time. Therefore, it is our intent to reward these individuals with a longevity bonus as follows:

b. Number of Years in Program	Amount
5-10 years	$500.00
10-15 years	$1,000.00
15-20 years	$1,500.00
20+ years	$2,000.00

c. If, in any given year, one of these duties cannot be performed by one person, and the Superintendent, the current C.U.T.A. President and all the employees involved, agree, in writing, that the above negotiated compensation can be proportionally divided, and then the compensation may be divided according to that agreement.

65. CERTIFIED STAFF ENGAGED IN NON-CERTIFIED DUTY

a. Certified staff that engages in non-certified duty such as working ball games, etc. shall be paid $10.00 an hour for specific such assignments and as authorized by the Superintendent and/or his/her designee(s).

b. Certified staff who accepts an extra-duty assignment of driving a bus route/shuttle outside of certified contracted day will be paid a stipend. The Superintendent's designee for transportation monitors' and determines whether the route is a short or a long route.

Bus route/Shuttle	Amount
Short route- 1.5 hours or less per route	$21.00
Long Route- More than 1.5 hours or less than 3.0 hours per route	$28.00

66. INCENTIVE PROGRAM FOR ADVANCED PLACEMENT TEAMS

a.	For each **3** scored	$75.00
b.	For each **4** scored	$100.00
c.	For each **5** scored	$125.00

Appendix Procedural Agreement and Forms

PROCEDURAL AGREEMENT FOR NEGOTIATIONS BETWEEN THE BOARD OF EDUCATION OF CHICKASHA INDEPENDENT SCHOOL DISTRICT AND THE CHICKASHA UNITED TEACHING ASSOCIATION

I. PURPOSE

1.1 The Board of Education of the Chickasha Public Schools and the Chickasha United Teaching Association recognize the current requirement for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 70 O.S. § 509.1 through 509.10.

II. RECOGNITION

2.1 This Agreement is made and entered into by and between the Chickasha United Teaching Association, hereinafter termed the "Association" and the Board of Education of Oklahoma Independent School District I-001, Chickasha Public Schools of Grady County, Oklahoma, hereinafter termed the "Board".

2.2 The Board hereby recognizes the Association as the exclusive negotiation representative for the bargaining unit consisting of all employees who are required by the position in which they are employed to be licensed or certified as teachers, and who are not required by the position for which they are employed to be a principal, superintendent or other certified or non-certified administrator of the district with respect to other teachers of the Chickasha Public Schools. Any person who desires not to be represented by the Association may so state in writing to the Board.

III. SCOPE OF BARGAINING

3.1 The Board and the 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 responsibilities. Managerial rights are defined, but not limited to, those powers and duties granted to the Board by the School Laws of Oklahoma; inherent managerial responsibilities include but are not limited to the functions and programs of the District, the establishment of the District's budget, the organizational structure of the schools, and the selection of personnel.

IV. NEGOTIATIONS PROCEDURES

4.1 Negotiation Teams

4.1.1 The Board and the Association shall each exchange in writing, at the first negotiation session, the names of not more than five (5) regular team members and two (2) alternates who shall serve as their respective representatives for negotiations pursuant to the provisions of this Agreement. Each party shall also designate the person on its team who will serve as spokesperson. Each party shall have the right to the services of consultants; however said consultants may not attend negotiations meetings unless he/she is a member of the negotiation team he/she is serving. Neither party shall attempt to exert influence over the other party's selection of representatives.

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 the ensuing 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 chairpersons of the teams shall set a time, date, and place for the initial negotiations meeting. The initial negotiations meeting shall occur prior to June 30th.

4.2.3 The Association and the Board shall submit all of their negotiation proposals at the first session, except for salary and fringe benefits proposals which may be submitted following initial allocations notice to the district by the state department of education. Subsequent proposals may only be submitted upon mutual agreement of the parties. All items shall be disposed of by the first day of school in one of the following manners: (1) by tentative agreement, (2) by agreement to drop the item, or (3) by referring the item(s) to impasse. Time limits set forth herein may be extended by 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.

4.3.2 No recordings or official transcripts shall be made without mutual agreement of the parties. .

4.3.3 Negotiations will only be conducted between the representatives of the parties and only in regular negotiation sessions 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 Negotiation sessions shall be scheduled at times which will not interfere with the teacher work day and the educational programs of the district.

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 by the Association to the teachers for ratification and then by the Superintendent 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) working days of such declaration, the parties shall, 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 and the Association's negotiation 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 and 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 representatives of both parties and, within twenty (20) days after the fact finding meeting 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 the remaining 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. NO STRIKE CLAUSE

6.1 The procedure provided for herein for resolving impasse shall be the exclusive recourse of the Association. It shall be illegal and a violation of this Agreement for the Association or the members of the bargaining unit to strike or threaten to strike as a means of resolving differences with the Board. It shall also be a violation of this Agreement for the Association or the members of the bargaining unit to strike for any reason during the term of a contract negotiated in accordance with the provisions of this Agreement.

VII. SAVINGS CLAUSE

7.1 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.

VIII. DURATION OF THE PROCEDURAL AGREEMENT

8.1 This Procedural 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.

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

Adopted (Date) 9/2020

C.U.T.A. GRIEVANCE FORM

Building Assignment Name of Grievant Date Filed

LEVEL I

• (Within 15 days from the time you became aware of condition for complaint)

o Date cause of grievance occurred:_____

• Statement of grievance: _____

• Relief Sought: _____

• Signature_____ Date_____

• (Building Principal will arrange a meeting within 5 days and provide in written form within 5 days of meeting.) o Disposition of Principal: _____

• Signature_____ Date_____

• If additional space is needed in reporting Section B of Step I, attach an additional sheet.

LEVEL II

• (If not satisfied with disposition of Step I or no decision has been rendered within 9 days of presentation of grievance.)

• Date received by superintendent or his/her designee: _____
(Superintendent or designee shall arrange a meeting within 5 days of and provide his decision within 5 days of meeting.)

• Disposition of superintendent or designee: _____

_____

Signature_____ Date_____

LEVEL III

• (If not satisfied with disposition of Step II or no decision has been rendered within 10 days of meeting with superintendent or designee.)

o Date submitted to Board: _____

• Disposition and award of Board: _____

• _____

_____

Signature_____ Date_____

• NOTE: All provisions of article _____ of the Agreement dated _____, 20_____ will be strictly observed in the settlement of grievance.

PLACEMENT INFORMATION / WISH LIST

For the 2020-21 School Year

Certified

NAME_____ _____

Teacher (please print) Current Building and Assignment

Years in present position _____ Years in School System _____

Do you wish to teach in the Chickasha Public Schools next year?_____

If so, please list in order of preference the three different assignments you prefer:

1. _____ If you wish to stay at your current
2. _____ assignment, put that as first choice.
3. _____

If so, please list in order of preference the two different buildings you prefer?

1. _____ If you wish to stay at your current
2. _____ building, put that as first choice.

Remarks:_____

_____

_____

What "extra duty" stipend position(s) do you prefer?

_____

_____

_____

(Signature)

NOTE: "A Board of Education shall have authority to enter into written contracts with teachers for the ensuing fiscal year prior to the beginning of such year. If, prior to the first Monday in June, a Board of Education has not entered into a written contract with a regularly employed teacher or notified him/her in writing by registered or certified mail that he/she will not be employed for the ensuing fiscal year, and if, by fifteen (15) days after the first Monday in June, such a teacher has not notified the Board of Education in writing by registered or certified mail that he/she does not desire to be reemployed in such school district for the ensuing year, such teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teachers in the school district for the ensuing fiscal year, and such employment and continuing contract shall be binding on the teacher and on the school district."

(O.S.A. 70-6-101)

Form c

Please return to the Superintendent of Schools by _____.

Thank you!

TLE Observation and Evaluation Rubric
Teachers

Domain/Relative Weight		*Dimension*	*Page*
Classroom Management 30%	1.	Preparation	2
	2.	Discipline	3
	3.	Building-Wide Climate Responsibility	4
	4.	Lesson Plans	5
	5.	Assessment Practices	6
	6.	Student Relations	7
Instructional Effectiveness 50%	7.	Literacy	8
	8.	Current State Standards	9
	9.	Involves All Learners	10
	10.	Explains Content	11
	11.	Clear Instruction & Directions	12
	12.	Models	13
	13.	Monitors	14
	14.	Adjusts Based upon Monitoring	15
	15.	Establishes Closure	16
	16.	Student Achievement	17
Professional Growth & Continuous Improvement 10%	17.	Professional Development	18
	18.	Professional Accountability	19
Interpersonal Skills 5%	19.	Effective Interpersonal Skills	19
Leadership 5%	20.	Professional Involvement & Leadership	20

(c) 2015, Tulsa Public Schools

Indicator No.

1	Domain: **Classroom Management**		Dimension: **Preparation**	
	Teacher plans for and executes a lesson relating to short-term and long-term objectives.			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Does not plan for or execute instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Occasionally plans for and executes instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of critical thinking, problem solving and performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of critical thinking, problem solving and performance skills relating to short and long-term objectives.
Only develops a brief outline of the daily schedule, which shows little or no alignment with most current state standards.	Develops instructional plans that are not consistently in alignment with most current state standards.	Develops instructional plans that are in alignment with most current state standards and, as available and appropriate, curriculum maps and pacing guides.	Develops instructional plans that are in alignment with state standards and, as available and appropriate, curriculum maps and pacing guides, and links to major topics within and across grade levels.	Has long and short-term instructional plans that are aligned with state standards and, as available and appropriate, curriculum maps and pacing guides, and links to major topics within and across grade levels.
Plans rarely address student diversity nor describe how instruction will be differentiated.	Plans inconsistently address student diversity and inconsistently describe how instruction will be differentiated.	Plans consistently address student diversity and describe how instruction will be differentiated.	Plans consistently and skillfully address student diversity and describe how instruction will be differentiated. Plans are designed to maximize learning time.	Plans consistently and expertly address student diversity and describe how instruction will be differentiated. Plans are designed to maximize learning time and foster self-directed learning.
Materials and equipment are not ready at the start of the lesson or instructional activity.	Materials and equipment are usually ready at the start of the lesson or instructional activity.	Ensures materials and equipment are ready at the start of the lesson or instructional activity (most of the time).	Materials and equipment are ready at the start of the lesson or instructional activity.	Materials and equipment are ready at the start of the lesson or instructional activity and enhance learning.

2	Domain: **Classroom Management**			Dimension: **Discipline**
	Teacher clearly defines and effectively manages student behavior.			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Standards of conduct have not been established.	Standards of conduct have been established with inconsistent implementation.	Establishes, communicates and consistently implements appropriate standards of conduct.	Establishes, communicates and consistently implements appropriate standards of conduct that instill a sense of self-discipline in students.	Establishes, communicates and consistently implements appropriate standards of conduct that instill a sense of self-discipline in students; students constructively monitor their peers and intervene to implement standards.
Students are almost always disengaged and unclear about the expectations of the classroom, requiring more reminders than are appropriate for the age and development of the students.	Students are often disengaged and unclear about the expectations of the classroom, requiring more reminders than are appropriate for the age and development of the students.	Students are usually engaged and clear as to the expectations of the classroom, requiring few reminders relative to the age and development of the students.	Students are engaged and clear about the expectations of the classroom with no need for reminders as appropriate to the age and development of the students.	Students are engaged and are clear about the expectations of the classroom with no need for reminders as appropriate to the age and development of the students.
Does not monitor the behavior of students during whole class, small groups, seat work activities and transitions.	Does not consistently monitor the behavior of students during whole class, small groups, seat work activities and transitions.	Monitors the behavior of students during whole-class, small group and seat work activities and during transitions between instructional activities.	Monitors the behavior of all students during whole-class, small group and seat work activities and during transitions between instructional activities, lunch time, recess, assemblies, etc.	Monitors the behavior of all students at all times. Standards of conduct extend beyond the classroom.
Usually ignores misbehavior and uses an inappropriate voice level / word choice when correction is attempted.	Does not consistently address misbehavior and / or uses an inappropriate voice level / word choice to attempt to bring correction.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation, while maintaining the dignity of the student in a manner that promotes positive behavior and relationships.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation, in a manner that promotes positive behavior and relationships and encourages students to self-discipline.

3	Domain: **Classroom Management**	Dimension: **Building-Wide Climate Responsibilities**		
	Teacher assures a contribution to building-wide positive climate responsibilities.			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Is not involved in school projects and initiatives that contribute to promoting orderly behavior throughout the school.	Participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school when specifically requested and only for specified time.	Regularly and routinely participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school.	Participates actively in school projects and initiatives that promote orderly behavior throughout the school volunteering for extra assignments / time periods.	Makes substantial contribution to school projects and initiatives that promote orderly behavior throughout the school. Teacher assumes a leadership role in these projects and initiatives, inspiring others to participate.
Ignores the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.	Inconsistently follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.	Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.	Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe. Offers enhancements and suggestions to procedures and guidelines.	Always follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe. Is proactive in intervening on behalf of children and staff.

4	Domain: **Classroom Management**		Dimension: **Lesson Plans**	
	Teacher develops daily lesson plans designed to achieve the identified objectives.			
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Plans are rarely or never completed.	Plans are not consistently completed.	Plans are developed consistently and on time based upon an analysis of data.	Plans are developed consistently and on time, or in advance, based upon an analysis of data.	Plans are developed consistently and on time, or in advance, based upon an analysis of data.
Never plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Rarely plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level / school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level/school planning teams (when it is an expectation of the campus). Revises plans according to student data analysis and shares same with fellow staff members to the benefit of the grade level, curricular area or building.	Plans with other members of the grade-level / school planning teams (when it is an expectation of the campus or based upon collegial decision-making). Revises plans according to student data and performance, sharing same with fellow staff members to the benefit of the grade level, curricular area or building.
Never provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Rarely provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Provides in sequenced and organized fashion substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Can serve as a grade level, curricular area and/or building-wide model for substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.

5	Domain: **Classroom Management**		Dimension: **Assessment Practices**	
Teacher acknowledges student progress and uses assessment practices that are fair, based on identified criteria, and support effective instruction.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Rarely uses assessments to evaluate student learning and guide instruction.	Inconsistently uses assessments to evaluate student learning and guide instruction.	Consistently uses assessments to evaluate student learning and guide instruction.	Consistently uses assessments to evaluate student learning and guide and support differentiated instruction.	Consistently uses assessments that evaluate student learning and guide and support differentiated instruction and are used to develop, refine and evaluate instruction.
Grading is arbitrary and not in accordance with district's grading policies.	Grading is not consistently fair or in accordance with district's grading policies.	Grading is fair and in accordance with district's grading policies.	Grading is fair, transparent to students and in accordance with district's grading policies.	Grading systems are fair and in accordance with district's grading policies and, as appropriate, developed in collaboration with students.
Assessments provide delayed and inadequate feedback for students to assess themselves.	Assessments provide delayed and inadequate feedback for students to assess themselves.	Provides adequate and timely feedback from assessment results for students to reflect and set goals.	Assessments provide useful and immediate feedback – separate and apart from grades—that assists students in assessing themselves in meeting their learning goals.	Assessments provide useful and immediate feedback– separate and apart from grades—that assists students in assessing themselves to develop and evaluate their progress with their learning goals. Learning goals are not just designed by the teacher—the student has an opportunity to direct his/her own learning by contributing goals.
There is no evidence that the teacher recognizes student progress or achievement.	There is some evidence that students are recognized for their progress and achievement; however, recognition is sporadic.	Recognizes student progress and achievement at significant intervals and encourages learning behaviors that would result in student success.	Students are informed regularly regarding their progress and achievement and are provided opportunities to improve and achieve academic success.	Students are informed regularly regarding their progress and achievement and are provided opportunities to improve and achieve academic success. The teacher informs parents on a timely basis of their student's progress and achievement through systematic communication procedures.

6	Domain: **Classroom Management**		Dimension: **Student Relations**	
Teacher optimizes the learning environment through respectful and appropriate interactions with students, conveying high expectations for students and an enthusiasm for the curriculum.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Oral, written and nonverbal communication with students is inconsiderate, as characterized by insensitivity, demeaning language and condescension.	Oral, written, and nonverbal communication may not be considerate or respectful.	Oral, written and nonverbal communications with students are considerate and respectful.	Oral, written, and nonverbal communications with students are considerate and positive, demonstrating genuine respect for individual students and the class as a whole.	Oral, written, and nonverbal communication with students is considerate and positive. There is abundant evidence of mutual respect and trust between teacher and student, as well as between students.
Does not consistently display an interest in the curriculum or high academic expectations for most students.	Does not consistently display an interest in the curriculum or high academic expectations for most students.	Consistently conveys a generally positive view of learning and of the curriculum, demonstrating high academic expectations for most students.	Consistently displays a genuine enthusiasm for the curriculum and high academic expectations for all students	Exudes a passion for the content and actively exploring the curriculum with students. Students appear to have internalized the value of the content as well as the teacher's high academic expectations for them.

7	Domain: **Instructional Effectiveness**			Dimension: **Literacy**
	Teacher embeds the components of literacy into all instructional content.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is not embedded / woven into instructional lessons as a vehicle for learning the content and for demonstrating understanding. Rather, literacy is presented as a single, stand-alone skill.	Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is rarely embedded / woven into instructional lessons as a vehicle for learning the content and for demonstrating understanding. Rather, literacy is presented as a single, stand-alone skill.	Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is embedded in the lesson as a vehicle for learning the content and for demonstrating understanding.	Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is embedded in the lesson as a vehicle for learning the content and for demonstrating understanding. Its definition is expanded to include visual representations, expressions of ideas, making decisions and solving problems.	Includes the narrative descriptions in performance category 4, plus the additional definitional components of literacy to include: innovative use of multimedia, computer, information analysis and technology.
Instruction is rarely provided through text.	Instruction is occasionally provided through text.	As appropriate for the content area, instruction is provided through text.	Instruction is routinely provided through text and teacher requires students to cite text to support answers.	Instruction is routinely provided through text and teacher requires students to cite text to support analysis, inference, or arguments.

Note One: Examples of literacy strategies include, but are not limited to, students: (1) using graphic organizers to cement/understand information; (2) presenting/explaining their learning, thinking or examples ("turn and talk"); (3) summarizing information into written notes; (4) using primary source documents (receipts, tickets, bills, advertisements, logs, game/sport statistics and rules, etc.) to glean information; (5) writing for communication; and (6) choral/echo reading, (7) researching and reporting.

Note Two: A teacher embeds literacy into the lesson when she/he plans for and implements a literacy strategy for delivering content and expects students to use one or more specific literacy strategies as a means for learning the content and literacy skills. In such cases, literacy is the "bonding agent" or "glue" for the content.

Note Three: Literacy is a stand-alone event when (1) there is no expectation or need for students to use literacy strategies within the lesson to learn the content objectives and demonstrate their understanding of the same, or (2) students' use of literacy strategies is random, isolated or has no connection to the lesson objectives.

8	Domain: **Instructional Effectiveness**	Dimension: **Current State Standards**		
Teacher understands and optimizes the delivery focus of current state standards and the expectations derived from same on student learning and achievement.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Neither understands nor participates (at even the "conversation / awareness" level) in discussions about current state standards.	Neither understands nor participates (at even a minimal implementation level) in discussions about current state standards	Understands the current state standards as evidenced by use of alternate instructional strategies and modified content focus aligned with current state standards.	Has participated in available learning opportunities to assure a strong foundation of understanding the current state standards and regularly and routinely uses alternate instructional strategies and modified content focus aligned with current state standards.	Includes the narrative descriptions in performance category 4, plus serves as a "change agent" and/or grade level, curricular area, building-wide, or departmental presenter / facilitator for the implementation of current state standards. This participation level could be initiated via volunteering or being asked.

9	Domain: **Instructional Effectiveness**		Dimension: **Involves All Learners**	
Teacher uses active learning, questioning techniques and/or guided practices to involve all students.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Does not require student participation or the teacher discourages student involvement.	A few students dominate the lesson, or only a few students are engaged in the class. For example, typically calls only on students who raise their hands first or who blurt out answers.	Routinely uses strategies to ensure engagement of all students.	Routinely uses strategies to ensure engagement of all students.	Routinely uses strategies to ensure engagement of all students.
Students are not mentally engaged in active learning experiences during any significant portion of the class.	Students are engaged in active learning around 50 percent of the class time.	Engages most students in active learning experiences 80 percent of the class time.	Engages an overwhelming majority of students in active learning 80 percent of the class time with students connecting new information to former knowledge; or describing and evaluating their thinking processes.	Engages all students in active learning 80 percent of the class time, and students initiate or develop their own activities to enhance their learning.
Does not ask any type of questions or use questioning techniques during the lesson to involve all learners.	All or most questions used are recall questions.	Uses questioning techniques throughout the lesson, scaffolding to at least the mid-level of Bloom's taxonomy.	Uses consistently high-quality and varied questioning techniques, scaffolding to the higher levels of Bloom's taxonomy.	Uses consistently high-quality and varied questioning techniques, scaffolding to the higher levels of Bloom's taxonomy and leading students to formulate many of their own questions.
		Provides adequate wait time for student response and engagement.	Skillfully uses wait time as a tool to engage students in active learning.	Skillfully uses wait time as a tool to engage students in active learning.
Displays no knowledge of students' interests and skills.	Displays little knowledge of students' interests and skills and rarely uses them as a strategy to engage them.	Engages students by incorporating their general skills and interests into the lesson.	Engages students by incorporating their individual skills and interests into the lesson.	Engages students by incorporating and expanding their individual skills and interests.

Note: Active learning is learning that requires student to attain knowledge by participating or contributing. When students are active in their learning, they are involved in gathering information, questioning, thinking and problem solving. (Adapted from Collins & O'Brien, *The Greenwood Dictionary of* Education, 2011.) Examples of active learning are: cooperative learning activities, advance organizers, researching and reporting out, or other teaching strategies that foster participation and an understanding of the objectives.

10	Domain: **Instructional Effectiveness**		Dimension: **Explains Content**	
	Teacher teaches the objectives through a variety of methods.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Students are provided with activities from the textbook, specific to the content, but there is no attempt to use a variety of activities to support instructional outcomes and no attempt to differentiate tasks to address a variety of student needs/learning styles / multiple intelligences.	Attempts, but does not successfully use a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support instructional outcomes and meet varied student needs/ learning styles / multiple intelligences.	Uses a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support the instructional outcomes and meet varied student needs/ learning styles / multiple intelligences.	Successfully uses a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support the instructional outcomes and meet varied student needs/ learning styles / multiple intelligences. The activities maximize student potential and most require significant cognitive challenge.	Uses all of the characteristics of Level 4. In addition, continually seeks out new strategies to support instructional outcomes and cognitively challenge diverse learners. Willingly shares discoveries and successes with colleagues. Students are included in planning for methods of instructional delivery.
Technology is not used as designed and not used as an instructional tool.	Technology is rarely included in the planning process to support instruction, and technology is not used on a regular basis as an instructional tool.	Technology is included in the planning process to support instruction, and technology is used on a regular basis as an instructional tool.	Technology is woven into / serves as a foundational base in the planning process to support instruction, and technology is used on a common-place basis as an instructional tool.	

11	Domain: **Instructional Effectiveness**		Dimension: **Clear Instruction & Directions**	
	Teacher provides clear instruction and direction.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Instruction, directions and procedures are not provided or are confusing. When instruction/directions are initially inaccurate or confusing to students, does not offer clarifying instruction or directions.	When instruction, directions or procedures are inaccurate or initially confusing to students, teacher does not appropriately or successfully correct and clarify.	Provides instruction, directions and procedures in a variety of delivery modes, e.g., verbal, modeling, visual, demonstration, etc., that are accurate, clearly stated / presented and relate to the learning objectives.	Provides instruction, directions and procedures in a variety of delivery modes that are accurate and clear. Teacher anticipates possible student misunderstanding and/or confusion and incorporates relevant clarifications in the initial directions and instructions.	Uses all of the characteristics of Levels 3 and 4. Facilitates students in constructing their own understanding of how the directions relate to the learning objectives.
Does not give students directions for transitions and does not plan for transitions.	Attempts to give students directions for transitions but does not plan for transitions.	Gives students directions for transitions and includes transitioning in the planning process to optimize academic learning time.	Gives clear directions for transitions between lessons and between instructional activities while optimizing academic learning time.	Plans for smooth, structured transitions between lessons and instructional activities and gives clear, concise directions to accomplish same while optimizing academic learning time.
Spoken language is inaudible or written language is illegible. Spoken or written language contains errors of grammar or syntax. Vocabulary may be inappropriate, vague, or used incorrectly causing students to be confused.	Spoken language is audible and written language is legible. Usage of both demonstrates many basic errors (mispronunciation, misspelled words, etc.). Vocabulary is correct, but limited, or is not appropriate to the students' ages or backgrounds.	Uses spoken and written language that is clear and correct, conforms to standard English, vocabulary, and is appropriate to students' ages and interests.	Spoken and written language is clear and correct and conforms to standard English. Vocabulary is appropriate to the students' ages and interests. Teacher finds opportunities to extend students' vocabularies.	Spoken and written language is correct and conforms to standard English. It is also expressive with well-chosen vocabulary that enriches the lesson and extends students' vocabularies. Teacher seizes opportunities to enhance learning by building vocabulary skills and experiences based on student interests or a spontaneous event.

12	Domain: **Instructional Effectiveness**			Dimension: **Models**
	Teacher demonstrates / models the desired skill or process.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not demonstrate or model the desired skill or process.	Demonstration or modeling of the desired skill or process is infrequent and unclear to students.	Provides demonstrations and modeling of the desired skill or process that are clear and precise to students.	Demonstrations are clear and precise to students with anticipation and preemptive action to avoid possible students' misunderstanding.	Demonstrations will match all characteristics of Level 4. Additionally, most students demonstrate the skill or process relating to the lesson's stated objective.

13	Domain: **Instructional Effectiveness**			Dimension: **Monitors**
	Teacher checks to determine if students are progressing toward stated objectives.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Never moves around the room while students are working on guided practice.	Seldom moves around the room while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. When movement happens it is to the same area of classroom.	When appropriate, moves to all areas of the room while students are working on guided practice to promote and reinforce students' progress toward the stated objectives.	Moves to all areas of the room with efficiency and effectiveness while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. Makes eye contact with all students often.	Moves throughout the room to assure optimal instructional impact while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. When a problem is observed reviews / re-teaches it to the whole class.
Never uses student response techniques to check for understanding.	Seldom uses student response techniques to check for understanding.	Uses different types of student response techniques, both individual / group. Uses student response techniques to check for understanding.	Routinely uses developmentally appropriate student response techniques to check for understanding.	Delivers upon all of performance category 4 and varied response techniques are used to receive immediate feedback to re-teach / review the concept(s) misinterpreted or not learned, while actively engaging all students.
Never uses feedback from students regarding their understanding.	Seldom uses feedback from students regarding their understanding.	Uses feedback from students regarding their understanding.	Immediately and adeptly uses immediate feedback concerning student's understanding.	
Never uses wait time after voicing a question to the students for the purpose of monitoring student understanding.	Seldom uses wait time after voicing a question to the students for the purpose of monitoring student understanding.	Uses wait time of 3-5 seconds (more for more complex questions) after voicing the question for the purpose of monitoring student understanding. Provides opportunity for students to formulate more thoughtful responses and allows time for the student to consider supporting evidence.	Routinely uses wait time of 3-5 seconds (additional time for more complex questions) after voicing the question for the purpose of monitoring student understanding. Provides opportunity for students to formulate more thoughtful responses and allows time for the student to consider supporting evidence. Re-phrases the question after hearing student response to probe for deeper understanding of concept utilizing appropriate wait time.	Delivers upon all of performance category 4 and is able to assess when question / wait time is no longer effective and employs a different strategy / technique.

14	Domain: **Instructional Effectiveness**		Dimension: **Adjusts Based Upon Monitoring**	
	Teacher changes instruction based on the results of monitoring.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not adjust instructional plan to meet the needs of students. Lesson pace is too fast or slow to accommodate for students' questions or interest.	Inconsistently monitors student involvement and makes some effort to adjust instructional plans to engage more students.	Consistently monitors student involvement and makes efforts to adjust instructional plans to engage more students.	Is aware of student participation and smoothly makes appropriate adjustments to the lesson successfully accommodating student questions or interests.	Is always aware of student participation and successfully engages all students in the lesson. Is able to successfully make adjustments to the lesson to accommodate student questions or interests.
Does not assess mastery of the new learning to determine if independent practice or re-teaching is appropriate.	Inconsistently assesses mastery of the new learning to determine if independent practice or re-teaching is appropriate without making adjustments as necessary.	Assesses mastery of the new learning to determine if independent practice or re-teaching is appropriate and makes adjustments to lessons.	Assesses mastery of the new learning using a variety of methods to determine if independent practice or re-teaching is appropriate and restructures lessons to address various learning needs.	Assesses mastery of the new learning using a variety of methods to determine if independent practice or re-teaching is appropriate. Works with individual students or small groups to reteach. Uses peer tutoring to facilitate mastery of skills.
There is no evidence that the teacher uses data from various assessments to modify instruction and guide intervention strategies.	There is little evidence that data is used from various assessments to modify instruction and guide intervention strategies.	Reviews data from assessments to modify instruction and guide intervention strategies.	Uses data from various assessments to modify instruction and to determine what additional interventions can be implemented to assist students.	Multiple classroom evaluations, assessments and formal State assessments provide ample and varied opportunity for all students to demonstrate their knowledge and skill set levels. Ongoing assessment is systematically used to modify instruction and guide intervention strategies.

15	Domain: **Instructional Effectiveness**		Dimension: **Establishes Closure**	
	Teacher summarizes and fits into context what has been taught.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
The teacher rarely summarizes the main points of the instruction into the lesson. Students disengage at the end of the class with no teacher direction. Does not connect what is learned to prior learning and does not relate how the learning will be needed in the future.	The teacher does not consistently summarize the main points of the instruction into the lesson. Does not connect what is learned to prior learning and does not relate how the learning will be needed in the future.	Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context. Connects what is learned to prior learning.	Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context. Students summarize in a variety of ways and reflect on their own learning. Relates instruction to prior and future learning.	Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context. Students connect the lesson to prior learning and articulate how learned skills can be used in the future. Linkages with real world situations are woven into the lessons.

16	Domain: **Instructional Effectiveness**		Dimension: **Student Achievement**	
Effective development and use of modified assessments and curriculum for special education students and other students experiencing difficulties in learning.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Gives up, blames the student, or blames the student's home environment if the student has difficulty learning	When a student has difficulty learning, the teacher makes an ineffectual effort and quickly gives up or blames the student or the student's home environment.	Accepts responsibility for the success of all students	When a student has difficulty learning, the teacher perseveres to identify effective approaches to reach the student, drawing on a broad repertoire of strategies.	Perseveres in seeking effective approaches for students who need help using an extensive repertoire of strategies and soliciting additional resources from the school and community. Maintains contact with the student to monitor and support the student's success even after the student has moved on to another class.
There is no evidence that the teacher is knowledgeable of the IEP or that the teacher modifies instruction for all students on an IEP regardless of student's learning goals.	There is some evidence that the teacher is aware of the IEP; however, the IEP is not being used to guide instruction for the student.	Modifies assessments for special education student populations in alignment with the IEPs and for other students experiencing difficulties in learning as appropriate.	Modifies assessments for special student populations as appropriate and as indicated in any IEP, working with individual students to develop a mutually acceptable plan for "success."	Modifies assessments and curriculum for special student populations as appropriate and as indicated in any IEP (as relevant), working with individual students to develop a mutually acceptable plan for "success."
.		Provides required feedback to student, roster teacher and/or parent.	Provides frequent / timely feedback to student, teacher or parent.	Provides frequent/timely feedback to student, roster teacher and parent of the results of modifications on student progress and participates as a team member in recommending needed changes in modifications.
		Assures that all students have access to current state standards/ district curriculum.	Assures that all students have access and modifications to current state standards /district curriculum.	The teacher consistently advocates for all special needs students to have direct access to current state standards/district curriculum.

17	Domain: **Professional Growth and Continuous Improvement** **Dimension: Professional Learning** **Uses Professional Growth as a Continuous Improvement Strategy**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not participate in professional development that updates their content knowledge and professional practices.	Participates in a portion of the required minimum hours of professional development. The professional development does not update their content knowledge and current professional practices.	Participates in the required minimum hours of professional development updating their content knowledge and current professional practices.	Participates in the required hours of professional development and seeks additional training to update their content knowledge and professional practices beyond what is required.	In addition to participating in the required hours of prof. development and add'l training, the teacher makes a substantial contribution to the profession through activities such as, coaching and mentoring new teachers, training teachers in professional practices, making presentations, conducting action research, working towards Master Teacher Certification and/or writing articles for grade level, department level, internal / school-wide and/or external publication. Writings that could be used as "models" may include classroom newsletters, parent / community communications, etc.

18	Domain: **Professional Growth and Continuous Improvement**			
	Dimension: Professional Accountability			
	Exhibits behaviors and efficiencies associated with professionalism.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as delineated in performance category 3 – Effective.	Exhibits inconsistent reliability-based behavior patterns as evidenced by flawed punctuality and dependability; not adhering to prescribed arrival and departure times; not following notification and reporting procedures for absences; not complying with reporting timelines and other time sensitive info./compliance requests.	Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.	Exhibits highly consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.	Serves as a model and mentor exhibiting consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.

19	Domain: **Interpersonal Skills**		**Dimension: Effective Interpersonal Skills**	
	Effective Interactions and Collaboration with Stakeholders.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Provides minimal or no information to families and colleagues and makes no attempt to engage them in the educational program.	Appears to be inconsistent and inaccurate in providing information to families and colleagues and engaging them in the educational program.	Interacts with families and colleagues in a timely, consistent, positive and professional manner. Complies with school procedures for communicating with families and colleagues and makes an effort to engage them in the educational program.	Communicates frequently and sensitively with families and colleagues and engages them in the educational program.	Communicates consistently and sensitively with families and colleagues and uses diverse methods to engage them in the educational program and supports their participation. Communication is clearly understood by diverse stakeholders.
Does not consult or collaborate with other staff members.	Plans and makes decisions assuming the result will be positive for everyone. Consults infrequently with other staff members.	Collaborates appropriately and makes decisions that reflect genuine professional consideration.	Maintains an open mind and participates in collaborative planning, reflection and decision making, respecting and considering the thoughts of colleagues.	Takes a leadership role in ensuring that all collaborative decisions, planning and reflection activities with colleagues are based on the highest professional standards. Seeks out the expertise and opinion of other professionals before considering collaborative decisions.

20	Domain: **Leadership**	**Dimension: Professional Involvement & Leadership**		
	Exhibits Positive Leadership through Varied Involvements.			
Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Consistently declines becoming involved in school or district events when asked.	Avoids becoming involved in school or district events.	Agrees to participate in school or district events when asked.	Volunteers or eagerly accepts an invitation to substantially contribute to a school or district event.	Develops or leads important school or district events.
Impedes colleagues' efforts to share their knowledge or assume professional responsibility.	Makes no effort to assume professional responsibilities or share professional knowledge with colleagues in the school or district.	Finds ways to contribute to the profession and follows through.	Actively participates in assisting other educators in their growth as professionals.	Initiates important activities contributing to the profession, such as mentoring new teachers, writing articles for publication or making presentations.
Perpetuates biased, negative or disrespectful attitudes or practices in the school that impede the school's ability to serve all students.	Rarely contributes to the modification of school practices that would result in students being better served by the school.	Assumes a proactive role in addressing student needs.	Works within a team of colleagues to ensure that all students have a fair and equal opportunity to learn and succeed in school.	Leads others to challenge and reject biased, negative or disrespectful attitudes or practices in the school that impede the school's ability to serve all students.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 14, 2020

TOPIC:

Gifted and Talented Committee

ADMINISTRATIVE RECOMMENDATION:

Approve

RATIONALE FOR RECOMMENDATION:

The district must Board Approve a District GT Committee in September every school year. The committee must meet prior to Oct. 1st. We review our GT Plan and services annually.

FISCAL NOTE:

Last year we received $172,715.00. The majority of the budget is spent on salaries – GT Teachers, Honors and AP Teachers.

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020

CHICKASHA
PUBLIC SCHOOLS
900 West Choctaw Avenue | Chickasha Oklahoma 73018
(405) 222-6500 | (405) 222-6590 Fax | www.chickasha.k12.ok.us

September 14, 2020

Memo To: Rick Croslin, Superintendent
Chickasha Board of Education

From: Pam Ladyman, Director of Special Services and Federal Programs

Re: Gifted and Talented Committee

For the purpose of meeting the duty of each school district as set forth in Section 1210.307 of Title 70 of the Oklahoma Statutes, each district board of education shall create a local advisory committee for gifted and talented education. The committee shall be appointed September of each school year for two-year terms and shall consist of parents of children identified as gifted and talented and community members who may be but are not required to be parents of students within the district.

Those recommended for the 2020-21 Chickasha Gifted and Talented Committee pending your approval include:

Parent	Role
Leslie Neal	Community
Sheena Eaton	Parent
Nicole Fewell	Parent
Annette Shaw	Parent
Jandi Howard	Parent / Teacher
Olivia Elliott	Counselor
Jeanie Lee	Teacher
Julie Young	Teacher
Jennifer Willis	Teacher
Amber White	Teacher
Debby Davis	Principal
Brandon Willis	Co-Chair, GT at BW, Grand, Lincoln
Michael Voyles	Co-Chair, GT at Chickasha Middle School
Pam Ladyman	Ex-Officio, Administrator
Carla Nicholas	Ex-Officio, Board Clerk

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 14, 2020

TOPIC:

CPS McKinney-Vento Handbook

ADMINISTRATIVE RECOMMENDATION:

Approve

RATIONALE FOR RECOMMENDATION:

This is a new Handbook created based on Federal and State guidelines related to students identified as McKinney-Vento (Homeless). This handbook puts all of the required components in one document. Once the document is approved it will be placed on the CPS Website.

FISCAL NOTE:

No Cost to the district. We have received a 3-year grant of $50,000 to help support our identified students. This is year 2 of our grant.

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020

Chickasha Public Schools McKinney-Vento Handbook 2020-2021

Rick Croslin-Superintendent
Jennifer Stegman-Asst. Superintendent
Pam Ladyman-Director of Special Services-Federal Programs

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U.S. Department of Education - USDE
Oklahoma State Department of Education - OSDE and/or SEA
Chickasha Public Schools - LEA

Introduction

The Education for Homeless Children and Youth (EHCY) program is authorized under the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) of December 2015. The Oklahoma EHCY program addresses the needs of students experiencing homelessness in Local Educational Agencies (LEAs)/Chickasha Public Schools (CPS) throughout the state, by supporting homeless liaisons and by distributing funds from the U.S. Department of Education (USDE). The Oklahoma State Department of Education (OSDE) designates a State Coordinator to provide training and technical assistance, review policies and procedures, and monitor Chickasha Public Schools for program compliance to ensure that all children and youth experiencing homelessness are able to attend and fully participate in school.

The mission of the Education for Homeless Children and Youth program at OSDE and Chickasha Public Schools is to ensure educational equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Homeless Assistance Act. The program's vision at OSDE and Chickasha Public Schools is that all students experiencing homelessness are provided the opportunity and support needed to be academically successful and able to achieve their goals.

Prohibition of Segregation

States receiving funds under 42 USC, Part B-Education for Homeless Children and Youths shall never segregate such child or youth in a separate school, or in a separate program within a school, based on such child's or youth's status as homeless. [42 USC, Section 11432(e)(3)(A)]

As an exception to this rule, "a State that has a separate school for homeless children or youths that was operated in fiscal year 2000 in a covered county shall be eligible to receive funds under this part for programs carried out in such school if—

(i) the school meets the requirements of subparagraph (C);

(ii) any local educational agency serving a school that the homeless children and youths enrolled in the separate school are eligible to attend meets the requirements of subparagraph (E); and

(iii) the State is otherwise eligible to receive funds under this part."

[42 USC, Section 11432(e)(3)(B)]

Definition of Homelessness

Federal Definition of Homelessness
Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, Section 11434(a)(2) defines homeless children and youth as those who lack a fixed, regular, and adequate nighttime residence. The law provides several examples of situations that meet the definition. This includes children and youth:

- sharing housing due to a loss of housing, economic hardship, or a similar reason.
- living in hotels, motels, trailer parks, or camping grounds due to a lack of alternative adequate housing;
- living in emergency or transitional shelters; abandoned in hospitals;
- living in a public or private place not designated for, or normally used as, a regular sleeping accommodation for human beings;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar places; and/or I
- living in one of the above circumstances and who are migratory.

A *fixed residence* is one that is stationary, permanent, and not subject to change.

A *regular residence* is one that is used on a regular (i.e. nightly) basis.

An *adequate residence* is one that is sufficient for meeting both the physical and psychological needs typically met in home environments.

These determinations should be made on a case-by-case basis. In general, children or youth living on the streets, transitional housing shelters, cars, abandoned buildings, and other inadequate accommodations are considered homeless.

The USDE further specifies the following categories of homeless children and youth:

- Children and Youth in Transitional Shelters – Children and youth staying temporarily in trailer parks or camping areas because they lack adequate living accommodations should be considered homeless. Those living in trailer parks or camping areas on a long-term basis in adequate accommodations are not considered homeless;
- Doubled-Up Children and Youth – Children and youth who are sharing housing with other families or individuals are considered homeless if they are doubled-up because of a loss of housing, economic hardship, or another similar situation. Families living in

doubled-up accommodations voluntarily to save money generally are not considered homeless;

- Foster Children and Youth – The Every Student Succeeds Act of 2015 (ESSA) removed "awaiting foster care placement" from the definition of homeless children and youth under the McKinney-Vento Act;
- Incarcerated Children and Youth – Children and youth who are incarcerated for violation or alleged violation of a law should not be considered homeless, even if prior to their incarceration they would have been considered homeless because they were living in inadequate accommodations. Children and youth who are under the care of the State and are being held in an institution because they have no other place to live should be considered homeless. Once these children or youth are placed in more permanent facilities, they are no longer considered homeless;
- Migratory Children and Youth – Migratory children and youth should not be considered homeless simply because they are children of migratory families. To the extent that migratory children are staying in accommodations not fit for habitation, they should be considered homeless;
- Runaways – Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the streets, or other inadequate accommodations are considered homeless, even if their parents have provided and are willing to provide a home for them;
- School-Age Unwed Mothers – In general, if school-age unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they should be considered homeless. However, if they are staying in such a home only temporarily to receive specific health care or other services, and intend to move to adequate accommodations, they are not considered homeless;
- Sick or Abandoned Children and Youth – There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because they have been abandoned by their families. These children and youth should be considered homeless because they have no other place to live. Children and youth who were homeless prior to hospitalization should be considered to be homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital;
- Throwaways – Throwaway children or youth (i.e. those whose parents or guardians will not permit them to live at home) are considered homeless if they live on the streets, in shelters, or in other transitional or inadequate accommodation.

General Information

In order to better support the education of homeless children and youth, the McKinney-Vento Homeless Assistance Act requires a compound of activities to be implemented by the State Educational Agencies (SEAs) and the Local Educational Agencies. Among the most notable support activities are requirements for Chickasha Public Schools includes but is not limited to:

- Review and revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, and success in the education of homeless children and youth;
- Use the McKinney-Vento Homeless Assistance Act definition of homeless when identifying and determining which students are eligible for services;
- Designate a local liaison to coordinate services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically;
- Coordinate the local plan required under Title I, Part A with the needs of homeless children and youth, including making a mandatory set-aside of funds under Title I, Part A to serve homeless children and youth;
- Implement procedures to ensure homeless children and youth receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school;
- School counselors to assist and advise homeless children and youth to improve college preparation and readiness;
- Inform unaccompanied homeless youth regarding their independent status on the Free Application for Federal Student Aid (FAFSA). - See Appendix

The McKinney-Vento Homeless Assistance Act guarantees to homeless children the following rights:

- to immediately enroll in school;
- to attend school in school of origin or in the attendance area where the family currently resides;
- to receive transportation to school of origin if requested by parents and is in the best interest of the child;
- to receive comparable services as other schoolmates including transportation and supplemental services;
- to attend school along with children who are not homeless;
- to have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit.

The McKinney-Vento Act includes, among other things, new or changed requirements focused on:

- Identification of homeless children and youths;
- Preschool-aged homeless children, including clarification that local liaisons must ensure that these children and their families have access to and receive services, if eligible, under LEA administered preschool programs, including Head Start, Part C of the Individuals with Disabilities Education Act (IDEA) (Early Intervention Program for Infants and Toddlers with Disabilities), and other preschool programs administered by the LEA;
- Collaboration and coordination with other service providers, including public and private child welfare and social services agencies; law enforcement agencies; juvenile and family courts; agencies providing mental health services; domestic violence agencies; child care providers; runaway and homeless youth centers; providers of services and programs funded under the Runaway and Homeless Youth Act; and providers of emergency, transitional, and permanent housing, including public housing agencies, shelter operators, and operators of transitional housing facilities;
- Professional development and technical assistance at both the State and local levels;
- Removing enrollment barriers, including barriers related to missed application or enrollment deadlines, fines, or fees; records required for enrollment, including immunization or other required health records, proof of residency, or other documentation; or academic records, including documentation for credit transfer;
- School stability, including the expansion of school of origin to include preschools and receiving schools, and the provision of transportation until the end of the school year, even if a student becomes permanently housed;
- Privacy of student records, including information about a homeless child's or youth's living situation; and
- The dispute resolution process.

Potential Warning Signs of Homelessness

While the following are considered common signs, please recognize that they only offer general guidance. There is significant variability within the school-age homeless population. Individual students may differ significantly from the following general characteristics.

- Enrollment at multiple schools, lack of records, gaps in learning, poor/inconsistent attendance, inability to pay fees, poor organizational skills, poor ability to conceptualize;
- Poor hygiene, unmet medical/dental needs, respiratory problems, skin rashes, chronic hunger or food hoarding, fatigue and falling asleep in class;
- Erratic attendance and tardiness, numerous absences, lack of participation in field trips and/or afterschool activities, inability to contact parents;
- Lacking shower facilities/washers, etc., wearing clothes several days, inconsistent grooming;
- Social and behavioral challenges, such as extreme shyness, withdrawal, or aggression; clinginess; poor self-esteem; difficulty with peer and/or adult relationships; poor attention span; developmental delays; fear of abandonment; anxiety late in the school day;
- Consistent lack of preparation for school, incomplete or missing homework, lack of basic school supplies; inability to complete special projects, loss of books and supplies on a regular basis, elevated concern for safety of belongings.

McKinney-Vento Act Requirements

The U.S. Department of Education (USDE) requires all school districts including Chickasha Public Schools, with and without subgrants, to submit information to determine the extent to which homeless children and youth have access to a free, appropriate, public education under Title IX, Part A of ESSA. All data reported must be based on actual student enrollment. Estimated numbers are not acceptable.

Implement a system to collect the needed data on each homeless student who is identified and enrolled. This data collection can be facilitated by the use of an intake form at the time of enrollment, or when a currently enrolled child becomes identified as homeless.

Policy Review and Revision Requirements

Annually, Chickasha Public Schools must review and revise any laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, and success in schools of homeless children and youth. In the review of such laws, regulations, practices, or policies, Chickasha Public Schools should give specific consideration to the laws regarding the following areas:

- Identification
- School Selection
- Enrollment
- Transportation
- Services
- Resolution of Disputes
- Free Meals
- Title I
- Training
- Coordination
- Preschool
- Appropriate Credit for Full or Partial Coursework Satisfactorily Completed

Best Interest Determination for School Placement

The McKinney-Vento Act requires schools to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the school in the residency area where the child is currently living. Individuals may be consulted when determining what placements are in the child's or youth's best interest.

Chickasha Public Schools Responsibilities

The McKinney-Vento Act provides several LEA requirements for serving homeless children and youth. Under section 42 U.S.C. §11432(g)(3) LEAs must:

- Immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during any period of homelessness;
- Assist with obtaining immunizations or other required health records;
- Continue a homeless child's or youth's education in the school of origin for the duration of homelessness and for the remainder of the academic year, even if the child or youth becomes permanently housed during an academic year;
- Enroll the homeless child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend;
- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent, guardian, or unaccompanied youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the parent, guardian or unaccompanied youth;
- Provide a written explanation of the reasons for the decision, including information regarding the right to appeal to the parent, guardian, or unaccompanied youth, if CPS sends the child to a school other than the one requested.
- Enroll the child or youth immediately in the school in which enrollment is sought if a dispute rises over eligibility, school selection or enrollment in a school, pending final resolution of the dispute;
- Provide services comparable to those received by other students in the school.
- Treat information about a homeless child's or youth's living situation with confidentiality, as a student education record;
- Coordinate with local services agencies and other agencies or entities providing services to homeless children and youth and their families, including services and programs funded under the Runaway and Homeless Youth Act.

Chickasha Public Schools McKinney-Vento Policy and Procedures

1. The District McKinney-Vento Liaison will work with site principals to determine their site McKinney-Vento Liaison.
2. Due to the fact that the homeless/McKinney-Vento category is self-identifying, it will be necessary for the proper form to be filled out before school begins. There needs to be uniformity district wide to ensure all students are identified. Prior to the 2020-21 school year, a plan was established to have all sites develop an enrollment confirmation date when parents can come and complete all required enrollment documents.
3. This enrollment confirmation plan was determined by the district principals and the administrative team and will encompass a one week period. Site volunteers will be needed to assist with the confirmation/enrollment process.
4. The following steps will be taken by each site as the forms are completed:
    a. Enrollment Confirmation - A site liaison will need to be determined and will be responsible for gathering the forms. This person will place all McKinney-Vento documents in a binder, identify the students who qualify for services, and place the information where it can be used to assist students/families which require services.
    b. Binders are divided by grade level - in alphabetical order
    c. Place the identified students in a tab at the front of the notebook
    d. Homeless children and youth should not be stigmatized by school personnel or segregated on the basis of their status as homeless.
5. The students will then be listed on a Google doc to monitor absences, discipline referrals, and other assessment results. The district enrollment clerk can help set up Site Liaisons with the Wen-GAGE Mobile Student App to monitor student progress.
6. Once a student is identified, a district letter will be sent to the family which will include a list of available resources.
7. Wen-GAGE, the district student information system will be updated to include McKinney-Vento, which will be used instead of the word "Homeless".
8. Students who are identified will be monitored at least every 2 weeks. Things to be considered would be attendance and behavior issues.

9. In addition, students who are identified will be monitored for extracurricular activities. We need to determine if the fact that they do not have a permanent residence is keeping them from participating. This may include student fees. A student identified as McKinney-Vento may have his/her fees paid with McKinney-Vento or Title I funds. If such funds are not available the fees may be waived by the district.
10. *New enrollees* after the start of school or enrollment confirmation will be as follows:
    a. Parents/guardians will complete all of the forms at the Administration building
    b. Administrative staff will look at the form to determine if students meet the Self-Identification requirement
    c. The original will be sent to the office of the Director of Special Services and filed in the site notebook and the student will be identified in Wen-GAGE.
    d. The Director of Special Services/District Homeless Liaison will scan the forms of qualified students to the site liaison.
    e. Site liaison will add the student to the McKinney-Vento Google Sheet for monitoring.
    f. If the site secretaries learn of a change in living arrangements of a student they will work with the site liaison to determine if the student qualifies for McKinney-Vento services.
    g. A new McKinney-Vento form will be completed and sent to the Director of Special Services. The Director will change the status of the student in Wen-GAGE and file the new form in the appropriate binder.
11. Once a student is identified they are to remain on the McKinney-Vento list until the beginning of the next school year. If circumstances change throughout the year, they will still remain on the list.
12. If a student's status changes during the school year and they are no longer rent/own their home, they will be given a new McKinney-Vento form. They would then be eligible to receive services.
13. McKinney-Vento status is for the current school year. It will be important to update all information at the beginning of each school year.

14. McKinney-Vento students are afforded the same rights as IDEA students regarding Family Educational Rights and Privacy Act (FERPA) and Confidentiality. A student's McKinney-Vento status should only be shared with those who have an educational need to assist the student.
    a. Homeless children and youth should not be stigmatized by school personnel or segregated on the basis of their status as homeless.
    b. FERPA outlines to whom records can be released and under what conditions, which can be especially important when enrolling students who are identified as homeless or an unaccompanied youth. FERPA does allow for the transfer of records from one local agency to another without parental consent, as long as the LEA had made a reasonable attempt to notify the parent of the disclosure or includes the district's annual FERPA notification to parents at that school records will be forwarded to enrolling schools. This allows districts to easily get records needed for unaccompanied homeless youth.
    c. IDEA contains specific timelines that begin as soon as students with disabilities enroll; working with the district's special education department can ensure a smooth transition from homeless students who have disabilities.
15. Due to the fact many students identified as McKinney-Vento move often and struggle to earn credits. Federal guidelines for McKinney-Vento allow for transcripting 9-week credit at 0.25.

Chickasha Public Schools Homeless Liaison Duties

District and Site McKinney-Vento Liaison

- District McKinney-Vento Liaison is determined by the District Superintendent. The current District Liaison is Director of Special Services.
- The District McKinney-Vento Liaison will work with site principals to determine their site McKinney-Vento Liaison

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McKinney-Vento District Liaison's Responsibilities

- Review and revise policies or practices that act as barriers - District and Site Liaisons develop, review and revise policies to reduce barriers and support students identified as McKinney-Vento. Identify potential barriers such as but not limited to participating in extracurricular activities, assisting with student fees and equipment which may limit a student's participation.
- Identification and enrollment - Homeless children and youths are identified by school personnel through outreach and coordination with other agencies.
- Link to educational services - Homeless families, children and youths have access to and receive educational services for which they are eligible, including Head Start programs, early intervention services under Part C of Individuals with Disabilities Education Act (IDEA), and other preschool programs administered by Chickasha Public Schools.
- Link to related services - Homeless families, children, and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
- Provide parents with opportunities to participate in children's education - The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Post public notice - Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to parents and guardians and unaccompanied youth.
- Mediate disputes - Enrollment disputes are mediated.
- Inform parents of transportation services - The parent or guardian of a homeless child or youth, and any unaccompanied homeless youth is fully informed of all transportation services, including transportation to the school of origin.

- Provide professional development - School personnel who serve homeless children and youths receive professional development and other support.
- Provide opportunities to prepare and assist students for post-secondary opportunities - Unaccompanied homeless youths are enrolled in school, have opportunities to meet the same challenging State academic standards established for other students, and are informed of their status as independent students and assisted to receive verification of their status for completing the Free Application for Federal Student Aid (FAFSA).
- Ensure accurate data reporting - Complete and submit Federal and State reports.

McKinney-Vento Site Liaison's Responsibilities

- Identification and Enrollment - The Site Liaison will be responsible for gathering the Student Enrollment Questionnaire forms. This person will place all McKinney-Vento documents in a binder, identify the students who qualify for services, and place the information where it can be used to assist students/families which require services.
    a. Binders are divided by grade level - in alphabetical order
    b. Place the identified students in a tab at the front of the notebook
    c. Homeless children and youth should not be stigmatized by school personnel or segregated on the basis of their status as homeless.
- Notification to parent, guardian, youth - Once a student is identified, a district letter will be sent to the family which will include a list of available resources.
- Provide parents with opportunities to participate in children's education - The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Monitor Students - The students will then be listed on a Google doc to monitor absences, discipline referrals, and other assessment results. Site Liaisons can be set up with the Wen-GAGE Mobile Student App to monitor student progress.
- Assist in reviewing and revising policies or practices that act as barriers - District and Site Liaisons develop, review and revise policies to reduce barriers and support students identified as McKinney-Vento. Identify potential barriers such as but not limited to participating in extracurricular activities, assisting with student fees and equipment which may limit a student's participation.
- Link to educational services - Homeless families, children and youths have access to and receive educational services for which they are eligible, including Head Start programs, early intervention services under Part C of Individuals with

Disabilities Education Act (IDEA), and other preschool programs administered by Chickasha Public Schools.

- Link to related services - Homeless families, children, and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
- Provide professional development - School personnel who serve homeless children and youths receive professional development and other support.
- Provide opportunities to prepare and assist students for post-secondary opportunities - Unaccompanied homeless youths are enrolled in school, have opportunities to meet the same challenging State academic standards established for other students, and are informed of their status as independent students and assisted to receive verification of their status for completing the Free Application for Federal Student Aid (FAFSA).

Chickasha Public Schools Dispute Resolution Policy

Parents, guardians, or unaccompanied youths experiencing homelessness and schools or school districts may disagree on issues related to eligibility for McKinney-Vento services, school enrollment, and school selection. In most cases, parties can resolve these issues before entering into a fodmap dispute; however, there are times when an informal resolution is not possible and the intervention of an objective third party must be pursued.

When a dispute arises over eligibility, or school selection, or enrollment in a school, the law requires the following minimum procedures:

1. The child or youth "shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
2. The parent, guardian, or unaccompanied youth must be provided with a written explanation of any decisions related to school selection or enrollment made by the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to apparel such decisions.
3. The parent, guardian, or unaccompanied youth must be referred to the local liaison, who will carry out the dispute resolution process as expeditiously as possible.

McKinney-Vento dispute procedures apply to any dispute arising under the Act, including disputes over questions such as:

- Eligibility - Does the child or youth requesting enrollment meet the definition of homeless such that immediate enrollment is required, regardless of missing school records, proof of residency, immunization and other required health records, laco of parent or guardian, or other documentation?
- School Selection - Is it in the child's or youth's best interest to continue attending the school of origin or to enroll in the local attendance area school? Does the parent's, guardian's, or unaccompanied youth's preference conflict with the school's determination of best interest?
- Participation - Is the child or youth attending classes immediately, even if the school has not yet received school records, including special education records, immunization or other required health documents? Is the student provided full participation in school activities? Is enrollment granted immediately in any public

school that non-homeless students who reside in the same area as the homeless child or youth are eligible to attend?

- Transportation - Is the school district required to provide transportation to a student in a particular situation? Does the transportation provided permit the child to attend classes and participate fully in school activities?

School District Level

Every effort must be made to resolve the complaint or dispute at the school district level before it is brought to the OSDE. It is the responsibility of the school district to inform the complainant of the district's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

1. Notify the district's homeless liaison.
    a. Request a copy of or access to the district board of education policies addressing the education of homeless children and youths and review them. Make an appointment with the homeless coordinator to discuss the complaint.
    b. If the dispute is not resolved after the initial discussion with the district's homeless liaison, the complainant may file a complaint in writing to the district's homeless liaison for further review.
    c. In the complaint include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the complaint was received by the district's homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.
2. If the dispute is not resolved at the district homeless coordinator level, the complaint may be forwarded to the superintendent of the district for review followed by a meeting with the superintendent to discuss the dispute. The complainant should request from the superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree on an extension; however every effort should be made to resolve the complaint in the shortest possible time.
3. If the dispute is not resolved at the district superintendent level, the complainant may take the matter before the school district board of education for resolution.

State Level

If a dispute is not resolved in a satisfactory manner at the school district level, the complaint may be brought to the OSDE. Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:

1. Address the complaint to the State Homeless Coordinator, Oklahoma State Department of Education, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105. Include in the complaint:
    a. A detailed description of the dispute
    b. The name(s) and age(s) of the children involved
    c. The name(s) of involved school district personnel and the district(s) they represent
    d. A description of attempts that were made to resolve the issue at the school district level
2. The Team Leader of the Office of Grants Planning will inform the involved school district(s) of the complaint. The team leader or team leader's designee will gather needed information including documentation and statements of the parties and may conduct an independent investigation through an on-site visit if necessary.
3. Within thirty (30) days after receiving a complaint and investigating the complaint, the theme leader will make a determination regarding the allegations on the complaint and will inform the parties, in writing, of the decision. The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.
4. If a complainant disagrees with the decision, the complainant may, within tem (10) working days, appeal the decision to the Deputy State Superintendent of Public instructions. This appeal must be in writing and state the reasons why the complainant disagrees with the decision.
5. Within thirty (30) days after receiving the appeal, the Deputy State Superintendent of Public Instruction will render a final decision and notify the complainant and all other interested parties in writing. Although the standard procedure allows thirty (30) days for response, every effort will be made to resolve the complainant in the shortest possible time.
6. While the dispute is ongoing, the child(ren) in question must be enrolled in and attending school. If the dispute revolves around which school is the school of best interest for the child, the child shall remain in the school they currently attend until the dispute is resolved, unless arrangements already implemented allow the child to attend the school of origin.

FAQS

Q: **If a family becomes permanently housed during the school year, does the student's homeless status change?**
A: No. They continue to be identified as homeless and receive services for the remainder of the current school year. This includes the right to continue attending the school that they have been attending and receiving services such as transportation, free lunch, fee waivers, etc. The students will then attend the boundary school of their permanent address the next school year. Homeless Liaison should notify the family that the students must attend the boundary school of the new address the next school year.

Q: **How do you determine if a student meets the definition of being identified as homeless?**
A: The best way to determine if families are eligible is to ask them questions that focus on "is the living situation FIXED, REGULAR, and ADEQUATE".

- FIXED: Stationary, permanent, not subject to change
- REGULAR: Used on a predictable, routine, consistent basis.
- ADEQUATE: lawfully and reasonably sufficient, sufficient for meeting the physical and psychological needs typically met in a home environment. You can ask yourself: "Can the student go to the SAME PLACE (fixed) EVERY NIGHT (regular) to sleep in a SAFE AND SUFFICIENT SPACE (adequate)?

Q: **How can you determine if a family or unaccompanied youth that is sharing a house with another family meets the definition of homelessness?**
A: A family must be sharing the home of others due to economic hardship, loss of housing, or a similar reason. Just because they are living with another family, does not mean that they qualify to be identified as homeless. OSDE - TITLE IX, PART A HANDBOOK 19 Here are some examples: A family chooses to move in with grandma because grandma needs someone to care for her. - does NOT qualify to be identified as homeless. A family moves into Mom's boyfriend's house because she wants to live with him. - does NOT qualify to be identified as homeless. A family was evicted from their home and cannot afford a new place so they are living with an uncle. - DOES qualify to be identified as homeless. A mother and her children are fleeing from a domestic violence situation and are currently living with a friend. - DOES qualify to be identified as homeless.

Q: **What does the term "unaccompanied youth" mean?**
A: Unaccompanied youth are students who are living WITHOUT a parent or legal guardian. An unaccompanied youth can be difficult to identify. This includes students who were kicked out or who have run away. This does NOT include foster care or any other out of home placements made by the courts. This also does NOT include parents who have made arrangements for their student to live with someone else. Some examples include:

- A student who was kicked out of the home and is currently living with a family member or friend. - DOES qualify to be identified as an unaccompanied youth and homeless.
- A student who has run away from home and is staying with a family member or friend. - DOES qualify to be identified as an unaccompanied youth and homeless.
- The parent is currently homeless and the child has to stay with a family member so the child is not in a shelter with the parent. - DOES qualify to be identified as an unaccompanied youth and homeless.
- The parent is currently incarcerated and an out of home placement has not been made by the courts. - DOES qualify to be identified as an unaccompanied youth and homeless.
- The parent decided that the student is going to live with a grandparent because mom doesn't want to have her child attend a specific school. - does NOT qualify to be identified as an unaccompanied youth or homeless.
- Arrangements have been made for a student to stay with someone else, if the parent gives consent for the child to stay somewhere other than with the parent. - does NOT qualify to be identified as an unaccompanied youth or homeless.

Q: **If a student is an unaccompanied youth, can they automatically be identified as a homeless student?**
A: No. The unaccompanied youth still needs to meet the definition of homeless.

Q: **Are children who are awaiting foster care placement still eligible for services under the McKinney-Vento Act?**
A: The McKinney-Vento Act no longer includes children and youths who are awaiting foster care placement in the definition of "homeless children and youths." This means that children who are awaiting foster care placement will no longer be considered homeless and will therefore not be eligible for McKinneyVento services unless they meet the revised definition of "homeless children and youths."

Contacts:

Chickasha Public Schools Homeless Liaison:
Pam Ladyman, Director of Special Services/Federal Programs 405-222-6500
pladyman@chicksha.k12.ok.us

Oklahoma State Department of Homeless Liaison:
Tammy Smith Program Specialist 405.522.3260 Tammy.Smith@sde.ok.gov

Sources for this document:

- *Oklahoma State Depart of Education - Title IX, Part A Handbook*
- *National Center for Homeless Education (NCHE) nche.ed.gov*
- *SchoolHouse Connection*
- *Schoolhouseconnection.org*
- *McKinney-Vento Education for Homeless Children and Youth Act, 42 USC*
- *Every Student Succeeds Act (ESSA), July 31, 2018*
- *Office of Management and Budget (OMB), 2 CFR Chapter I, Chapter II, Part 200, December 26, 2013*

Forms and Community Resources

- McKinney-Vento Letter to Families
- Student Enrollment Questionnaire
- Best Interest Determination for School Placement
- Dispute Resolution
- Independent Student Status of Unaccompanied Homeless Youth Determination for FAFSA and Grant
- Community Resources for students Identified as Homeless

CHICKASHA
PUBLIC SCHOOLS
900 West Choctaw Avenue | Chickasha Oklahoma 73018
(405) 222-6500 | (405) 222-6590 Fax | www.chickasha.k12.ok.us

Dear Parents or Guardians,

If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.

  *If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students according to your children's needs.

If you believe your children may be eligible, contact your district liaison, Pam Ladyman at 405-222-6500 or the state liaison at 405-522-3260 to find out what services and supports may be available. There also may be supports available for your preschool-age children.

Respectfully,

Chickasha Schools

Chickasha Public Schools

Enrollment Questionnaire / *Cuestionario de Inscripción*

Student Name: *Nombre del estudiante*		Today's Date: La *Fecha de hoy*
Date of Birth: ¿Cuál es la fecha de nacimiento de su hijo?	Grade: *Grado*	School: ☐ BWECC ☐ Grand ☐ Lincoln *¿A qué escuela asiste su hijo?* ☐ CMS ☐ CHS

Your child may be eligible for additional educational services through Title X, Part C McKinney-Vento Assistance Act. Eligibility can be determined by completing this questionnaire. ***Votre enfant peut être admissible à d'autres services éducatifs par l'entremise de la Loi sur l'aide mckinney-vento du titre X, partie C. L'admissibilité peut être déterminée en remplissant ce questionnaire.***

Where are you and your family currently living? *¿Dónde vive actualmente usted y su familia?*
Please check one of the boxes below. *Veuillez cocher l'une des cases ci-dessous.*

Section A

☐ Rent/own my own home or apartment/ *Alquilar/Poseer mi propia casa o apartamento*

STOP: *If you checked the box that you rent/own your own home or apartment skip to the bottom of the page, sign the form, and then submit to school personnel. If you do not rent/own your own home or apartment, please continue to the next section.* **STOP:** *Si marcó la casilla que alquila/posee su propia casa o apartamento, vaya a la parte inferior de la página, firme el formulario y, a continuación, envíelo al personal de la escuela. Si no alquila/posee su propia casa o apartamento, continúe con la siguiente sección.*

Section B

☐ Temporarily with another family member or friend until we can locate affordable housing/ *Temporalmente con otro familiar o amigo hasta que podamos localizar viviendas asequibles*
☐ In an emergency or transitional shelter/ *En un refugio de emergencia o transición.*
☐ In a vehicle, park, campground, or on the streets/ *En un vehículo, parque, campamento o en las calles.*
☐ In a house, building, or trailer WITHOUT running water or electricity/ *En una casa, edificio, o casa móvil SIN agua potable o electricidad.*
☐ In a hotel or motel/*En un hotel o motel o hasta que podamos encontrar una vivienda económica*
☐ With an adult that is not a parent or legal guardian/ *Avec un adulte qui n'est pas un parent ou un tuteur légal*
☐ Alone or in different locations, without an adult serving as a caregiver/*Solo o en diferentes lugares, sin un adulto que sirve como cuidador (jóvenes no acompañados)*
☐ Wherever I can find a place to stay at night/*Dondequiera que pueda encontrar un lugar para alojarse por la noche*
☐ Other Please Explain/ *Otros, por favor explique*:_____

If you checked a box in section B, in the space below please list all children currently living with you. ***Si marcó una casilla en la Sección B, en el siguiente espacio, enumere TODOS los niños que viven actualmente con usted.***

First and Last Name of Student /*Prénom et nom de famille de l'étudiant*	Gender/ *El género*	Date of Birth/*Fecha de nacimiento*	Age/*Edad*	Grade/*Grado*
	☐ M ☐ F			
	☐ M ☐ F			
	☐ M ☐ F			
	☐ M ☐ F			
	☐ M ☐ F			

Would you like to be contacted by an employee of the school to discuss additional educational services that may be available to your child? *Aimeriez-vous être contacté par un employé de l'école pour discuter des services éducatifs supplémentaires qui pourraient être offerts à votre enfant?* ☐ YES/Sí ☐ NO

The undersigned certifies that the information provided is correct and accurate. *Le soussigné certifie que les renseignements fournis sont exacts et exacts.*

(Type) Parent/Guardian or Adult Caring for the Student: _____ **Relationship to Student:**_____
Escriba)Parent/Tuteur ou Adulte s'occupant de l'élève ***¿Cuál es su relación con el niño?***

_____
Street Address/La dirección **City/La ciudad** **State/ El estado** **Phone Number/*¿Cuál es su número de teléfono?***

Signature/*Firma*: _____ **Date/ La *Fecha de hoy*:**_____

Email Address/*¿Cuál es tu email?*: _____

OKLAHOMA STATE DEPARTMENT OF EDUCATION
— CHAMPION EXCELLENCE —

McKinney-Vento
Best Interest Determination (BID) for School Placement

The McKinney-Vento Act requires schools to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the school in the residency area where the child is currently living. Individuals who may be consulted when determining what placement is in the child's or youth's best interest include:

- the child or youth experiencing homelessness,
- the parents or caretakers of the child or youth,
- school division homeless liaisons,
- school principals/administrators,
- the student's teacher(s),
- homeless shelter personnel,
- school social workers,
- school counselors, and
- the student's attorney.

It is the school district's responsibility to determine the school of origin and residency, and to resolve any conflict concerning the school placement focusing on the best interest of the student. Whenever possible, the school district should comply with the parents'/guardians'/unaccompanied homeless youth's wishes. If the school district and parent/guardian/unaccompanied youth do not agree on the appropriate placement, the district's Enrollment Dispute Resolution Process must be followed. The student should be enrolled in the school that the parent or unaccompanied homeless youth have chosen until the resolution process has been completed. If the school or origin is determined to be the best placement, the local homeless education liaisons from both divisions must work together to arrange transportation.

The McKinney-Vento Act requires that a child or youth experiencing homelessness attend:

- ❖ *The school of origin*: the school that the child or youth last attended when permanently housed or the school in which the student was last enrolled, including preschool (administered by the district) and feeder schools; or
- ❖ *The school of residency*: the school identified by the attendance zone in which the student is currently physically staying. (IF students in the attendance area have additional options, the student may enroll in such an option IF there is room in the program and student meets any eligibility criteria).

Whether the child or youth will attend the school of origin or the school of residency, enrollment should take place immediately.

The following form documents the determination for school placement that is in a student's best interest. It is recommended that the liaison use these listed considerations to discuss the school enrollment options with the parent/youth. If the new residence is in another school district, the liaison from the new district should be included in the conversation, as a best practice, to endure smooth transitions or the provision of transportation that may be shared. The information collected documents agreement about school enrollment OR provides the input needed to craft the justification for a written explanation should the parent/youth disagree. Liaisons should maintain this form with their case notes.

OKLAHOMA STATE DEPARTMENT OF EDUCATION — CHAMPION EXCELLENCE

McKINNEY-VENTO
BEST INTEREST DETERMINATION FORM
SCHOOL ENROLLMENT OF STUDENT IN OUT-OF-HOME PLACEMENT

A copy of this document shall be kept in the student's education record.

Student's Name: _____

Student State Testing Number (STN): _____ DOB: _____

Current School: _____ Grade: _____

Previous School(s): _____

Date of Best Interest Determination Meeting: _____

Best Interest Determination: A Checklist for Decision Making

Use the following checklist as a guide to assist with making the determination of what is in the best interest of the child or youth. Place a check in the box for each area of consideration that applies, either in the Remaining in the School of Origin column or Transferring to a New School. If needed, write notes on additional pages and attach to this form.

Remaining in the School of Origin Considerations

- ☐ **Social/emotional considerations** – the student's social and emotional wellbeing will be negatively affected if transferred to a new school (considerations include age of the student, location of siblings, etc.)
- ☐ **Length of anticipated stay in an out-of-home placement location** – in light of the anticipated short duration of the stay, the student would benefit from the continuity offered by remaining at the school of origin where meaningful relationships exist.
- ☐ **Continuity of instruction** – the student has experienced frequent school changes or has attended the school of origin for an extended period of time, and would be best served by remaining at the school of origin (considerations include credits necessary for graduation and preparation for future instruction).
- ☐ **Academic performance** – the transfer will significantly and adversely affect the student's academic performance.
- ☐ **Unique educational needs or academic and extracurricular interests** – the student's special educational needs (IEP or 504 Plan) or unique academic and extracurricular interests cannot be met at the potential receiving school.
- ☐ **Safety of the student** – the school of origin is a safe environment for the student.
- ☐ **Transportation considerations** – the advantages of remaining in the school of origin outweigh any potential disadvantages presented by the length of the commute.

Transferring to a New School Considerations

- ☐ **Social/emotional considerations** – the student's social and emotional wellbeing will be positively affected or will be substantially affected if transferred to the potential receiving school (considerations include age of the student, location of siblings, etc.)
- ☐ **Length of anticipated stay in an out-of-home placement location** – the student's current living situation appears to be stable and unlikely to change suddenly, so the student will benefit from establishing new relationships with school peers in the potential receiving school.
- ☐ **Continuity of instruction** – the student has not attended the school of origin for very long and will be best served at the potential receiving school (considerations include credits necessary for graduation and preparation for future instruction).
- ☐ **Academic performance** – the transfer will not significantly and adversely affect the student's academic performance.
- ☐ **Unique educational needs or academic and extracurricular interests** – the student's special educational needs (IEP or 504 Plan) or unique academic and extracurricular interests can be met at the potential receiving school.
- ☐ **Safety of the student** – the new school will be a safer environment for the student.
- ☐ **Transportation considerations** – the length of the commute to the school of origin is excessive and may adversely affect the student's concentration, attitude, or readiness for school.

Attach all documents relevant to the student's best interest determination. Check any that apply.

- ☐ Report Cards/Progress Reports
- ☐ Achievement Data (test scores)
- ☐ Attendance Data
- ☐ IEP Plan or 504 Plan
- ☐ Correspondence from individuals consulted
- ☐ Other: _____

Best Interest Determination Meeting Participants

In reaching the best interests determination, the Homeless Liaison should make all reasonable efforts to include or consult individuals with knowledge of the student (student's attorney, parent, parent surrogate, and legal guardian) in addition to representatives of the LEA and any other person with information relevant to the best interest determination, including the student, if appropriate. The following individuals provided input in determining the school placement.

Relationship to Student	Name	Contact Information

Best Interest Determination

- ☐ It is not in the student's best interest to remain enrolled in the school of origin. The student will be enrolled in the school serving the current residence.
  Name of School: _____

NOTE: If a change in enrollment is in the student's best interest, enrollment should take place immediately at the new school. To enroll the student in the new school, all that is needed is documentation showing that the student is in out-of-home placement, the address of the out-of-placement, proof of authorization to enroll the student in school, and identification of the person enrolling the student. All other educational records will be provided to the new school promptly and in accordance with state and federal law.

- ☐ It is in the student's best interest to remain enrolled in the school of origin.
  Name of School: _____

Interim Transportation Plan

Complete only if the student will remain in the school of origin.

While the LEA works to develop and establish a Transportation Plan for the student to attend the school of origin from the out-of-home placement, a period of time that could be up to five (5) school days, the student will transported to the school of origin in the following manner:

Considerations for the LEA in Establishing a Transportation Plan for the Student

Complete only if the student will remain in the school of origin.

In developing a Transportation Plan, the LEA should consider the following needs of the student (add additional sheets if needed):

_____

_____

_____

Homeless Liaison Name | Homeless Liaison Signature | Date

Dispute Resolution Form – Homeless Education

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students and their parents/guardians. Guidance for school selection is provided in law. The law includes dispute resolution among the required duties of the local district liaison. For more information, consult the Dispute Resolution Procedure.

LEVEL 1: LIAISON DETERMINATION

Date Complaint Received: _____

Name of District: _____ Telephone Number: _____

Student's Name: _____

Area of concern (e.g. School of Origin): _____

Relevant Evidence:

Determination:

Liaison's Signature: _____ Date of Resolution: _____

APPEAL

Petitioner signature: _____ Date: _____

Question at issue on appeal:

LEVEL 2: MEDIATION

Parties Present: _____

Attach notes from Mediation.

Determination:

Liaison's Signature: _____ Date of Resolution: _____

APPEAL

Question at issue on appeal:

LEVEL 3: STATE COORDINATOR DETERMINATION

Date Complaint Received: _____

Area of concern (e.g. School of Origin): _____

Relevant Evidence:

Determination:

State Coordinator's Signature: _____ Date of Resolution: _____

APPEAL

Question at issue on appeal:

LEVEL 4: FINAL STATE DETERMINATION

Area of concern:

Final Resolution:

Administrator's Signature: _____ Date: _____

Independent Student Status of Unaccompanied Homeless Youth Determination for the 2020-2021 FAFSA.

To Whom It May Concern:

I am providing this letter to convey my determination that after July 1, 2019, [NAME OF STUDENT] was

(an unaccompanied homeless youth, as defined by the College Cost Reduction and Access Act and the U.S. Department of Education's July 29, 2015, Dear Colleague Letter.

(an unaccompanied, self-supporting youth at risk of homelessness.

Student's SSN:

Student's DOB:

Student's Mailing Address: [*if the student does not have a stable address, you may list the name, phone number and mailing address of a friend or relative, or the school*]

As per the College Cost Reduction and Access Act (Public Law 110-84), I am authorized to document this student's living situation and determine his/her independent student status as an unaccompanied homeless youth or unaccompanied, self-supporting youth at risk of homelessness. The financial aid office is not required to confirm this determination in the absence of conflicting information. It is not conflicting information if the financial aid administrator disagrees with my determination. Feel free to address any questions to me at the number or e-mail address listed below.

Signature	Date
Print Name	Phone
Email	
Title	
Agency	
Role (Circle One): *McKinney-Vento Liaison; Director/Designee of a HUD-funded shelter; Director/Designee of a RHYA-funded shelter; Financial Aid Administrator*	

PERTINENT DEFINITIONS
From the 2018-19 Application and Verification Guide and the July 29, 2015 U.S. Dept. of Education Dear Colleague Letter

Homeless

A student is considered homeless if he lacks fixed, regular, and adequate housing. This is broader than just living "on the street." It includes temporarily living with other people because he had nowhere else to go; living in substandard housing (if it doesn't meet local building codes or the utilities are turned off, it is generally not adequate); living in emergency or transitional shelters, for example, trailers provided by the Federal Emergency Management Agency (FEMA) after disasters; or living in motels, camping grounds, cars, parks, abandoned buildings, bus or train stations, or any public or private place not designed for humans to live in. It also includes living in the school dormitory if the student would otherwise be homeless. A student living in any of these situations and fleeing an abusive parent may be considered homeless even if the parent would provide support and a place to live.

Unaccompanied

When a student is not living in the physical custody of a parent or guardian.

Youth

The Application and Verification Guide defines youth as a student under 22 years old. However, the July 29, 2015 Dear Colleague Letter states: "Applicants who are between the ages of 21 and 24 and who are unaccompanied and homeless or self-supporting and at risk of being homeless qualify for a homeless youth determination, and will be considered independent students."

Recognized third parties

Recognized third parties include: private or publicly-funded homeless shelters and service providers; financial aid administrators from another college; college access programs such as TRIO and GEAR UP; college or high school counselors; other mental health professionals; social workers; mentors; doctors; and clergy.Unlike McKinney-Vento liaisons and HUD or RHYA-funded shelters, these third parties do not have the statutory authority to make a determination of homelessness. However, they can provide "relevant information" to financial aid administrators who are making a determination of unaccompanied homeless youth status in the absence of a statutory determination.

2021-2022 SCHOOLHOUSE CONNECTION YOUTH SCHOLARSHIP PROGRAM

- Provides scholarships to youth who have experienced homelessness to ensure their completion of a post-secondary education program.
- Assists youth with financial aid processes, mental health advocacy and referrals, professional legal advocacy and referrals, and assistance in locating and establishing local contacts for general support and services.
- Builds a stable peer and adult support network for recipients, before, during, and after their college careers, and into their transition into the workforce.
- Offers young people meaningful opportunities to engage in advocacy, while providing sustained support services to help ensure graduation & success in life.

THE AWARD

- ☑ $2,000 scholarship award. A minimum of 10 scholarships are awarded.
- ☑ A trip to a national awards ceremony (travel and expenses included).
- ☑ Second gathering in Washington, DC, one year after the initial scholarship award (all expenses included).

WHO SHOULD APPLY?

- Applicants must have been born on or after Oct. 1, 2000.
- Applicants must be entering college for the first time during the fall of 2021-2022 school year. This means that the application is for students who will be high school seniors in the fall of 2020; for those who are in GED programs; and for those who plan to take a gap year.
- Applicants must have experienced homelessness within the last six years.
- Applicants must reside in the United States.
- Undocumented students who meet these criteria are eligible.

Deadline: Oct. 1, 2020, by 11:59PM PST
Apply Here: https://www.schoolhouseconnection.org/youth-leadership/scholarship-program/
Contact: jordyn@schoolhouseconnection.org

SchoolHouse Connection

Resource Guide for Students and Families

CHICKASHA PUBLIC SCHOOLS
McKinney - Vento
CHICKASHA, OK

First Baptist Church Food Pantry | 324 W. Colorado Ave.| Chickasha, OK | 405-224-5196
Once a month on Saturday.

Southern Oaks Food & Clothing Room | 112 S. 5th St. | Chickasha | 405-224-1821
Provides free food, clothing and household items (no voucher required). Please bring mail showing proof of residency. Will provide Goodwill Vouchers if they don't have household / clothing that you need. Open Thursday from 9am - 12pm only.

Resurrection House | Life Skills Institute | 910 W. Chickasha Ave. | Chickasha, OK | 405-224-5413
Homeless Shelter

Salvation Army of Grady and Caddo Counties | 2402 S. 16th Street | Chickasha, OK | 405-224-5647
Emergency Financial Assistance, Seasonal Services, Visitation Services, Christian Education, Women's and Men's Ministries, Residential Camping Activities, and Worship Services: Sunday School, Youth Ministries, and Church.

Chickasha Red Rock BHS | 804. W. Choctaw | Chickasha, OK | 405-222-0622 | www.red-rock.com
Red Rock has interpreters available to help families access services. Counseling Services, Outpatient Services, Residential Services, Prevention Services, Pharmacy Services, Crisis Services and Telepsychiatry

Red Rock - Systems of Care | Essence Robinson | 405-422-8810 | essencer@red-rock.com | dlamar@red-rock.com
Systems of Care *- provides community-based, family-driven, youth guided, and culturally competent services statewide.*
Wraparound *- Wraparound plans are designed to meet the needs of caregivers and siblings and to address a range of life areas.*

Adult Ed | Lisa Johnson | 405-222-6562
High School Equivalency/GED/Diplomas. Adult Basic Education classes, English as a Second Language classes

PSO smart pay...pay as you go | 1-888-216-3523 | www.psoklahoma.com
If lacking electricity, this will help get electricity turned on.

Sooner Success | Janet Wilson | 405-595-1958 | janet-m-wilson@ouhsc.edu
Assists families who have a child with special needs, birth to age 21.

Washita Valley Community Action Council / Head Start / Early Head Start
Liane Howell | 224-5831 ext 105 | lhowell@washitavalleycac.com
Melissa Vallee - Enrollment Coordinator | Lauren Pettit - Family Service Manager
Washita Valley Head Start and Early Head Start offers free education, health, nutrition, family support, & disability services for children ages birth to 5.

South Central Medical Center | 2222 W. Iowa | Chickasha, OK | 405-756-1414
Medical Services

Chickasha Soup Kitchen | 520 W. Pennsylvania | Chickasha, OK | www.chickashasoupkitchen.org | 405-519-6542
Monday, Wednesday, Friday 12 - 1

Intervention & Crisis Advocacy Network (I-CAN) | (Formerly Women's Service & Family Resource Center)
1501 Minnesota | Grady County Hotline | 405-222-1818 | Eric Feuerborn, 224-8256
24 hour crisis line; crisis intervention, emergency shelter; one-on-one personal and compassionate support and assistance; support groups; courthouse advocacy; hospital advocacy; referrals to other resources; meals and necessities.

Upward Transitions | 1134 W Main Street | OKC, OK | 405-232-5507
Legal document retrieval assistance for clients who are homeless. (birth certificates, marriage licenses, etc)

Chickasha High School Food And Clothes Pantry | 405-222-6550 | Ask for Health Care Representative

ACCESS Health Clinic | 902 W. Chickasha Ave. | Chickasha, OK | Call 405-224-4977 after 2:30 pm on Thursdays to schedule an appointment
No Walk-Ins | Free Medical | Thursday Evenings

Chickasha Public Library | 527 Iowa Ave. | Chickasha, OK | Chickashapl.okpls.org | 405-222-6075
Books and other materials to check out, Free books to download, On-Line Databases, Material Requests, Family History Materials, Trained Helpful Staff, Scanning services, Notary services, Free Wi-Fi

Chickasha Rehabilitation (DRS) | 1000 W. Choctaw, Ste 2 | Chickasha, OK 73018 | 405-224-0709
Vocational Rehabilitation, Visual Services, Disability Determination Services, Oklahoma School for the Deaf, Oklahoma School for the Blind.

Chickasha Workforce Center | 302 S. 2nd | Chickasha, OK 73018 | 405-224-3310 (Sheila Burke)
www.facebook.com/SCOKClubEmerge
Career Planning, Supportive Services, Tutoring, Work Experience, Comprehensive Guidance and Counseling, Case Management, Occupational Skills Training, Leadership Development

Country Park Apartments | 1601 Henderson | Chickasha, OK | 405-222-0909 | www.liveatcountrypark.com
Low income housing

DHS/TANF | 1707 W. Frisco | Chickasha, OK | 405-574-7400 | OKDHSLive.com
Daycare Assistance, Supplemental Nutrition Assistance Program (SNAP/Food Stamps), Child Support Services.

Health Department | 2116 Iowa | Chickasha, OK | 405-224-2022
www.ok.gov/health/County_Health_Departments/
General Clinic, Immunizations, WIC, Family Planning, Sooner Start/Early Intervention, Consumer Health, Emergency Preparedness

Social Security Office | 506 W. Utah | Chickasha, OK | 1-877-622-9096 | www.ssa.gov
Assistance with all Social Security needs. *Office hours: Mon, Tues, Thur, Fri: 9am-4pm, Wed: 9am-12pm.*

Grief Share | Methodist Church Parlor | 321 S. 4th St. | Chickasha, OK
Susan Cecil 405-574-4065 | Vi Bassett 4025-222-4966
Weekly grief support group. Sundays at 3:00pm. Meet in the Epworth United Church Parlor.

Options Counseling | 415 W. Iowa | Chickasha,OK | 405-222-3018
Individual counseling, Marriage Counseling, Family or Group Counseling, Grief Counseling, Substance Abuse, Domestic Violence, Anger Management, Adoption Home Studies and more.

Life Choices | 1201 W. Choctaw | Chickasha, OK | 405-222-5438
Pregnancy Test & Ultrasound, Parenting, Life Skills, and Fatherhood Classes, STD/STI Testing & Treatment, and information about all Pregnancy options. All services 100% free. Learn to Earn.

Rescare | 1208 S. 17th | Chickasha | Sissell Brown 405-320-4523
Career Planning, Online GED tutoring and practices tests, Work Experience and on the job training, Comprehensive Guidance, Case Management, Objective Assessment, Free Online CEC Approved Courses, Occupational Skills Training.

Southwest Youth and Family | 198 E. Almar Dr. | Chickasha, OK | 405-222-5437 | 102 East Broadway | Anadarko, OK | 405-247-5437
Angle Project, Batterer's Intervention Program, Southwest Kids (Free after school program), Drug Court, First Time Offenders Program, Gambling Care, and Individual & Family Services

Washita Valley Transit | 1000 W. Minnesota | Chickasha, OK | 405-224-3140
Low income rideshare in Chickasha. Must be scheduled ahead of time. $2.50 per person, per ride, per stop.

Upward Transitions | 1134 W. Main Street | OKC, OK 73106 | 405-232-5507
Legal document retrieval assistance (birth certificates, etc), State ID purchase assistance, Utility and public housing rent deposits, linkage to other services. Walkins welcome M-F from 8-11am

ACT | www.act.org
Resources and prep materials for the ACT exam. See school counselor for ACT fee waiver - one per year, Junior and Senior years.

Army Recruit | Staff Sergeant Joshua R. Hooper | United States Army
200 SW C Ave. Suite 93, Lawton, OK | Office: 580-355-1022 | Cell: 405-403-0509
Service to country and advance your goals, over 150 career choices, college loan repayment, financial aid for school.

Celebrate Recovery | Located inside the First Baptist Church | 324 W. Colorado | Chickasha, OK | 405-224-5196
A ministry for helping those with hurts, habits, and hang ups find hope in the Gospel of Christ. Meets every Monday evening in the First Baptist Church Fellowship Hall from 7-9pm.

Wilson Diagnostics | Mike Wilson | 2204 W. Grand | Chickasha, OK | 405-638-0312
Wilson Diagnostics serves schools in Grady, McClain, Caddo, Stephens, Kiowa and Comanche County providing testing for learning, behavioral and emotional disorders as well as autism. In Chickasha, they are housed in the Lighthouse Family Guidance Center. They provide behavioral therapy for families who have children who are suffering from PTSD, Autism, mood or behavioral disorders. They provide therapy services in the evenings and on weekends to ensure that kids and parents do not have to miss work or school. They have two subcontracted retired Psychometrists and a subcontracted retired School Psychologist. Both School Psychologists are licensed therapists with both school and mental health backgrounds.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 14, 2020

TOPIC:

Memorandum of Understanding Red Rock Behavioral Health Services and Chickasha Public Schools

ADMINISTRATIVE RECOMMENDATION:

Please approve

RATIONALE FOR RECOMMENDATION:

MOU for Red Rock Services to provide an on-site therapist 8 hours a week. Provide crisis intervention and professional support for school staff and parents. We will collaborate to create a district crisis plan. This is a wonderful opportunity.

FISCAL NOTE:

Cost to the district of $1,000 per month.

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020

MEMORANDAUM OF UNDERSTANDING (MOU)

Red Rock Behavioral Health Services

and Chickasha Public Schools

1. This MOU is entered into between Red Rock BHS and Chickasha Public Schools CPS. The following terms and conditions shall apply to this agreement.
2. The purpose of this agreement is to partner with Red Rock in providing classroom and school support to students with complex emotional needs through on-site therapeutic interventions.
3. Responsibilities:
    a. Red Rock BHS will:
        i. Provide an on-site therapist 8 hours a week.
        ii. Provide crisis intervention on site.
        iii. Provide professional support for school staff and parents.
        iv. Provide timely screening, assessment, and treatment of identified students.
        v. Maintain malpractice liability insurance coverage which shall be maintained in an amount not less than $1,000,000.00 per occurrence and $3,000,000.00 general aggregate and shall, upon request, provide Chickasha Public Schools with a copy of malpractice insurance policies in force at all times during the term of this contract.
        vi. Any and all records, documents, materials, reports, etc., created by RED ROCK as part of the duties or requirements of the contract, will be the property of RED ROCK.
        vii. RED ROCK agrees to comply with the requirements of the Civil Rights Act of 1964, and the Rehabilitation Act of 1973, as amended, including but not limited to, giving equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, or handicap, and that RED ROCK will establish as policy to abide by the State and Federal Law and Regulations on confidentiality of records related to mental health, alcohol, drug, and other clients, and will abide by the requirements of 42 CFR Part II.
    b. Chickasha Public Schools will:
        i. Provide office space.
        ii. Will allow staff time for staffing and collaboration.
        iii. Provide technical support (copier and use of school phone).
        iv. Provide support to Red Rock staff in identifying students in need of services and helping engage parents.
        v. Pay monthly invoice at the rate of $1,000 a month.

4. Each party shall be solely and entirely responsible for the acts of their employees. The parties agree to work in good faith to fulfill their responsibilities under this MOU.
5. Requirements for Payment for Services: RED ROCK will submit to Chickasha Public Schools, by the 5th of each month, an invoice for all contracted services rendered during the previous month.

   Invoices submitted for payment will outline:

   Date of service

   Type of service (per contract agreement)

   Total amount for services

   Chickasha Public Schools will pay RED ROCK within thirty (30) days of submitted invoice.
6. This agreement shall become effective on the 1st day of September, 2020 and shall terminate at the close of the 31st day of May, 2021 unless canceled prior to that time by either party hereto by giving 30 days notice, in writing, to the other party, at the address of the principal place of business shown above.

RED ROCK BHS

4400 N. Lincoln Blvd

OKC, OK 73105

Federal I.D. #73-6111618

Signature

Verna Foust, CEO

Date: 9-2-2020

Chickasha Public Schools

Address

City/State/Zip

Federal I.D. _____

Chickasha Public School Representative Signature

Print Name/Title

Date: _____

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 14, 2020

TOPIC: Approve adjunct status for Amy Wilkerson.

ADMINISTRATIVE RECOMMENDATION:
Approve the request to adjunct Amy Wilkerson for two sections of Physical Science.

RATIONALE FOR RECOMMENDATION:
Amy Wilkerson is a certified biological sciences teacher at CHS. Due to our increase in need of physical science sections, we are requesting approval to submit a waiver request for Amy Wilkerson to have adjunct status for two sections of Physical Science.

FISCAL NOTE:
None.

OPTIONS:
1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:
Seth Meier, Executive Director of Curriculum and Personnel

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 14, 2020

TOPIC: Deregulation of Library Services: Chickasha High School

ADMINISTRATIVE RECOMMENDATION:
To approve the recommendation to request a waiver from the OSDE for a deregulation of library services for Chickasha High School.

RATIONALE FOR RECOMMENDATION:
Chickasha Public Schools has posted a Library Media Specialist vacancy for several months, without a qualified applicant being identified for Lincoln Elementary School.
If the deregulations are approved, staffing will be as followed:

Lincoln Elementary School: two-fifths certified library media specialist and one full-time library-aide.
Chickasha High School: three-fifths certified library media specialist and one full-time library-aide.

FISCAL NOTE: None.

OPTIONS:
1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:
Seth Meier, Executive Director of Curriculum and Personnel

Chickasha Public Schools

September 4, 2020
To: Oklahoma State Department of Education- Accreditation Standards Division
From: Rick Croslin, Superintendent
RE: Deregulation of Chickasha High School Library Services

Oklahoma State Department of Education:

This correspondence is to request the use of two deregulations: Deregulation of Library Media Services Elementary School (OAC 210:35-5-71) and Deregulation of Library Media Services Secondary School (OAC 210:35-9-71). Chickasha Public Schools has posted a Library Media Specialist vacancy for several months, without a qualified applicant being identified for Lincoln Elementary School.

If the deregulations are approved, staffing will be as followed:

Lincoln Elementary School: two-fifths certified library media specialist and one full-time library-aide.
Chickasha High School: three-fifths certified library media specialist and one full-time library-aide.

Please don't hesitate to reach out with any questions.

Respectfully,

Rick Croslin
Superintendent

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION
for 20 20 – 20 21 school year

Grady — COUNTY

Chickasha Public Schools — SCHOOL DISTRICT

Chickasha Public Schools — SCHOOL DISTRICT MAILING ADDRESS

Chickasha High School — NAME OF SITE

PRINCIPAL SIGNATURE* — DATE

PRINCIPAL SIGNATURE* — DATE

PRINCIPAL SIGNATURE* — DATE

Rick Croslin — SUPERINTENDENT NAME (PLEASE PRINT)

SUPERINTENDENT E-MAIL ADDRESS

SUPERINTENDENT SIGNATURE* — DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on _____ , 20_____

BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

NOTARY — DATE

COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:
(specify statute or OAC (deregulation) number: (see instructions)

*Original signatures are required. The attached questionnaire must be answered to process.**

SDE USE ONLY

PROJECT YEARS
_____ of _____

ENROLLMENT

_____ High School

_____ Jr./Middle High

_____ Elementary

_____ **District Total**

DATE RECEIVED

70 O.S. _____

OAC _____

A. Reason for the waiver/deregulation request (be specific).

This correspondence is to request the use of a Deregulation of Library Media Services Secondary School (OAC 210:35-7-61). Chickasha Public Schools has posted a Library Media Specialist vacancy for several months, without a qualified applicant being identified for Lincoln Elementary School.

If the deregulations are approved, staffing will be as followed:
Lincoln Elementary School: two-fifths certified library media specialist and one full-time library assistant.
Chickasha High School: three-fifths certified library media specialist and one full-time library assistant.

B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement.

The district proposes to supplement Chickasha High School's decreased certified library media services (from full-time to three-fifths), with a full-time library media assistant. This assistant will help with circulation needs and organizational need for teachers and students. Although the certified services will be decreased from full-time to three-fifths, there will continually be library staffing to assist students and staff.

C. Educational impact to the district: Results of the Statutory Waiver/Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district.

Using our high school library media specialist at Lincoln Elementary School (two days a week), will allow our students at CHS and Lincoln to still have certified library media specialist services. Both schools are staffed with a full-time library assistant. The library assistant will be able to assist the school with services, upon the absence of the certified library specialist.

D. Timeline: (Please submit class schedule, calendars, assessment forms and other attachments as necessary. A waiver/deregulation can only be granted for a one school year period)
NOTE: A School District Empowerment Waiver can be for up to 3 years.

The deregulation of Library Media Services Secondary School (OAC 210:35-7-61) will be used for the 2020-2021 school year. The library media specialist will be at Chickasha High School for three-fifths time.

E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation.

Positive: although CPS attempted to find a certified library media specialist for several months, we were unable. This deregulation does save the district from paying a certified salary.

F. Describe method of assessment or evaluation of effectiveness of the plan.

The amount of certified library media specialist time that is invested at Lincoln Elementary: If the wavier would not be accepted, these students would not have access to a certified library media specialist.

** You will be contacted if more information is needed to process this request.

OKLAHOMA STATE DEPARTMENT OF EDUCATION

STATUTORY WAIVER/DEREGULATION APPLICATION INSTRUCTIONS

(Oklahoma Deregulation Act, 70 O.S. § 3-124, et seq.)

Accreditation Standards Division
2500 North Lincoln Boulevard, Suite 210 • Oklahoma City, Oklahoma 73105-4599

Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 15, with the following exceptions:

- Teachers giving up planning periods for school enrollment growth after October 15.
- Adjunct teachers needing to teach more than one hour per day or more than 90 hours in one semester after October 15.
- Resignation of staff causing changes in library media service requirements after October 15.

Other waivers/deregulations such as parent/teacher conferences causing 2 days instruction in one 24 hour period, teachers attending school to obtain library media specialist certificates, early release for professional development, alternative school abbreviated days, and waivers of alternative school coop agreements, should all be decided and applied for by October 15th of the current school year.
(For submission of a Statutory Waiver/Deregulation after October 15, call Accreditation.)

If you need technical assistance, please discuss the application with your Regional Accreditation Officer (RAO) or the Accreditation Division staff.

Preparing the Statutory Waiver/Deregulation

1. Submit a cover letter on school letterhead, with the superintendent's signature, with a brief explanation of the request for a statutory waiver/deregulation.

2. Complete entire cover page.
   - Original signatures of the Superintendent, Principals, Board President and notary with a stamp/seal are required.
   - Cite the statute/OAC number in Title 70 or the Oklahoma Administrative Code to be waived (See below).
   - **The questionnaire following the cover sheet must be answered in order to process the application.**
   - **For planning period deregulations**, the application packet must also include letters from the teachers affected stating that they are doing this of their own free will.
   - **For Library Media Specialist** (teacher obtaining their LMS degree & certification), the teacher affected must include a letter of their intent to obtain the degree/certificate and proof of their enrollment in classes at a qualified university/college for the area of study.
   - **For adjunct teacher waivers:** Application must include a letter from the teacher stating willingness to work more hours, and board minutes approving the teacher as an adjunct.

3. A Statutory Waiver/Deregulation can be requested for the following statutes and Oklahoma Administrative Codes:

STATUTORY WAIVERS

- 70 O.S. § 1-109 - **Extended/Flexible Day** - waive school day requirement of six hours for schools doing professional development and releasing students before the end of a six hour day.
- 70 O.S. § 1-111 - **Parent-Teacher Conference** - Count a full day of school and a six hour parent-teacher conference as two days instruction in a 24 hour period.
- 70 O.S. § 1-112 - **Saturday School**
- 70 O.S. § 1-122.3 - **Adjunct Teachers** - teaching for more than one day or 80 clock hours per semester.
- 70 O.S. § 3-126 - **Library Media Specialist/waive cerification only** - teacher attending college/university to obtain Library Media Specialist certification.
- 70 O.S. § 1210.568 - **COOP Agreement** - When a public school wants to serve fewer than 10 students in the alt ed program instead of COOPing with other districts.

DEREGULATIONS

- OAC 210:35-5-42 - **Planning Period Elementary, Middle and Junior High School** - Teacher gives up planning period to teach a class.
- OAC 210:35-9-43 - **Planning Period High School** - Teacher gives up planning period to teach a class.
- OAC 210:35-5-71 - **Library Media Services Elementary School** - School is changing the standard of library services for their size school.
- OAC 210:35-7-61 - **Library Media Services Middle School** - School is changing the standard of library services for their size school.
- OAC 210:35-9-71 - **Library Media Services Secondary School** - School is changing the standard of library services for their size school.
- OAC 210:35-29-2
  OAC 210:35-3-46 - **Abbreviated Day Alternative Education** - Use both citations for an alternative school to operate with abbreviated hours, less than four hours and 12 minutes of instruction per day, five days a week.
- OAC 210:35-3-46 - **Superintendent, Elementary & Secondary Principal certificate** - serve as High School and Elementary School Principal.

(A certified principal is needed to serve as High School principal or vice versa, or if no certificate, allow one semester to pass the test. If test not passed, must go to State Board of Education)

In addition, the ***School District Empowerment Program***, 70 O.S. § 3-129.11, allows a local school district to request to the State Board of Education an exemption from all statutory requirements and State Board of Education rules from which charter schools are currently exempt.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 14, 2020

TOPIC: Deregulation of Library Services: Lincoln Elementary.

ADMINISTRATIVE RECOMMENDATION:
To approve the recommendation to request a waiver from the OSDE for a deregulation of library services for Lincoln Elementary.

RATIONALE FOR RECOMMENDATION:
Chickasha Public Schools has posted a Library Media Specialist vacancy for several months, without a qualified applicant being identified for Lincoln Elementary School.
If the deregulations are approved, staffing will be as followed:

Lincoln Elementary School: two-fifths certified library media specialist and one full-time library-aide.
Chickasha High School: three-fifths certified library media specialist and one full-time library-aide.

FISCAL NOTE: None.

OPTIONS:
1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:
Seth Meier, Executive Director of Curriculum and Personnel

Chickasha Public Schools

September 4, 2020
To: Oklahoma State Department of Education- Accreditation Standards Division
From: Rick Croslin, Superintendent
RE: Deregulation of Chickasha High School Library Services

Oklahoma State Department of Education:

This correspondence is to request the use of two deregulations: Deregulation of Library Media Services Elementary School (OAC 210:35-5-71) and Deregulation of Library Media Services Secondary School (OAC 210:35-9-71). Chickasha Public Schools has posted a Library Media Specialist vacancy for several months, without a qualified applicant being identified for Lincoln Elementary School.

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Please don't hesitate to reach out with any questions.

Respectfully,

Rick Croslin
Superintendent

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20 20 – 20 21 school year

Grady — COUNTY

Chickasha Public Schools — SCHOOL DISTRICT

900 W Choctaw Ave, Chickasha, OK, 73018 — SCHOOL DISTRICT MAILING ADDRESS

Lincoln Elementary School — NAME OF SITE

PRINCIPAL SIGNATURE* — DATE

PRINCIPAL SIGNATURE* — DATE

PRINCIPAL SIGNATURE* — DATE

Rick Croslin — SUPERINTENDENT NAME (PLEASE PRINT)

SUPERINTENDENT E-MAIL ADDRESS

SUPERINTENDENT SIGNATURE* — DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on September 14 , 2020

BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

NOTARY — DATE

COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:
(specify statute or OAC (deregulation) number: (see instructions)

*Original signatures are required. The attached questionnaire must be answered to process.**

SDE USE ONLY

PROJECT YEARS
_____ of _____

ENROLLMENT

_____ High School

_____ Jr./Middle High

_____ Elementary

_____ **District Total**

DATE RECEIVED

70 O.S. _____

OAC _____

A. Reason for the waiver/deregulation request (be specific).

This correspondence is to request the use of a Deregulation of Library Media Services Elementary School (OAC 210:35-5-71). Chickasha Public Schools has posted a Library Media Specialist vacancy for several months, without a qualified applicant being identified for Lincoln Elementary School.

If the deregulations are approved, staffing will be as followed:
Lincoln Elementary School: two-fifths certified library media specialist and one full-time library assistant.
Chickasha High School: three-fifths certified library media specialist and one full-time library assistant.

B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement.

The district proposes to supplement Lincoln Elementary School's decreased certified library media services (from half-time to two-fifths), with a full-time library media assistant. This assistant will help with circulation needs and organizational need for teachers and students. Although the certified services will be decreased from half-time to two-fifths, there will continually be library staffing to assist students and staff.

C. Educational impact to the district: Results of the Statutory Waiver/Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district.

Using our high school library media specialist at Lincoln Elementary School (two days a week), will allow our students at CHS and Lincoln to still have certified library media specialist services. Both schools are staffed with a full-time library assistant. The library assistant will be able to assist the school with services, upon the absence of the certified library specialist.

D. Timeline: (Please submit class schedule, calendars, assessment forms and other attachments as necessary. A waiver/deregulation can only be granted for a one school year period)
NOTE: A School District Empowerment Waiver can be for up to 3 years.

The deregulation of Library Media Services Elementary School (OAC 210:35-5-71) will be used for the 2020-2021 school year. The library media specialist will be at Lincoln Elementary School for two-fifths time.

E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation.

Positive: although CPS attempted to find a certified library media specialist for several months, we were unable. This deregulation does save the district from paying a certified salary.

F. Describe method of assessment or evaluation of effectiveness of the plan.

The amount of certified library media specialist time that is invested at Lincoln Elementary: If the wavier would not be accepted, these students would not have access to a certified library media specialist.

** You will be contacted if more information is needed to process this request.

OKLAHOMA STATE DEPARTMENT OF EDUCATION

STATUTORY WAIVER/DEREGULATION APPLICATION INSTRUCTIONS

(Oklahoma Deregulation Act, 70 O.S. § 3-124, et seq.)

Accreditation Standards Division
2500 North Lincoln Boulevard, Suite 210 • Oklahoma City, Oklahoma 73105-4599

Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 15, with the following exceptions:

- Teachers giving up planning periods for school enrollment growth after October 15.
- Adjunct teachers needing to teach more than one hour per day or more than 90 hours in one semester after October 15.
- Resignation of staff causing changes in library media service requirements after October 15.

Other waivers/deregulations such as parent/teacher conferences causing 2 days instruction in one 24 hour period, teachers attending school to obtain library media specialist certificates, early release for professional development, alternative school abbreviated days, and waivers of alternative school coop agreements, should all be decided and applied for by October 15th of the current school year.
(For submission of a Statutory Waiver/Deregulation after October 15, call Accreditation.)

If you need technical assistance, please discuss the application with your Regional Accreditation Officer (RAO) or the Accreditation Division staff.

Preparing the Statutory Waiver/Deregulation

1. Submit a cover letter on school letterhead, with the superintendent's signature, with a brief explanation of the request for a statutory waiver/deregulation.

2. Complete entire cover page.
   - Original signatures of the Superintendent, Principals, Board President and notary with a stamp/seal are required.
   - Cite the statute/OAC number in Title 70 or the Oklahoma Administrative Code to be waived (See below).
   - **The questionnaire following the cover sheet must be answered in order to process the application.**
   - **For planning period deregulations**, the application packet must also include letters from the teachers affected stating that they are doing this of their own free will.
   - **For Library Media Specialist** (teacher obtaining their LMS degree & certification), the teacher affected must include a letter of their intent to obtain the degree/certificate and proof of their enrollment in classes at a qualified university/college for the area of study.
   - **For adjunct teacher waivers:** Application must include a letter from the teacher stating willingness to work more hours, and board minutes approving the teacher as an adjunct.

3. A Statutory Waiver/Deregulation can be requested for the following statutes and Oklahoma Administrative Codes:

STATUTORY WAIVERS

- 70 O.S. § 1-109 - **Extended/Flexible Day** - waive school day requirement of six hours for schools doing professional development and releasing students before the end of a six hour day.
- 70 O.S. § 1-111 - **Parent-Teacher Conference** - Count a full day of school and a six hour parent-teacher conference as two days instruction in a 24 hour period.
- 70 O.S. § 1-112 - **Saturday School**
- 70 O.S. § 1-122.3 - **Adjunct Teachers** - teaching for more than one day or 80 clock hours per semester.
- 70 O.S. § 3-126 - **Library Media Specialist/waive cerification only** - teacher attending college/university to obtain Library Media Specialist certification.
- 70 O.S. § 1210.568 - **COOP Agreement** - When a public school wants to serve fewer than 10 students in the alt ed program instead of COOPing with other districts.

DEREGULATIONS

- OAC 210:35-5-42 - **Planning Period Elementary, Middle and Junior High School** - Teacher gives up planning period to teach a class.
- OAC 210:35-9-43 - **Planning Period High School** - Teacher gives up planning period to teach a class.
- OAC 210:35-5-71 - **Library Media Services Elementary School** - School is changing the standard of library services for their size school.
- OAC 210:35-7-61 - **Library Media Services Middle School** - School is changing the standard of library services for their size school.
- OAC 210:35-9-71 - **Library Media Services Secondary School** - School is changing the standard of library services for their size school.
- OAC 210:35-29-2
  OAC 210:35-3-46 - **Abbreviated Day Alternative Education** - Use both citations for an alternative school to operate with abbreviated hours, less than four hours and 12 minutes of instruction per day, five days a week.
- OAC 210:35-3-46 - **Superintendent, Elementary & Secondary Principal certificate** - serve as High School and Elementary School Principal.

(A certified principal is needed to serve as High School principal or vice versa, or if no certificate, allow one semester to pass the test. If test not passed, must go to State Board of Education)

In addition, the ***School District Empowerment Program***, 70 O.S. § 3-129.11, allows a local school district to request to the State Board of Education an exemption from all statutory requirements and State Board of Education rules from which charter schools are currently exempt.

ITEM OF CONSIDERATION
Board of Education
September 14, 2020

TOPIC: 2020-2021 Estimate of Needs

ADMINISTRATIVE RECOMMENDATION: Accept Proposal

RATIONALE FOR RECOMMENDATION: This is an annual approval that sets budgets/allocations for each of our funds.
FINANCIAL IMPACT AND FUNDING: see EON

OPTIONS:
1.Approve
2.Not Approve
3. Table

CONTACT PERSON: ***Jennifer Stegman 405-222-6500 ext 1001*** and Mr. Croslin Superintendent of Chickasha Public Schools

*Forms are due to the Superintendent's Office by ***Tuesday,*** the week **before** the Board Meeting

Revenue Projection for Chickasha School District

Please use the following projected miscellaneous revenue to prepare our 2020-2021 Estimate of Needs:

General Fund Miscellaneous Revenue			
1300	Earnings on Investments	Project	10,400.00
2100	County 4-Mill		540,500.00
2200	County Apportionment		69,600.00
3110	Gross Production		1,141,748.36
3120	Motor Vehicle Collections		823,750.00
3130	Rural Electric Coop Tax		13,900.00
3140	State School Land		256,900.00
3210	Foundation & Salary		5,108,750.00
3250	Flexible Benefit Allowance	331-335	1,938,095.00
3310	Alternative Education	381	67,457.00
3410	Professional Development	311	
3420	State Textbook	333	99,506.00
3800	State Vocational Programs	411-412	59,402.00
4130	Title VIII-Impact Aid	591	
4140	Title VII-Part A, Indian Educ	561	61,295.00
4180	Title VI-Subpart 1, REAP-Fed	588	
4100			
4210	Title I-Part A, Impr	511	1,095,548.00
4230	Title I-Part C, Migrant	521	
4271	Title II-Part A	541	147,166.00
4281	Title III	572	5,212.00
4310	IDEA-Part B, Flowthrough	621	478,040.00
4340	IDEA-Part B, Preschool	641	11,884.00
4440	Title IV 21st Century	550	56,232.00
4441	Part A, Safe & Drug Free	551	
4460	Title V	556	
4470	Title VI, Subpart 2,Rural & low	586	41,843.00
4689	CARES Act	788	723,290.00
4550	Johnson O'Malley	563	20,659.00
4610	Adult Education	731	137,199.00
4685	Learn & Serve America	781	
4820	Carl Perkins	421	14,802.00
4700	TANF	463	66,630.00
4710/4720	Lunch & Breakfast (Federal)	763/764	600,000.00
1110	Current Ad Valorem (Estimated)		3,466,240.87
6110	Carryforward		2,483,457.72
	PROJECTED BUDGET		19,539,506.95

Child Nutrition Fund		
1710	Student Lunches	0.00
1720	A La Carte	0.00
1730	Adult Lunches	0.00
1760	Contract Lunches	0.00
3250	Flexible Benefit	0.00
3720	State Matching	0.00
4710	Lunches (Federal)	0.00
4720	Breakfast (Federal)	0.00
4740	Summer Food (Federal)	0.00
5100	Local collections from activity fund	0.00
6110	Carryforward	0.00
	PROJECTED BUDGET	0.00

Building Fund		
Code	*Description*	*Amount or %*
1110	Current Ad Valorem (Estimated)	495,038.87
1510	Insurance Reimbursement	635,000.00
6110	Carryforward	197,679.12
	PROJECTED BUDGET	1,327,717.99

Cooperative Fund		
Code	*Description*	*Amount or %*
3310	Alternative Education	
4820	Carl Perkins	
6110	Carryforward	0.00
	PROJECTED BUDGET	0.00

Sinking Fund		
1110	Current Ad Valorem (Estimated)	2,609,913.15
6110	Carryforward	2,598,686.85
	PROJECTED BUDGET	5,208,600.00

I hereby acknowledge that I have reviewed and approve using the projected revenues shown above. I understand that the projected revenues are the District's responsibility.

Approved by: _____

Superintendent of Chickasha Public Schools

Note 1: A 10% reserve rate will be used for the General & Building Funds. The Sinking Fund reserve rate will be between 5 -10%. Bond issues will be levied in accordance with your bond counsel's recommendation.

Getting Started

Instructions:

Revenue File Name:	F:\Schools\School Audits\Chickasha Schools\Chickasha 2019-20 Audit\Estiamte of Needs Info\revenue (50).dat	Browse for Revenue

Expense File Name:	F:\Schools\School Audits\Chickasha Schools\Chickasha 2019-20 Audit\Estiamte of Needs Info\expend (83).dat	Browse for Expense

Import Data Clear Sheet

REVENUES

EXPENSES

Warrants Paid During Year	General
Enter Bond Fund Name	N/A
2019-2020 Warrants Paid	17,025,690.36
2018-2019 Warrants Paid	2,184,909.47
2017-2018 Warrants Paid	

Warrants Issued Against Prior Year Reserves	General
2018-2019 Reserves Issued	48,971.12

Expenditure Budgets:	Genera ORIGINAL
1000 INSTRUCTION	10,614,023.67
2100 Support Services - Students	1,150,753.16
2200 Support Services - Instructional Staff	820,430.40
2300 Support Services - General Administration	1,040,415.34
2400 Support Services - School Administration	2,089,518.89
2500 Support Services - Business	708,152.55
2600 Operations And Maintenance of Plant Services	2,178,186.90
2700 Student Transportation Services	833,045.77
3110 Supervision of Child Nutrition Programs Operations	
3120 Food Preparation & Dispensing Services	
3130 Food and Supplies Delivery Services	
3140 Other Direct/Related Child Nutrition Programs Serv	
3150 Food Procurement Services	
3160 Non-Reimbursable Services	
3180 Nutrition Education & Staff Development	
3190 Other Child Nutrition Programs Operations	
3100 Child Nutrition Programs Operations	1,553,178.64
3200 Other Enterprise Service Operations	0.00
3300 Community Services Operations	175,487.15
4200 Land Acquisition Services	0.00
4300 Land Improvement Services	0.00
4400 Architecture and Engineering Services	0.00
4500 Educational Specifications Development Services	0.00
4600 Building Acquisition and Construction Services	0.00
4700 Building Improvement Services	0.00

5100 Debt Service	0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	821.80
5300 Clearing Account	0.00
5400 Indirect Cost Entitlement	0.00
5500 Private Nonprofit Schools	0.00
5600 Correcting Entry	936.24
5800 Charter School Reimbursement	0.00
5900 Arbitrage	0.00
7000 OTHER USES / UNBUDGETED ITEMS:	0.00
8000 REPAYMENTS:	47.73
TOTAL GENERAL FUND 2016-17 FISCAL YEAR	21,164,998.24

Fund Transfers Included in Revenue

	General
Transferred In	
Transferred Out (Enter as a Negative)	

Investment At End of Year

	General
Ending Balance	

Sinking Fund Prior Year

Millage	24.96
Gross Levy	2584215.31
Reserve for Delinquency	123057.87

Attendance For Statistical Data

Enumeration	2162.65
Average Daily Attendance	2011.44
Average Daily Haul	1479.39

Name of Preparer:	Angel, Johnston &
Address of Preparer:	P.O. Box 706
City, State and Zip Code of Preparer:	Chickasha, OK 730
Phone # of Preparer:	405-224-6363

Auditing Firm Information

Name of Auditing Firm	Angel, Johnston &
Address Line 1	P.O. Box 706
Address Line 2	Chickasha, OK 730
Phone Number	405-224-6363

Compilation Letter

Date on Compilation Letter	August 29, 2017

Coop	Building	Child Nutr	Sinking	Bd Fd #31
N/A	N/A	N/A	N/A	
	778,043.39		N/A	
	24,270.74		N/A	
			N/A	

Coop	Building	Child Nutr	Sinking	Bd Fd #31
	14,436.44		N/A	

l Fund	Cooperative Fund		Building Fund	
SUPPLEMENTS	ORIGINAL	SUPPLEMENTS	ORIGINAL	SUPPLEMENTS
0.00	0.00	0.00	8,940.41	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	118,239.76	0.00
0.00	0.00	0.00	719,634.16	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	55,287.01	0.00

0.00	0.00	0.00	65,847.65	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	967,948.99	0.00

Coop	Building	Child Nutr	Sinking	Bd Fd #31

Coop	Building	Child Nutr	Sinking	Bd Fd #31

Blasingame, P.C.

23

Blasingame, P.C.
23

Bd Fd #32	Bd Fd #33	Bd Fd #34	Bd Fd #35	Bd Fd #36

Bd Fd #32	Bd Fd #33	Bd Fd #34	Bd Fd #35	Bd Fd #36

Child Nutrition Fund	
ORIGINAL	SUPPLEMENTS
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
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0.00	0.00
0.00	0.00
0.00	0.00

0.00	0.00
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0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Bd Fd #32	Bd Fd #33	Bd Fd #34	Bd Fd #35	Bd Fd #36

Bd Fd #32	Bd Fd #33	Bd Fd #34	Bd Fd #35	Bd Fd #36

Bd Fd #37	Bd Fd #38	Bd Fd #39

Bd Fd #37	Bd Fd #38	Bd Fd #39

Bd Fd #37	Bd Fd #38	Bd Fd #39

Bd Fd #37	Bd Fd #38	Bd Fd #39

School District
2020-2021 Estimate of Needs
and
Financial Statement of the Fiscal Year 2019-2020

Board of Education of Chickasha Public Schools
District No. I-1
County of Grady
State of Oklahoma

To the Excise Board of said County and State, Greetings:

Pursuant to the requirements of 68 O. S. 2001 Section 3002, we submit herewith, for your consideration the within statement of the financial condition of the Board of Education of Chickasha Public Schools, District No. I-1, County of Grady, State of Oklahoma for the fiscal year beginning July 1, 2020, and ending June 30, 2021, together with an itemized statement of the estimated Income and Probable Needs of said School District for the ensuing fiscal year. We have separately prepared, executed and submit Financial Statements for the Fiscal Year so terminated, and Estimate of Requirements for the ensuing Fiscal Year, for such Sinking Fund, if any, as pertains to this District for the Bond, Coupon, and Judgment indebtedness, if any, outstanding and unpaid as of June 30, 2021, and also for the Sinking Fund of any disorganized District whose area or the major portion thereof is now embraced within the boundaries of this District; and this Certificate is as applicable thereto as if fully embodied therein. The same have been prepared in conformity with Statute.

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than September 30 for all School Districts. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd Room 100, Oklahoma City, OK 73105-4801 and one copy will be retained by the County Clerk. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

Prepared by: Angel, Johnston, & Blasingame, P.C.

Submitted to the Grady County Excise Board

This _____ Day of _____, 2020

School Board Member's Signatures

Chairman: _____ Clerk: _____

Member: _____ Member: _____

Member: _____ Member: _____

Member: _____ Member: _____

Member: _____ Member: _____

Treasurer _____

State of Oklahoma, County of Grady

In addition,

1. We, the undersigned, duly elected, qualified and acting officers of the Board of Education of the aforesaid School District located wholly or in major area in the County and State aforesaid, do hereby certify that, at regular session begun at the time provided by law, we carefully considered the reports submitted by the several officers and employees as required by 68 O. S. 2001 Section 3004, carefully considered the statements and estimate of needs heretofore prepared for the purpose of ascertaining any additional or emergency levy necessary for the ensuing fiscal year and revised, corrected or amended the same to disclose the true fiscal condition as of June 30, 2020, and to provide for the needs of the District for the ensuing fiscal year as now ascertained; and we do hereby certify that the within statement of the financial condition is true and correct, and that the within estimates for all purposes for the ensuing fiscal year are reasonably necessary for the proper conduct of the affairs of said School District, and that the statement of Estimated Income from sources other than ad valorem taxes is not in excess of the lawfully authorized ratio of the actual collections from such sources during the previous fiscal year.

2. We further certify that any cash fund balance reported in our Building Fund is required for immediate or cumulative program of construction unless there be attached within a verified copy of a resolution signed by a majority of the members of this Board to the effect the program of building has been completed or abandoned. If attached, then the Excise Board is directed to apply said Balance to reduce Levies in accordance with 62 O. S. 2001, Section 333.

3. We also certify that a levy of 15.000 Mills over and above the number of mills allocated by the County Excise Board will be reasonably necessary for the proper conduct of the affairs of said school district during the fiscal year 2020-2021.

4. We also certify that, after due and legal notice of an election thereon, an emergency levy of 5.000 Mills, over and above the number of mills provided by Law and allocated by the County Excise Board in addition thereto for school purposes, were made permanent by election.

5. We also certify that, after due and legal notice of an election thereon, a local support levy of 10.000 Mills, in addition to the levies hereinbefore provided, were made permanent by election.

6. We also certify that, after due and legal notice of an election thereon, pursuant to Article 10, Section 10, of the Constitution of Oklahoma, an additional levy of 5.000 Mills, were made permanent by election.

Clerk of Board of Education | President of Board of Education | Treasurer of Board of Education

Subscribed and sworn to before me this _____ day of _____ , 2020.

_____ Notary Public

_____ My Commission Expires

Affidavit of Publication

State of Oklahoma, County of Grady

I, _____, the undersigned duly qualified and acting Clerk of the Board of Education of Chickasha Public Schools, School District No. I-1, County and State aforesaid, being first duly sworn according to law, hereby depose and say:

1. That I complied with 68 O. S. 2001 Section 3002, (both independent and dependent) by having the within Financial Statement and Estimate of Needs which was prepared at the time and in the manner provided by law, published as required by law, in a legally-qualified newspaper of general circulation in the district, there being no legally-qualified newspaper published in the school district, as evidenced by a copy of such published statement and estimate together with proof of publication thereof attached hereto marked Exhibit No. 1 and made a part hereof (strike inapplicable phrases).

2. That I complied with currently effective statutes, by having the Notice of Emergency Levy Election and the call for such Election on the date hereinbefore certified by the Governing Board, the Itemized Statements and the Itemized Estimate of the amount necessary for the ensuing fiscal year requiring such emergency levy for the current expense purposes as prepared by the Board of Education duly published or posted, as the case may be, in full compliance with law for this class of school district, and as provided by law duly made public in the manner and at the time provided by law, for this class of district and in all respects according to law, in relation to said election on such emergency levy as hereinbefore certified by said Governing Board.

3. That I complied with the statute by having published or posted (if required for this class of district) the notice of local support levy election, and the call for such election on the date hereinbefore certified by the Board of Education. That the Estimate of Needs as prepared by the Board of Education required such local support levy in addition to other tax levies, to fully meet the current expense purposes of the school district for the ensuing year.

4. That in conformity to resolution by said Board of Education, I caused Notice of Building Fund Levy Election under the provisions of Article 10, Section 10, Oklahoma Constitution, and the Call of such Election on the date hereinbefore certified by the Governing Board, together with Itemized Statements and an Estimate of the amount necessary for the ensuing fiscal year requiring such levy for the purpose of erecting, remodeling or repairing school buildings, and for purchasing school furniture, in said District, published or posted to contain such Notice and Call, fixing the number of voting places and particularly describing each and every such place or places, and fixing the day on which such election should be had after the expiration of such notice, duly published or posted as is required by law for this class of district.

_____
Clerk, Board of Education

Subscribed and sworn to before me this _____ day of _____ , 2020.

_____ _____
Notary Public My Commission Expires

_____
Secretary and Clerk of Excise Board
Grady County, Oklahoma

Independent Accountant's Compilation Report

To the Board of Education
Chickasha Public Schools
District No. I-1, Grady County

Management is responsible for the accompanying 2019-2020 prescribed financial statements as of and for the fiscal year ended June 30, 2020, and the 2020-2021 Estimate of Needs (SA&I Form 2661R06) and Publication Sheet (SA&I Form 2662R06) for District No. I-1, Grady County, included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the prescribed financial statements, estimate of needs and publication sheet, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these prescribed financial statements.

The prescribed financial statements, estimate of needs and publication sheet forms are presented in accordance with the requirements prescribed by the Office of the Oklahoma State Auditor and Inspector per 68 OS § 3003.B., as defined by rules promulgated by the Oklahoma State Department of Education per 70 OS § 5-134.1.D., and are not intended to be a complete presentation of the School's assets and liabilities.

This report is intended solely for the information and use of the Oklahoma State Department of Education, the School District, Grady County Excise Board, and for filing with the State Auditor and Inspector and is not intended to be and should not be used by anyone other than these specified parties.

Angel, Johnston & Blasingame, P.C.

Angel, Johnston, & Blasingame, P.C.
Chickasha, OK

September 8, 2020

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT 'A'

Schedule 1: Current Balance Sheet for June 30, 2020	
	Amount
ASSETS:	
Cash Balances	$4,858,633.97
Investments	$0.00
TOTAL ASSETS	$4,858,633.97
LIABILITIES AND RESERVES:	
Warrants Outstanding	$2,336,634.74
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$38,541.51
TOTAL LIABILITIES AND RESERVES	$2,375,176.25
CASH FUND BALANCE JUNE 30, 2020	$2,483,457.72
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$4,858,633.97**

Schedule 2: Revenue and Requirements, 2019-2020		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$21,164,998.24	$21,884,324.33
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$21,164,998.24	$19,400,866.61
CASH FUND BALANCE JUNE 30, 2020	**$0.00**	**$2,483,457.72**

Schedule 3: General Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Cash Balance Reported to Excise Board 6-30-19	$0.00	$4,955,571.21	$0.00	$4,955,571.21
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$19,113,662.59	$0.00	$0.00	$19,113,662.59
Cash Balances Transferred (Sch 6 Source Code 6110)	$2,659,584.00	-$2,659,584.00	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$109,624.57	-$109,624.57	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$1,453.17	-$1,453.17	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	$21,884,324.33	-$2,770,661.74	$0.00	$19,113,662.59
Warrants Paid of Year in Caption	$17,025,690.36	$2,184,909.47	$0.00	$19,210,599.83
TOTAL DISBURSEMENTS	$17,025,690.36	$2,184,909.47	$0.00	$19,210,599.83
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$4,858,633.97	$0.00	$0.00	$4,858,633.97
Reserve for Warrants Outstanding (Schedule 4)	$2,336,634.74	$0.00	$0.00	$2,336,634.74
Reserve for Encumbrances (Schedule 8)	$38,541.51	$1,453.17	$0.00	$39,994.68
TOTAL LIABILITIES AND RESERVE	$2,375,176.25	$1,453.17	$0.00	$2,376,629.42
DEFICIT:	$0.00	-$1,453.17	$0.00	-$1,453.17
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$2,483,457.72**	**$0.00**	**$0.00**	**$2,483,457.72**

Schedule 4: General Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$2,137,391.52	$0.00	$2,137,391.52
Warrants Registered During Year	$19,362,325.10	$48,971.12	$0.00	$19,411,296.22
TOTAL	$19,362,325.10	$2,186,362.64	$0.00	$21,548,687.74
Warrants Paid During Year	$17,025,690.36	$2,184,909.47	$0.00	$19,210,599.83
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$1,453.17	$0.00	$1,453.17
TOTAL WARRANTS RETIRED	$17,025,690.36	$2,186,362.64	$0.00	$19,212,053.00
BALANCE WARRANTS OUTSTANDING JUNE 30, 2020	$2,336,634.74	$0.00	$0.00	$2,336,634.74

Schedule 5: 2019 Ad Valorem Tax Account			
ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020	35	Mills	Amount
2019 Net Valuation Certified to County Excise Board			$103,540,817.00
Total Proceeds of Levy as Certified			$3,704,690.43
Additions:			$0.00
Deductions:			$0.00
Gross Balance Tax			$3,704,690.43
Less Reserve for Delinquent Tax			$336,790.04
Reserve for Protests Pending			$0.00
Balance Available Tax			$3,367,900.39
Deduct 2019 Tax Apportioned			$3,458,594.31
Net Balance 2019 Tax in Process of Collection			**$0.00**
Excess Collections			**$90,693.92**

EXHIBIT 'A'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2019-20 Account AMOUNT ESTIMATED	2019-20 Account ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$3,367,900.39	$3,458,594.31
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$97,696.23
1130 Revenue In Lieu Of Taxes	$0.00	$41.71
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$3,367,900.39	$3,556,332.25
1200 Tuition & Fees	$0.00	$8,830.65
1300 Earnings on Investments and Bond Sales	$64,984.85	$11,577.37
1400 Rental, Disposals and Commissions	$0.00	$27,116.40
1500 Reimbursements	$0.00	$54,821.88
1600 Other Local Sources of Revenue	$0.00	$19,246.07
1700 Child Nutrition Programs	$0.00	$127,642.90
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$3,432,885.24	$3,805,567.52
2000 INTERMEDIATE SOURCES OF REVENUE:		
2100 County 4 Mill Ad Valorem Tax	$505,000.00	$600,602.58
2200 County Apportionment (Mortgage Tax)	$126,000.00	$77,408.33
2300 Resale of Property Fund Distribution	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$631,000.00	$678,010.91
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$2,216,000.00	$2,283,496.71
3120 Motor Vehicle Collections	$800,300.00	$996,944.74
3130 Rural Electric Cooperative Tax	$14,100.00	$15,474.41
3140 State School Land Earnings	$303,900.00	$285,551.45
3150 Vehicle Tax Stamps	$0.00	$3,326.01
3160 Farm Implement Tax Stamps	$0.00	$895.85
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$3,334,300.00	$3,585,689.17
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$6,055,782.00	$6,053,502.00
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$2,041,069.00	$1,915,562.04
TOTAL STATE AID - NONCATEGORICAL	$8,096,851.00	$7,969,064.04
3300 State Aid - Competitive Grants - Categorical	$61,082.00	$74,202.89
3400 State - Categorical	$102,585.00	$174,728.11
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$5,464.21
3700 Child Nutrition Program	$0.00	$11,311.04
3800 State Vocational Programs - Multi-Source	$50,992.00	$60,990.00
TOTAL STATE SOURCES OF REVENUE	$11,645,810.00	$11,881,449.46
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$61,000.00	$61,295.00
4200 Disadvantaged Students	$972,331.00	$918,066.77
4300 Individuals With Disabilities	$478,628.00	$471,804.45
4400 No Child Left Behind	$86,483.00	$90,541.58
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$11,844.00	$10,084.32
4600 Other Federal Sources Passed Through State Dept Of Education	$133,166.00	$216,093.12
4700 Child Nutrition Programs	$955,418.00	$863,561.00
4800 Federal Vocational Education	$13,749.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$2,712,619.00	$2,631,446.24
5000 NON-REVENUE RECEIPTS:	$83,100.00	$117,188.46
TOTAL NON-REVENUE RECEIPTS	$83,100.00	$117,188.46
6000 BALANCE SHEET ACCOUNTS:		
6100 CASH ACCOUNTS		
6110 Cash Forward	$2,659,584.00	$2,659,584.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$109,624.57
6140 Estopped Warrants by Statute	$0.00	$1,453.17
TOTAL CASH ACCOUNTS	$2,659,584.00	$2,770,661.74
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$2,659,584.00	$2,770,661.74
GRAND TOTAL	**$21,164,998.24**	**$21,884,324.33**

EXHIBIT 'A'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2019-20 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$90,693.92	100.22%	$3,466,240.87	$3,466,240.87
1120 Ad Valorem Tax Levy (Prior Years)	$97,696.23	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$41.71	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$188,431.86		$3,466,240.87	$3,466,240.87
1200 Tuition & Fees	$8,830.65	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	-$53,407.48	89.83%	$10,400.00	$10,400.00
1400 Rental, Disposals and Commissions	$27,116.40	0.00%	$0.00	$0.00
1500 Reimbursements	$54,821.88	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$19,246.07	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$127,642.90	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$372,682.28		$3,476,640.87	$3,476,640.87
2000 INTERMEDIATE SOURCES OF REVENUE:				
2100 County 4 Mill Ad Valorem Tax	$95,602.58	89.99%	$540,500.00	$540,500.00
2200 County Apportionment (Mortgage Tax)	-$48,591.67	89.91%	$69,600.00	$69,600.00
2300 Resale of Property Fund Distribution	$0.00	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$47,010.91		$610,100.00	$610,100.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	$67,496.71	50.00%	$1,141,748.36	$1,141,748.36
3120 Motor Vehicle Collections	$196,644.74	82.63%	$823,750.00	$823,750.00
3130 Rural Electric Cooperative Tax	$1,374.41	89.83%	$13,900.00	$13,900.00
3140 State School Land Earnings	-$18,348.55	89.97%	$256,900.00	$256,900.00
3150 Vehicle Tax Stamps	$3,326.01	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$895.85	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$251,389.17		$2,236,298.36	$2,236,298.36
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	-$2,280.00	84.39%	$5,108,750.00	$5,108,750.00
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	-$125,506.96	101.18%	$1,938,095.00	$1,938,095.00
TOTAL STATE AID - NONCATEGORICAL	-$127,786.96		$7,046,845.00	$7,046,845.00
3300 State Aid - Competitive Grants - Categorical	$13,120.89	90.91%	$67,457.00	$67,457.00
3400 State - Categorical	$72,143.11	56.95%	$99,506.00	$99,506.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$5,464.21	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$11,311.04	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$9,998.00	97.40%	$59,402.00	$59,402.00
TOTAL STATE SOURCES OF REVENUE	$235,639.46		$9,509,508.36	$9,509,508.36
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$295.00	100.00%	$61,295.00	$61,295.00
4200 Disadvantaged Students	-$54,264.23	135.93%	$1,247,926.00	$1,247,926.00
4300 Individuals With Disabilities	-$6,823.55	103.84%	$489,924.00	$489,924.00
4400 No Child Left Behind	$4,058.58	108.32%	$98,075.00	$98,075.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	-$1,759.68	204.86%	$20,659.00	$20,659.00
4600 Other Federal Sources Passed Through State Dept Of Education	$82,927.12	398.20%	$860,489.00	$860,489.00
4700 Child Nutrition Programs	-$91,857.00	77.20%	$666,630.00	$666,630.00
4800 Federal Vocational Education	-$13,749.00	0.00%	$14,802.00	$14,802.00
TOTAL FEDERAL SOURCES OF REVENUE	-$81,172.76		$3,459,800.00	$3,459,800.00
5000 NON-REVENUE RECEIPTS:	$34,088.46	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$34,088.46		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	93.38%	$2,483,457.72	$2,483,457.72
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$109,624.57	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$1,453.17	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$111,077.74		$2,483,457.72	$2,483,457.72
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$111,077.74		$2,483,457.72	$2,483,457.72
GRAND TOTAL	**$719,326.09**		**$19,539,506.95**	**$19,539,506.95**

EXHIBIT 'A'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2019			
	RESERVES 06-30-2019	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$158,595.69**	**$48,971.12**	**$109,624.57**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2020		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION	$10,614,023.67	$0.00	$10,614,023.67
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$1,150,753.16	$0.00	$1,150,753.16
2200 Support Services - Instructional Staff	$820,430.40	$0.00	$820,430.40
2300 Support Services - General Administration	$1,040,415.34	$0.00	$1,040,415.34
2400 Support Services - School Administration	$2,089,518.89	$0.00	$2,089,518.89
2500 Support Services - Business	$708,152.55	$0.00	$708,152.55
2600 Operations And Maintenance of Plant Services	$2,178,186.90	$0.00	$2,178,186.90
2700 Student Transportation Services	$833,045.77	$0.00	$833,045.77
TOTAL SUPPORT SERVICES	$8,820,503.01	$0.00	$8,820,503.01
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$1,553,178.64	$0.00	$1,553,178.64
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$175,487.15	$0.00	$175,487.15
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$1,728,665.79	$0.00	$1,728,665.79
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$821.80	$0.00	$821.80
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$936.24	$0.00	$936.24
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$1,758.04	$0.00	$1,758.04
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$47.73	$0.00	$47.73
TOTAL GENERAL FUND 2019-20 FISCAL YEAR	**$21,164,998.24**	**$0.00**	**$21,164,998.24**

EXHIBIT 'A'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2020				2019-2020
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$10,005,272.86	$3,581.27	$605,169.54	$10,008,854.13
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$1,063,913.65	$4,500.00	$82,339.51	$1,068,413.65
2200 Support Services - Instructional Staff	$897,682.96	$530.00	-$77,782.56	$898,212.96
2300 Support Services - General Administration	$604,825.30	$11,612.15	$423,977.89	$616,437.45
2400 Support Services - School Administration	$1,870,949.65	$3,254.18	$215,315.06	$1,874,203.83
2500 Support Services - Business	$551,685.84	$5,384.77	$151,081.94	$557,070.61
2600 Operations And Maintenance of Plant Services	$1,985,533.83	$8,178.09	$184,474.98	$1,993,711.92
2700 Student Transportation Services	$908,436.61	$1,249.86	-$76,640.70	$909,686.47
TOTAL SUPPORT SERVICES	$7,883,027.84	$34,709.05	$902,766.12	$7,917,736.89
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$1,322,927.48	$251.19	$229,999.97	$1,323,178.67
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$127,971.91	$0.00	$47,515.24	$127,971.91
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$1,450,899.39	$251.19	$277,515.21	$1,451,150.58
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$4,204.60	$0.00	-$3,382.80	$4,204.60
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$18,920.41	$0.00	-$17,984.17	$18,920.41
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$23,125.01	$0.00	-$21,366.97	$23,125.01
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$47.73	$0.00
TOTAL GENERAL FUND 2019-20 FISCAL YEAR	**$19,362,325.10**	**$38,541.51**	**$1,764,131.63**	**$19,400,866.61**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2020-21	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$19,539,506.95	$19,539,506.95
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$19,539,506.95**	**$19,539,506.95**

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EXHIBIT 'B'

Schedule 1: Current Balance Sheet for June 30, 2020	
	Amount
ASSETS:	
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$0.00**

Schedule 2: Revenue and Requirements, 2019-2020		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$0.00	$0.00
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$0.00	$0.00
CASH FUND BALANCE JUNE 30, 2020	**$0.00**	**$0.00**

Schedule 3: Co-op Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Cash Balance Reported to Excise Board 6-30--2	$0.00	$0.00	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$0.00	$0.00	$0.00	$0.00
Cash Balances Transferred (Sch 6 Source Code 6110)	$0.00	$0.00	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$0.00	$0.00	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$0.00	$0.00	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	$0.00	$0.00	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, -1	$0.00	$0.00	$0.00	$0.00
Reserve for Warrants Outstanding (Schedule 4)	$0.00	$0.00	$0.00	$0.00
Reserve for Encumbrances (Schedule 8)	$0.00	$0.00	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00	$0.00	$0.00
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Schedule 4: Co-op Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$0.00	$0.00	$0.00
Warrants Registered During Year	$0.00	$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00
Warrants Paid During Year	$0.00	$0.00	$0.00	$0.00
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$0.00	$0.00	$0.00
TOTAL WARRANTS RETIRED	$0.00	$0.00	$0.00	$0.00
BALANCE WARRANTS OUTSTANDING JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00

EXHIBIT 'B'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2019-20 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00	$0.00
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE		
2100 County 4 Mill Ad Valorem Tax	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	$0.00
3140 State School Land Earnings	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00	$0.00
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$0.00	$0.00
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.00
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Forward	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
GRAND TOTAL	**$0.00**	**$0.00**

EXHIBIT 'B'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2019-20 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$0.00	0.00%	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00		$0.00	$0.00
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	0.00%	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00		$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE				
2100 County 4 Mill Ad Valorem Tax	$0.00	0.00%	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	0.00%	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	$0.00	0.00%	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	0.00%	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	0.00%	$0.00	$0.00
3140 State School Land Earnings	$0.00	0.00%	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00		$0.00	$0.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	$0.00	0.00%	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	0.00%	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00		$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	$0.00	0.00%	$0.00	$0.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00		$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	0.00%	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00		$0.00	$0.00
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00		$0.00	$0.00
GRAND TOTAL	**$0.00**		**$0.00**	**$0.00**

EXHIBIT 'B'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2019			
	RESERVES 06-30-2019	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$0.00**	**$0.00**	**$0.00**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2020		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL CO-OP FUND 2019-20 FISCAL YEAR	**$0.00**	**$0.00**	**$0.00**

EXHIBIT 'B'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2020				2019-2020
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$0.00	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL CO-OP FUND 2019-20 FISCAL YEAR	**$0.00**	**$0.00**	**$0.00**	**$0.00**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2020-21	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$0.00	$0.00
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$0.00**	**$0.00**

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BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT 'C'

Schedule 1: Current Balance Sheet for June 30, 2020	
	Amount
ASSETS:	
Cash Balances	$240,526.69
Investments	$0.00
TOTAL ASSETS	$240,526.69
LIABILITIES AND RESERVES:	
Warrants Outstanding	$16,769.57
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$26,078.00
TOTAL LIABILITIES AND RESERVES	$42,847.57
CASH FUND BALANCE JUNE 30, 2020	$197,679.12
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$240,526.69**

Schedule 2: Revenue and Requirements, 2019-2020		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$967,948.99	$1,018,570.08
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$967,948.99	$820,890.96
CASH FUND BALANCE JUNE 30, 2020	**$0.00**	**$197,679.12**

Schedule 3: Building Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Cash Balance Reported to Excise Board 6-30-19	$0.00	$531,119.66	$0.00	$531,119.66
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$511,721.16	$0.00	$0.00	$511,721.16
Cash Balances Transferred (Sch 6 Source Code 6110)	$486,954.84	-$486,954.84	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$19,894.08	-$19,894.08	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$0.00	$0.00	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	$1,018,570.08	-$506,848.92	$0.00	$511,721.16
Warrants Paid of Year in Caption	$778,043.39	$24,270.74	$0.00	$802,314.13
TOTAL DISBURSEMENTS	$778,043.39	$24,270.74	$0.00	$802,314.13
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$240,526.69	$0.00	$0.00	$240,526.69
Reserve for Warrants Outstanding (Schedule 4)	$16,769.57	$0.00	$0.00	$16,769.57
Reserve for Encumbrances (Schedule 8)	$26,078.00	$0.00	$0.00	$26,078.00
TOTAL LIABILITIES AND RESERVE	$42,847.57	$0.00	$0.00	$42,847.57
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$197,679.12**	**$0.00**	**$0.00**	**$197,679.12**

Schedule 4: Building Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$9,834.30	$0.00	$9,834.30
Warrants Registered During Year	$794,812.96	$14,436.44	$0.00	$809,249.40
TOTAL	$794,812.96	$24,270.74	$0.00	$819,083.70
Warrants Paid During Year	$778,043.39	$24,270.74	$0.00	$802,314.13
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$0.00	$0.00	$0.00
TOTAL WARRANTS RETIRED	$778,043.39	$24,270.74	$0.00	$802,314.13
BALANCE WARRANTS OUTSTANDING JUNE 30, 2020	$16,769.57	$0.00	$0.00	$16,769.57

Schedule 5: 2019 Ad Valorem Tax Account			
ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020	5.000	Mills	Amount
2019 Net Valuation Certified to County Excise Board			$103,540,817.00
Total Proceeds of Levy as Certified			$529,093.57
Additions:			$0.00
Deductions:			$0.00
Gross Balance Tax			$529,093.57
Less Reserve for Delinquent Tax			$48,099.42
Reserve for Protests Pending			$0.00
Balance Available Tax			$480,994.15
Deduct 2019 Tax Apportioned			$493,946.81
Net Balance 2019 Tax in Process of Collection			**$0.00**
Excess Collections			**$12,952.66**

EXHIBIT 'C'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2019-20 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$480,994.15	$493,946.81
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$13,952.71
1130 Revenue In Lieu Of Taxes	$0.00	$5.96
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$480,994.15	$507,905.48
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$480,994.15	$507,905.48
2000 INTERMEDIATE SOURCES OF REVENUE		
2100 County 4 Mill Ad Valorem Tax	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	$0.00
3140 State School Land Earnings	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	$127.95
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00	$127.95
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$0.00	$0.00
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$2.13
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00	$130.08
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	$3,685.60
TOTAL NON-REVENUE RECEIPTS	$0.00	$3,685.60
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Forward	$486,954.84	$486,954.84
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$19,894.08
6140 Estopped Warrants by Statute	$0.00	$0.00
TOTAL CASH ACCOUNTS	$486,954.84	$506,848.92
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$486,954.84	$506,848.92
GRAND TOTAL	**$967,948.99**	**$1,018,570.08**

EXHIBIT 'C'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2019-20 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$12,952.66	100.22%	$495,038.87	$495,038.87
1120 Ad Valorem Tax Levy (Prior Years)	$13,952.71	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$5.96	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$26,911.33		$495,038.87	$495,038.87
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	0.00%	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$635,000.00	$635,000.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$26,911.33		$1,130,038.87	$1,130,038.87
2000 INTERMEDIATE SOURCES OF REVENUE				
2100 County 4 Mill Ad Valorem Tax	$0.00	0.00%	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	0.00%	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	$0.00	0.00%	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	0.00%	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	0.00%	$0.00	$0.00
3140 State School Land Earnings	$0.00	0.00%	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$127.95	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$127.95		$0.00	$0.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	$0.00	0.00%	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	0.00%	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00		$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	$0.00	0.00%	$0.00	$0.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$2.13	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$130.08		$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00		$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$3,685.60	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$3,685.60		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	40.59%	$197,679.12	$197,679.12
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$19,894.08	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$19,894.08		$197,679.12	$197,679.12
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$19,894.08		$197,679.12	$197,679.12
GRAND TOTAL	**$50,621.09**		**$1,327,717.99**	**$1,327,717.99**

EXHIBIT 'C'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2019			
	RESERVES 06-30-2019	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$34,330.52**	**$14,436.44**	**$19,894.08**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2020		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$8,940.41	$0.00	$8,940.41
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$118,239.76	$0.00	$118,239.76
2700 Student Transportation Services	$719,634.16	$0.00	$719,634.16
TOTAL SUPPORT SERVICES	$837,873.92	$0.00	$837,873.92
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$55,287.01	$0.00	$55,287.01
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$55,287.01	$0.00	$55,287.01
5000 OTHER OUTLAYS:			
5100 Debt Service	$65,847.65	$0.00	$65,847.65
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$65,847.65	$0.00	$65,847.65
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL BUILDING FUND 2019-20 FISCAL YEAR	**$967,948.99**	**$0.00**	**$967,948.99**

EXHIBIT 'C'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2020				2019-2020
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$8,940.41	$0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$0.00	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00	$0.00
2500 Support Services - Business	$216,626.29	$26,078.00	-$242,704.29	$242,704.29
2600 Operations And Maintenance of Plant Services	$447,869.10	$0.00	-$329,629.34	$447,869.10
2700 Student Transportation Services	$0.00	$0.00	$719,634.16	$0.00
TOTAL SUPPORT SERVICES	$664,495.39	$26,078.00	$147,300.53	$690,573.39
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$84,750.00	$0.00	-$84,750.00	$84,750.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$55,287.01	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$84,750.00	$0.00	-$29,462.99	$84,750.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$41,881.97	$0.00	$23,965.68	$41,881.97
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$3,685.60	$0.00	-$3,685.60	$3,685.60
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$45,567.57	$0.00	$20,280.08	$45,567.57
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL BUILDING FUND 2019-20 FISCAL YEAR	**$794,812.96**	**$26,078.00**	**$147,058.03**	**$820,890.96**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2020-21	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$1,327,717.99	$1,327,717.99
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$1,327,717.99**	**$1,327,717.99**

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EXHIBIT 'D'

Schedule 1: Current Balance Sheet for June 30, 2020	
	Amount
ASSETS:	
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$0.00**

Schedule 2: Revenue and Requirements, 2019-2020		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$0.00	$0.00
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$0.00	$0.00
CASH FUND BALANCE JUNE 30, 2020	**$0.00**	**$0.00**

Schedule 3: Child Nutrition Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Cash Balance Reported to Excise Board 6-30-19	$0.00	$0.00	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$0.00	$0.00	$0.00	$0.00
Cash Balances Transferred (Sch 6 Source Code 6110)	$0.00	$0.00	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$0.00	$0.00	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$0.00	$0.00	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	$0.00	$0.00	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00
Reserve for Warrants Outstanding (Schedule 4)	$0.00	$0.00	$0.00	$0.00
Reserve for Encumbrances (Schedule 8)	$0.00	$0.00	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00	$0.00	$0.00
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Schedule 4: Child Nutrition Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$0.00	$0.00	$0.00
Warrants Registered During Year	$0.00	$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00
Warrants Paid During Year	$0.00	$0.00	$0.00	$0.00
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$0.00	$0.00	$0.00
TOTAL WARRANTS RETIRED	$0.00	$0.00	$0.00	$0.00
BALANCE WARRANTS OUTSTANDING JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00

EXHIBIT 'D'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2019-20 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00	$0.00
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 CHILD NUTRITION PROGRAM		
1710 Students' Lunches	$0.00	$0.00
1720 Students' Breakfsts	$0.00	$0.00
1730 Adult Lunches/Breakfasts	$0.00	$0.00
1740 Extra Food/A La Carte/Extra Milk	$0.00	$0.00
1750 Special Milk Program	$0.00	$0.00
1760 Contract Lunches, Breakfasts, Milk and Supplements	$0.00	$0.00
1790 Other District Revenue (Child Nutrition Programs)	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAM	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE:	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 Total Dedicated Revenue	$0.00	$0.00
3200 Total State Aid - General Operations - Non-Categorical	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$0.00	$0.00
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.00
3700 CHILD NUTRITION PROGRAM		
3710 State Reimbursement	$0.00	$0.00
3720 State Matching	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAM	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 CHILD NUTRITION PROGRAMS		
4710 Lunches	$0.00	$0.00
4720 Breakfasts	$0.00	$0.00
4730 Special Milk	$0.00	$0.00
4740 Summer Food Service Program	$0.00	$0.00
4750 Child and Adult Food Program	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Forward	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
GRAND TOTAL	**$0.00**	**$0.00**

EXHIBIT 'D'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2019-20 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$0.00	0.00%	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00		$0.00	$0.00
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	0.00%	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 CHILD NUTRITION PROGRAM				
1710 Students' Lunches	$0.00	0.00%	$0.00	$0.00
1720 Students' Breakfsts	$0.00	0.00%	$0.00	$0.00
1730 Adult Lunches/Breakfasts	$0.00	0.00%	$0.00	$0.00
1740 Extra Food/A La Carte/Extra Milk	$0.00	0.00%	$0.00	$0.00
1750 Special Milk Program	$0.00	0.00%	$0.00	$0.00
1760 Contract Lunches, Breakfasts, Milk and Supplements	$0.00	0.00%	$0.00	$0.00
1790 Other District Revenue (Child Nutrition Programs)	$0.00	0.00%	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAM	$0.00		$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00		$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE:	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 Total Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
3200 Total State Aid - General Operations - Non-Categorical	$0.00	0.00%	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	$0.00	0.00%	$0.00	$0.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	0.00%	$0.00	$0.00
3700 CHILD NUTRITION PROGRAM				
3710 State Reimbursement	$0.00	0.00%	$0.00	$0.00
3720 State Matching	$0.00	0.00%	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAM	$0.00		$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 CHILD NUTRITION PROGRAMS				
4710 Lunches	$0.00	0.00%	$0.00	$0.00
4720 Breakfasts	$0.00	0.00%	$0.00	$0.00
4730 Special Milk	$0.00	0.00%	$0.00	$0.00
4740 Summer Food Service Program	$0.00	0.00%	$0.00	$0.00
4750 Child and Adult Food Program	$0.00	0.00%	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS	$0.00		$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00		$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	0.00%	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00		$0.00	$0.00
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00		$0.00	$0.00
GRAND TOTAL	**$0.00**		**$0.00**	**$0.00**

EXHIBIT 'D'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2019			
	RESERVES 06-30-2019	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$0.00**	**$0.00**	**$0.00**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2020		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
TOTAL INSTRUCTION	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 CHILD NUTRITION PROGRAMS OPERATIONS			
3110 Supervision of Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3120 Food Preparation & Dispensing Services	$0.00	$0.00	$0.00
3130 Food and Supplies Delivery Services	$0.00	$0.00	$0.00
3140 Other Direct/Related Child Nutrition Programs Services	$0.00	$0.00	$0.00
3150 Food Procurement Services	$0.00	$0.00	$0.00
3160 Non-Reimbursable Services	$0.00	$0.00	$0.00
3180 Nutrition Education & Staff Development	$0.00	$0.00	$0.00
3190 Other Child Nutrition Programs Operations	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS OPERATIONS	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTION SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERV:			
4100 Supv. of Facilities Acquisition and Construction	$0.00	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
4900 Other Facilities Acquisition and Const. Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES:	$0.00	$0.00	$0.00
TOTAL OTHER USES	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL REPAYMENTS	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION FUND 2019-20 FISCAL YEAR	**$0.00**	**$0.00**	**$0.00**

EXHIBIT 'D'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2020				2019-2020
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
TOTAL INSTRUCTION	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:	$0.00	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 CHILD NUTRITION PROGRAMS OPERATIONS				
3110 Supervision of Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3120 Food Preparation & Dispensing Services	$0.00	$0.00	$0.00	$0.00
3130 Food and Supplies Delivery Services	$0.00	$0.00	$0.00	$0.00
3140 Other Direct/Related Child Nutrition Programs Services	$0.00	$0.00	$0.00	$0.00
3150 Food Procurement Services	$0.00	$0.00	$0.00	$0.00
3160 Non-Reimbursable Services	$0.00	$0.00	$0.00	$0.00
3180 Nutrition Education & Staff Development	$0.00	$0.00	$0.00	$0.00
3190 Other Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS OPERATIONS	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTION SERVICES	$0.00	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERV:				
4100 Supv. of Facilities Acquisition and Construction	$0.00	$0.00	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
4900 Other Facilities Acquisition and Const. Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00	$0.00
7000 OTHER USES:	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER USES	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL REPAYMENTS	$0.00	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION FUND 2019-20 FISCAL YEAR	**$0.00**	**$0.00**	**$0.00**	**$0.00**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2020-21	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$0.00	$0.00
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$0.00**	**$0.00**

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SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2020 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2018 Building Bonds
Date Of Issue						7/1/2018
Date Of Sale By Delivery						7/1/2018
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						7/1/2020
Amount Of Each Uniform Maturity						$ 2,260,000.00
Final Maturity Otherwise:						
Date of Final Maturity						7/1/2021
Amount of Final Maturity						$ 2,560,000.00
AMOUNT OF ORIGINAL ISSUE						$ 4,820,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						$ 4,820,000.00
Years To Run						2
Normal Annual Accrual						$ 2,560,000.00
Tax Years Run						1
Accrual Liability To Date						$ 2,260,000.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2019						$ 0.00
Bonds Paid During 2019-2020						$ 0.00
Matured Bonds Unpaid						$ 0.00
Balance Of Accrual Liability						$ 2,260,000.00
TOTAL BONDS OUTSTANDING 6-30-2020:						
Matured						$ 0.00
Unmatured						$ 4,820,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons	7/1/2021	$ 2,560,000.00	3.000%	12 Mo.	$ 76,800.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						$ 0.00
Years To Run						0
Accrue Each Year						$ 0.00
Tax Years Run						0
Total Accrual To Date						$ 0.00
Current Interest Earned Through 2020-2021						$ 76,800.00
Total Interest To Levy For 2020-2021						$ 76,800.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2019:						
Matured						$ 0.00
Unmatured						$ 0.00
Interest Earnings 2019-2020						$ 311,800.00
Coupons Paid Through 2019-2020						
Interest Earned But Unpaid 6-30-2020:						
Matured						$ 0.00
Unmatured						$ 311,800.00

See Accountant's Compilation Report
SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2020 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	2016 GOCP Bonds
Date Of Issue	7/1/2016
Date Of Sale By Delivery	7/1/2016
HOW AND WHEN BONDS MATURE:	
Uniform Maturities:	
Date Maturity Begins	7/1/2019
Amount Of Each Uniform Maturity	$ 2,315,000.00
Final Maturity Otherwise:	
Date of Final Maturity	7/1/2019
Amount of Final Maturity	$ 2,315,000.00
AMOUNT OF ORIGINAL ISSUE	$ 4,630,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year	$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:	
Bond Issues Accruing By Tax Levy	$ 4,630,000.00
Years To Run	2
Normal Annual Accrual	$ 0.00
Tax Years Run	2
Accrual Liability To Date	$ 4,630,000.00
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2019	$ 2,315,000.00
Bonds Paid During 2019-2020	$ 2,315,000.00
Matured Bonds Unpaid	$ 0.00
Balance Of Accrual Liability	$ 0.00
TOTAL BONDS OUTSTANDING 6-30-2020:	
Matured	$ 0.00
Unmatured	$ 0.00

Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00

Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	$ 0.00
Years To Run	0
Accrue Each Year	$ 0.00
Tax Years Run	0
Total Accrual To Date	$ 0.00
Current Interest Earned Through 2020-2021	$ 0.00
Total Interest To Levy For 2020-2021	$ 0.00
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2019:	
Matured	$ 0.00
Unmatured	$ 14,468.75
Interest Earnings 2019-2020	$ 0.00
Coupons Paid Through 2019-2020	$ 14,468.75
Interest Earned But Unpaid 6-30-2020:	
Matured	$ 0.00
Unmatured	$ 0.00

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2020 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	Total All Bonds
HOW AND WHEN BONDS MATURE:	
Uniform Maturities:	
Amount Of Each Uniform Maturity	$ 4,575,000.00
Final Maturity Otherwise:	
Amount of Final Maturity	$ 4,875,000.00
AMOUNT OF ORIGINAL ISSUE	$ 9,450,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year	$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:	
Bond Issues Accruing By Tax Levy	$ 9,450,000.00
Normal Annual Accrual	$ 2,560,000.00
Accrual Liability To Date	$ 6,890,000.00
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2019	$ 2,315,000.00
Bonds Paid During 2019-2020	$ 2,315,000.00
Matured Bonds Unpaid	$ 0.00
Balance Of Accrual Liability	$ 2,260,000.00
TOTAL BONDS OUTSTANDING 6-30-2020:	
Matured	$ 0.00
Unmatured	$ 4,820,000.00
Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	$ 0.00
Accrue Each Year	$ 0.00
Total Accrual To Date	$ 0.00
Current Interest Earned Through 2020-2021	$ 76,800.00
Total Interest To Levy For 2020-2021	$ 76,800.00
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2019:	
Matured	$ 0.00
Unmatured	$ 14,468.75
Interest Earnings 2019-2020	$ 311,800.00
Coupons Paid Through 2019-2020	$ 14,468.75
Interest Earned But Unpaid 6-30-2020:	
Matured	$ 0.00
Unmatured	$ 311,800.00

EXHIBIT "E"

Schedule 2: Detail of Judgment Indebtedness as of June 30, 2020 - Not Affecting Homesteads (New)					
Judgments For Indebtedness Originally Incurred After January 8, 1937. (New)					
IN FAVOR OF					TOTAL ALL JUDGMENTS
BY WHOM OWNED					
PURPOSE OF JUDGMENT					
Case Number					
NAME OF COURT					
Date of Judgment					
Principal Amount of Judgment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Rate Assigned by Court	0.00%	0.00%	0.00%	0.00%	
Tax Levies Made	0	0	0	0	
Principal Amount Provided for to June 30, 2019	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Principal Amount Provided for in 2019-2020	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
PRINCIPAL AMOUNT NOT PROVIDED FOR	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
AMOUNT TO PROVIDE BY TAX LEVY FISCAL YEAR 2020-2021					
Principal 1/3	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
FOR ALL JUDGMENTS REPORTED					
LEVIED FOR BUT UNPAID JUDGMENT OBLIGATIONS					
OUTSTANDING JUNE 30, 2019					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
JUDGMENT OBLIGATIONS SINCE LEVIED FOR:					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
JUDGMENT OBLIGATIONS SINCE PAID:					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
LEVIED BUT UNPAID JUDGMENT OBLIGATIONS OUTSTANDING JUNE 30, 2020					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Schedule 3: Prepaid Judgments as of June 30, 2020					
Prepaid Judgments On Indebtedness Originating After January 8, 1937					
NAME OF JUDGMENT					TOTAL ALL PREPAID JUDGMENTS
CASE NUMBER					
NAME OF COURT					
Principal Amount of Judgment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Tax Levies Made	0	0	0	0	
Unreimbursed Balance At June 30, 2019	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Reimbursement By 2019-2020 Tax Levy	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Annual Accrual On Prepaid Judgments	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Stricken By Court Order	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Asset Balance	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

EXHIBIT "E"

Schedule 4: Sinking Fund Cash Statement		
Revenue Receipts and Disbursements (Fund 41)	SINKING FUND	
	Detail	Extension
Cash on Hand June 30, 2019		$ 2,440,111.31
Investments Since Liquidated	$ 0.00	
COLLECTED AND APPORTIONED:		
Contributions From Other Districts	$ 0.00	
2018 and Prior Ad Valorem Tax	$ 73,594.91	
2019 Ad Valorem Tax	$ 2,413,793.69	
Miscellaneous Receipts	$ 655.69	
TOTAL RECEIPTS		$ 2,488,044.29
TOTAL RECEIPTS AND BALANCE		$ 4,928,155.60
DISBURSEMENTS:		
Coupons Paid	$ 14,468.75	
Interest Paid on Past-Due Coupons	$ 0.00	
Bonds Paid	$ 2,315,000.00	
Interest Paid on Past-Due Bonds	$ 0.00	
Commission Paid to Fiscal Agency	$ 0.00	
Judgments Paid	$ 0.00	
Interest Paid on Such Judgments	$ 0.00	
Investments Purchased	$ 0.00	
Judgments Paid Under 62 O.S. 1981, Sect 435	$ 0.00	
TOTAL DISBURSEMENTS		$ 2,329,468.75
CASH BALANCE ON HAND JUNE 30, 2020		$2,598,686.85

Schedule 5: Sinking Fund Balance Sheet		
	SINKING FUND	
	Detail	Extension
Cash Balance on Hand June 30, 2020		$ 2,598,686.85
Legal Investments Properly Maturing	$ 0.00	
Judgments Paid to Recover by Tax Levy	$ 0.00	
TOTAL LIQUID ASSETS		$ 2,598,686.85
DEDUCT MATURED INDEBTEDNESS:		
a. Past-Due Coupons	$ 0.00	
b. Interest Accrued Thereon	$ 0.00	
c. Past-Due Bonds	$ 0.00	
d. Interest Thereon After Last Coupon	$ 0.00	
e. Fiscal Agent Commission On Above	$ 0.00	
f. Judgements and Interest Levied for But Unpaid	$ 0.00	
TOTAL Items a. Through f. (To Extension Column)		$ 0.00
BALANCE OF ASSETS SUBJECT TO ACCRUALS		$ 2,598,686.85
DEDUCT ACCRUAL RESERVES IF ASSETS SUFFICIENT:		
g. Earned Unmatured Interest	$ 311,800.00	
h. Accrual on Final Coupons	$ 0.00	
i. Accrued on Unmatured Bonds	$ 2,260,000.00	
TOTAL Items g. Through i. (To Extension Column)		$ 2,571,800.00
EXCESS OF ASSETS OVER ACCRUAL RESERVES		$ 26,886.85

Schedule 6: Estimate of Sinking Fund Needs		
	SINKING FUND	
	Computed By Governing Board	Provided By Excise Board
Interest Earnings on Bonds	$ 76,800.00	$ 76,800.00
Accrual on Unmatured Bonds	$ 2,560,000.00	$ 2,560,000.00
Annual Accrual on "Prepaid" Judgments	$ 0.00	$ 0.00
Annual Accrual on Unpaid Judgments	$ 0.00	$ 0.00
Interest on Unpaid Judgments	$ 0.00	$ 0.00
Participating Contributions (Annexations):	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
Annual Accrual From Exhibit KK	$ 0.00	$ 0.00
TOTAL SINKING FUND PROVISION	$ 2,636,800.00	$ 2,636,800.00

EXHIBIT "E"

Schedule 7: Ad Valorem Tax Account - Sinking Funds					
ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020			24.96 Mills		Amount
Gross Value	$ 0.00	Net Value	$ 103,540,817.00		
Total Proceeds of Levy as Certified				$	2,584,215.31
Additions:				$	0.00
Deductions:				$	0.00
Gross Balance Tax				$	2,584,215.31
Less Reserve for Delinquent Tax				$	123,057.87
Reserve for Protests Pending				$	0.00
Balance Available Tax				$	2,461,157.44
Deduct 2019 Tax Apportioned				$	2,413,793.69
Net Balance 2019 Tax in Process of Collection				**$**	**47,363.75**
Excess Collections				**$**	**0.00**

Schedule 8: Sinking Fund Contributions From Other Districts Due To Boundary Changes			
SCHOOL DISTRICT CONTRIBUTIONS		SINKING FUND	
		Actually Received	Provided For in Budget of Contributing School District
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
TOTALS		$ 0.00	$ 0.00

EXHIBIT "E"

Schedule 10: Miscellaneous Revenue	2019-20 ACCOUNT
Source	Amount
1000 DISTRICT SOURCES OF REVENUE:	
1200 Tuition & Fees	$ 0.00
1300 EARNINGS ON INVESTMENTS AND BOND SALES	
1310 Interest Earnings	$ 0.00
1320 Dividends on Insurance Policies	$ 0.00
1330 Premium on Bonds Sold	$ 0.00
1340 Accrued Interest on Bond Sales	$ 0.00
1350 Interest on Taxes	$ 0.00
1360 Earnings From Oklahoma Commission on School Funds Management	$ 0.00
1370 Proceeds From Sale of Original Bonds	$ 0.00
1390 Other Earnings on Investments	$ 0.00
TOTAL EARNINGS ON INVESTMENTS AND BOND SALES	$ 0.00
1400 RENTAL, DISPOSALS AND COMMISSIONS	
1410 Rental of School Facilities	$ 0.00
1420 Rental of Property Other Than School Facilities	$ 0.00
1430 Sales of Building and/or Real Estate	$ 0.00
1440 Sales of Equipment, Services and Materials	$ 0.00
1450 Bookstore Revenue	$ 0.00
1460 Commissions	$ 0.00
1470 Shop Revenue	$ 0.00
1490 Other Rental, Disposals and Commissions	$ 0.00
TOTAL RENTAL, DISPOSALS AND COMMISSIONS	$ 0.00
1500 Reimbursements	$ 0.00
1600 Other Local Sources of Revenue	$ 0.00
1700 Child Nutrition Programs	$ 0.00
1800 Athletics	$ 0.00
TOTAL DISTRICT SOURCES OF REVENUE	$ 0.00
2000 INTERMEDIATE SOURCES OF REVENUE:	
2100 County 4 Mill Ad Valorem Tax	$ 0.00
2200 County Apportionment (Mortgage Tax)	$ 0.00
2300 Resale of Property Fund Distribution	$ 0.00
2900 Other Intermediate Sources of Revenue	$ 0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$ 0.00
3000 STATE SOURCES OF REVENUE:	
3100 Total Dedicated Revenue	$ 645.29
3200 Total State Aid - General Operations - Non-Categorical	$ 0.00
3300 State Aid - Competitive Grants - Categorical	$ 0.00
3400 State - Categorical	$ 0.00
3500 Special Programs	$ 0.00
3600 Other State Sources of Revenue	$ 10.40
3700 Child Nutrition Program	$ 0.00
3800 State Vocational Programs - Multi-Source	$ 0.00
TOTAL STATE SOURCES OF REVENUE	$ 655.69
4000 FEDERAL SOURCES OF REVENUE:	$ 0.00
TOTAL FEDERAL SOURCES OF REVENUE	$ 0.00
5000 NON-REVENUE RECEIPTS:	0.00
TOTAL NON-REVENUE RECEIPTS	0.00
GRAND TOTAL	**$ 655.69**

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TOTAL SPECIAL REVENUE FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "F"

Schedule 1: Current Balance Sheet - June 30, 2020	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$0.00

Schedule 3: Special Revenue Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30-19	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

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There are no Special Revenue items individually listed.

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TOTAL CAPITAL PROJECT FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$100,300.00
Investments	$0.00
TOTAL ASSETS	$100,300.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$100,300.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$100,300.00

Schedule 3: Capital Projects Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30-19	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$100,300.00	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$100,300.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$100,300.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$100,300.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

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CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	2020 Bond	Fund 31
ASSETS:		Amount
Cash Balances		$100,300.00
Investments		$0.00
TOTAL ASSETS		$100,300.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$100,300.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$100,300.00

Schedule 3: Capital Projects Fund 31 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$100,300.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$100,300.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$100,300.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$100,300.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

See Accountant's Compilation Report
CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	Name of Item	Fund 32
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 32 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

See Accountant's Compilation Report

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020

ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	Name of Item	Fund 33
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 33 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

See Accountant's Compilation Report

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020

ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	Name of Item	Fund 34
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 34 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

See Accountant's Compilation Report

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020

ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	Name of Item	Fund 35
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 35 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00

TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

S.A.&I. Form 2662R1.1.9 Entity: Chickasha Public Schools I-1, Grady County 8-Sep-2020

See Accountant's Compilation Report

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020

ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	Name of Item	Fund 36
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 36 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00

8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

S.A.&I. Form 2662R1.1.9 Entity: Chickasha Public Schools I-1, Grady County 8-Sep-2020

See Accountant's Compilation Report

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020

ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	Name of Item	Fund 37
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 37 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00

7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

S.A.&I. Form 2662R1.1.9 Entity: Chickasha Public Schools I-1, Grady County 8-Sep-2020

See Accountant's Compilation Report

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020

ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	Name of Item	Fund 38
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 38 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00

5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

S.A.&I. Form 2662R1.1.9 Entity: Chickasha Public Schools I-1, Grady County 8-Sep-2020

See Accountant's Compilation Report

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020

ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2020	2018 Buidling Bond	Fund 39
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2020		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 39 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00

4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

EXHIBIT "H"

Schedule 1: Current Balance Sheet - June 30, 2020	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$24,505.00
Investments	$0.00
TOTAL ASSETS	$24,505.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$508.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$508.00
CASH FUND BALANCE JUNE 30, 2020	$23,997.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$24,505.00

Schedule 3: Enterprise Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$5,905.00	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$18,600.00	
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$18,600.00	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$18,600.00	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$24,505.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$24,505.00	$0.00
Reserve for Warrants Outstanding	$508.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$4,270.00
TOTAL LIABILITIES AND RESERVE	$508.00	$4,270.00
DEFICIT	$0.00	-$4,270.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$23,997.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$4,270.00	$0.00	$4,270.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$508.00	$0.00	$508.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$508.00	$0.00	$508.00

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EXHIBIT "H"

Schedule 1: Current Balance Sheet - June 30, 2020	Gift Fund
ASSETS:	Amount
Cash Balances	$24,505.00
Investments	$0.00
TOTAL ASSETS	$24,505.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$508.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$508.00
CASH FUND BALANCE JUNE 30, 2020	$23,997.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$24,505.00

Schedule 3: Enterprise Fund Gift Fund Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$5,905.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$18,600.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$18,600.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$18,600.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$24,505.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$24,505.00	$0.00
Reserve for Warrants Outstanding	$508.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$4,270.00
TOTAL LIABILITIES AND RESERVE	$508.00	$4,270.00
DEFICIT	$0.00	-$4,270.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$23,997.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$4,270.00	$0.00	$4,270.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$508.00	$0.00	$508.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquisition & Construction Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$508.00	$0.00	$508.00

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TOTAL EXPENDABLE TRUST FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "J"

Schedule 1: Current Balance Sheet - June 30, 2020	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$0.00

Schedule 3: Expendable Trust Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

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There are no Expendable Trust items individually listed.

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TOTAL NON-EXPENDABLE TRUST FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "K"

Schedule 1: Current Balance Sheet - June 30, 2020	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$0.00

Schedule 3: Non-Expendable Trust Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

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There are no Non-Expendable Trust items individually listed.

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TOTAL INTERNAL SERVICE FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "L"

Schedule 1: Current Balance Sheet - June 30, 2020	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$0.00

Schedule 3: Internal Service Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2019-20	2019 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2019		
	RESERVES 6/30/19	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2020		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2019-20 FISCAL YEAR	$0.00	$0.00	$0.00

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There are no Internal Service items individually listed.

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EXHIBIT 'M'

Schedule 1: Current Balance Sheet for June 30, 2020	
	Amount
ASSETS:	
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$0.00**

Schedule 2: Revenue and Requirements, 2019-2020		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$0.00	$0.00
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$0.00	$0.00
CASH FUND BALANCE JUNE 30, 2020	**$0.00**	**$0.00**

Schedule 3: MAPS Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Cash Balance Reported to Excise Board 6-30-19	$0.00	$0.00	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$0.00	$0.00	$0.00	$0.00
Cash Balances Transferred (Sch 6 Source Code 6110)	$0.00	$0.00	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$0.00	$0.00	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$0.00	$0.00	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	$0.00	$0.00	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00
Reserve for Warrants Outstanding (Schedule 4)	$0.00	$0.00	$0.00	$0.00
Reserve for Encumbrances (Schedule 8)	$0.00	$0.00	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00	$0.00	$0.00
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Schedule 4: Maps Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$0.00	$0.00	$0.00
Warrants Registered During Year	$0.00	$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00
Warrants Paid During Year	$0.00	$0.00	$0.00	$0.00
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$0.00	$0.00	$0.00
TOTAL WARRANTS RETIRED	$0.00	$0.00	$0.00	$0.00
BALANCE WARRANTS OUTSTANDING JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00

EXHIBIT 'M'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2019-20 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00	$0.00
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE:		
2100 County 4 Mill Ad Valorem Tax	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	$0.00
3140 State School Land Earnings	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00	$0.00
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$0.00	$0.00
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.00
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:		
6100 CASH ACCOUNTS		
6110 Cash Forward	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
GRAND TOTAL	**$0.00**	**$0.00**

EXHIBIT 'M'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2019-20 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$0.00	0.00%	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00		$0.00	$0.00
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	0.00%	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00		$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE:				
2100 County 4 Mill Ad Valorem Tax	$0.00	0.00%	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	0.00%	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	$0.00	0.00%	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	0.00%	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	0.00%	$0.00	$0.00
3140 State School Land Earnings	$0.00	0.00%	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00		$0.00	$0.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	$0.00	0.00%	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	0.00%	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00		$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	$0.00	0.00%	$0.00	$0.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00		$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	0.00%	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00		$0.00	$0.00
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00		$0.00	$0.00
GRAND TOTAL	**$0.00**		**$0.00**	**$0.00**

EXHIBIT 'M'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2019			
	RESERVES 06-30-2019	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$0.00**	**$0.00**	**$0.00**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, -1		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL MAPS FUND 2019-20 FISCAL YEAR	**$0.00**	**$0.00**	**$0.00**

EXHIBIT 'M'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, -1				-2--1
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$0.00	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL MAPS FUND 2019-20 FISCAL YEAR	**$0.00**	**$0.00**	**$0.00**	**$0.00**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2020-21	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$0.00	$0.00
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$0.00**	**$0.00**

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EXHIBIT 'N'

Schedule 1: Current Balance Sheet for June 30, 2020	
	Amount
ASSETS:	
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$0.00**

Schedule 2: Revenue and Requirements, 2019-2020		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$0.00	$0.00
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$0.00	$0.00
CASH FUND BALANCE JUNE 30, 2020	**$0.00**	**$0.00**

Schedule 3: Municiple/County Tax Levy Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Cash Balance Reported to Excise Board 6-30-19	$0.00	$0.00	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$0.00	$0.00	$0.00	$0.00
Cash Balances Transferred (Sch 6 Source Code 6110)	$0.00	$0.00	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$0.00	$0.00	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$0.00	$0.00	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	$0.00	$0.00	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00
Reserve for Warrants Outstanding (Schedule 4)	$0.00	$0.00	$0.00	$0.00
Reserve for Encumbrances (Schedule 8)	$0.00	$0.00	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00	$0.00	$0.00
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Schedule 4: Municiple/County Tax Levy Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$0.00	$0.00	$0.00
Warrants Registered During Year	$0.00	$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00
Warrants Paid During Year	$0.00	$0.00	$0.00	$0.00
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$0.00	$0.00	$0.00
TOTAL WARRANTS RETIRED	$0.00	$0.00	$0.00	$0.00
BALANCE WARRANTS OUTSTANDING JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00

EXHIBIT 'N'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2019-20 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00	$0.00
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE:		
2100 County 4 Mill Ad Valorem Tax	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	$0.00
3140 State School Land Earnings	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00	$0.00
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$0.00	$0.00
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.00
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:		
6100 CASH ACCOUNTS		
6110 Cash Forward	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
GRAND TOTAL	**$0.00**	**$0.00**

EXHIBIT 'N'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2019-20 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$0.00	0.00%	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00		$0.00	$0.00
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	0.00%	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00		$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE:				
2100 County 4 Mill Ad Valorem Tax	$0.00	0.00%	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	0.00%	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	$0.00	0.00%	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	0.00%	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	0.00%	$0.00	$0.00
3140 State School Land Earnings	$0.00	0.00%	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00		$0.00	$0.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	$0.00	0.00%	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	0.00%	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00		$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	$0.00	0.00%	$0.00	$0.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00		$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	0.00%	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00		$0.00	$0.00
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00		$0.00	$0.00
GRAND TOTAL	**$0.00**		**$0.00**	**$0.00**

EXHIBIT 'N'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2019			
	RESERVES 06-30-2019	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$0.00**	**$0.00**	**$0.00**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, -1		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL MUNICIPLE/COUNTY TAX LEVY FUND 2019-20 FISCAL YEAR	**$0.00**	**$0.00**	**$0.00**

EXHIBIT 'N'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, -1				-2--1
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$0.00	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL MUNICIPLE/COUNTY TAX LEVY FUND 2019-20 FISC	**$0.00**	**$0.00**	**$0.00**	**$0.00**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2020-21	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$0.00	$0.00
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$0.00**	**$0.00**

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EXHIBIT 'O'

Schedule 1: Current Balance Sheet for June 30, 2020	
	Amount
ASSETS:	
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2020	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$0.00**

Schedule 2: Revenue and Requirements, 2019-2020		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$0.00	$0.00
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$0.00	$0.00
CASH FUND BALANCE JUNE 30, 2020	**$0.00**	**$0.00**

Schedule 3: Childcare & Limited Services for Children Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Cash Balance Reported to Excise Board 6-30-19	$0.00	$0.00	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$0.00	$0.00	$0.00	$0.00
Cash Balances Transferred (Sch 6 Source Code 6110)	$0.00	$0.00	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$0.00	$0.00	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$0.00	$0.00	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE	$0.00	$0.00	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00
Reserve for Warrants Outstanding (Schedule 4)	$0.00	$0.00	$0.00	$0.00
Reserve for Encumbrances (Schedule 8)	$0.00	$0.00	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00	$0.00	$0.00
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Schedule 4: Childcare & Limited Services For Children Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2019-20	2018-19	PRE-2018	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$0.00	$0.00	$0.00
Warrants Registered During Year	$0.00	$0.00	$0.00	$0.00
TOTAL	$0.00	$0.00	$0.00	$0.00
Warrants Paid During Year	$0.00	$0.00	$0.00	$0.00
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$0.00	$0.00	$0.00
TOTAL WARRANTS RETIRED	$0.00	$0.00	$0.00	$0.00
BALANCE WARRANTS OUTSTANDING JUNE 30, 2020	$0.00	$0.00	$0.00	$0.00

EXHIBIT 'O'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2019-20 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00	$0.00
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE:		
2100 County 4 Mill Ad Valorem Tax	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	$0.00
3140 State School Land Earnings	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00	$0.00
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$0.00	$0.00
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.00
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:		
6100 CASH ACCOUNTS		
6110 Cash Forward	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
GRAND TOTAL	**$0.00**	**$0.00**

EXHIBIT 'O'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2019-20 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$0.00	0.00%	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00		$0.00	$0.00
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	0.00%	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$0.00		$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE:				
2100 County 4 Mill Ad Valorem Tax	$0.00	0.00%	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	0.00%	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	$0.00	0.00%	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	0.00%	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	0.00%	$0.00	$0.00
3140 State School Land Earnings	$0.00	0.00%	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00		$0.00	$0.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	$0.00	0.00%	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	0.00%	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00		$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	$0.00	0.00%	$0.00	$0.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00		$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	0.00%	$0.00	$0.00
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$0.00		$0.00	$0.00
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$0.00		$0.00	$0.00
GRAND TOTAL	**$0.00**		**$0.00**	**$0.00**

EXHIBIT 'O'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2019			
	RESERVES 06-30-2019	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$0.00**	**$0.00**	**$0.00**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, -1		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL CHILDCARE & LIMITED SERVICES FOR CHILDREN FUND 2019-20 FIS	**$0.00**	**$0.00**	**$0.00**

EXHIBIT 'O'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, -1				-2--1
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$0.00	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL CHILDCARE & LIMITED SERVICES FOR CHILDREN	**$0.00**	**$0.00**	**$0.00**	**$0.00**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2020-21	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$0.00	$0.00
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$0.00**	**$0.00**

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CERTIFICATE OF EXCISE BOARD

State of Oklahoma, County of Grady

We, do further certify that we have examined the statement of estimated needs for the current fiscal year ending June 30, 2020, as certified by the Board of Education of Chickasha Public Schools, District Number I-1 of said County and State, and its financial statement for the preceding year, and in so doing we have diligently performed the duties imposed upon this Excise Board by 68 O. S. 2001 Section 3007, by (1) ascertaining that the financial statements, as to the statistics therein contained, reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefor; (3) supplemented such estimate, after appropriate action, by an estimate of needs prepared by this Excise Board to make provision for mandatory functions based upon statistics authoritatively submitted; (4) computed the total means available to each fund in the manner provided, applying the Governing Board's estimate of revenue to be derived from surplus tax of the immediately preceding year and from sources other than ad valorem tax, or reduced such estimate to not less than the lawfully authorized ratio of the several sums realized from such sources during the preceding fiscal year or to such lesser sum as may reasonably be anticipated under altered law or circumstance and using for such determination the basic collections of the preceding year and the ratios on which distribution or apportionment must be made during the ensuing or current year.

To the several and specific purposes of the estimated needs as certified, we have and do hereby appropriate the surplus balances of cash on hand of the prior year, estimates of income from sources other than ad valorem taxation within the limitation fixed by law, and the proceeds of ad valorem tax levy within the number of mills authorized, either by apportionment by the Legislature, allocation by the excise board or by legal election, all of which appropriations are made in so far as the available surpluses, revenues, and levies will permit, except in that we have also provided that, after deducting items consisting of cash and the revenue from all sources other than the 2020 tax and the proceeds of the 2020 tax levy are in excess of the residue of such appropriations, by a sum included for delinquent tax, computed at 5.0% of such residue. And provided further, if said School District has been ascertained to be a well defined State Aid District, the local budget, as approved and appropriated for, has been applied wholly to its operating accounts.

We further certify that the amount required to be raised from tax, excluding Homesteads, for General Revenue Fund purposes as approved, requires a total ad valorem tax levy of 35.000 Mills. Said levy is within the statutory limit, and if in excess, is within the constitutional limit and has been authorized by a vote of the people of said district, as shown by certificate of the School Board to-wit:

To this District, with valuations shown below, the Excise Board allocated 5.000 Mills, plus 15.000 Mills authorized by the Constitution, plus an emergency levy of 5.000 Mills; plus local support levy of 10.000 Mills; for a total levy for the General Fund of 35.000 Mills.

We further certify that the amount required to be raised for building fund purposes as approved requires a tax levy of 5.000 Mills, and said levy has been certified as authorized by a vote of the people at an election held for that purpose. We further certify that Assessed Values used in computing Mill-vote levies have been applied as certified by the County Assessor.

We further certify that we have examined the within statements of account and estimated needs or requirements of the Governing Board of Chickasha Public Schools, School District No. I-1 of said County and State, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 2001 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit Y and any other legal deduction, including a reserve of 5.0% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "Y"					
County Excise Board's Appropriation of Income and Revenue	General Fund	Building Fund	Co-op Fund	Child Nutrition Fund	New Sinking Fund (Exc. Homesteads)
Appropriation Approved and Provision Made	$ 19,539,506.95	$ 1,327,717.99	$ 0.00	$ 0.00	$ 2,636,800.00
Appropriation of Revenues:					
Excess of Assets Over Liabilities	$ 2,483,457.72	$ 197,679.12	$ 0.00	$ 0.00	$ 26,886.85
Unclaimed Protest Tax Refunds	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Miscellaneous Estimated Revenues	$ 13,589,808.36	$ 635,000.00	$ 0.00	$ 0.00	None
Est. Value of Surplus Tax in Process	$ 0.00	$ 0.00	$ 0.00	$ 0.00	None
Sinking Fund Contributions	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Surplus Building Fund Cash	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total Other Than 2020 Tax	$ 16,073,266.08	$ 832,679.12	$ 0.00	$ 0.00	$ 26,886.85
Balance Required	$ 3,466,240.87	$ 495,038.87	$ 0.00	$ 0.00	$ 2,609,913.15
Add Allowance for Delinquency	$ 346,624.09	$ 49,503.89	$ 0.00	$ 0.00	$ 260,991.32
Total Required for 2020 Tax	$ 3,812,864.96	$ 544,542.76	$ 0.00	$ 0.00	$ 2,870,904.47
Rate of Levy Required and Certified	---------	---------	---------	---------	26.94 Mills

We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead Exemptions have been deducted in the said School District as finally equalized and certified by the Board of Equalization for the current year 2020-2021 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS					
County		Real	Personal	Public Service	Total
This County	Grady	$ 77,418,391	$ 21,895,536	$ 7,250,214	$ 106,564,141
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Total Valuations, All Counties		$ 77,418,391	$ 21,895,536	$ 7,250,214	$ 106,564,141

The assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, be raised by ad valorem taxation, we thereupon made the above levies therefor as provided by law as follows:

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2020-2021

EXHIBIT "Y" Continued:	Primary County And All Joint Counties				
Levies Required and Certified:	Valuation And Levies Excluding Homesteads			Total Required For 2020 Tax	
County	General Fund	Building Fund	Total Valuation	General	Building
This County Grady	35.78 Mills	5.11 Mills	$ 106,564,141	$ 3,812,865	$ 544,543
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.	0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Totals			$ 106,564,141	$ 3,812,865	$ 544,543

Sinking Fund: 26.94 Mills

We do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2020 without regard to any protest that may be filed against any levies, as required by 68 O. S. 2001, Section 2869.

Signed at _____, Oklahoma, this _____ day of _____, _____

_____ Excise Board Member

_____ Excise Board Chairman

_____ Excise Board Member

_____ Excise Board Secretary

Joint School District Levy Certification for Chickasha Public Schools I-1

Career Tech District Number _____ : General Fund _____

Building Fund _____

State of Oklahoma)
) ss
County of Grady)

I, _____, Grady County Clerk, do hereby certify that the above levies are true and correct for the taxable year 2020.

Witness my hand and seal, on _____, _____ .

_____
Grady County Clerk

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EXHIBIT "Z"

Schedule 1: SUMMARY RECAPITULATION OF SCHOOL COSTS FOR THE FISCAL YEAR ENDING JUNE 30, 2020, AND APPORTIONMENT THEREOF

CLASSIFICATION	ACCUMULATION OF EXPENDITURES AND UNLIQUIDATED COMMITMENTS TO DETERMINE PER CAPITA COSTS					
Expenditures and Reserves	GENERAL REVENUE FUND	CHILD NUTRITION FUND	BUILDING FUND	SINKING FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS
Current Exp. - Educational	$ 18,430,763.48	$ 0.00	$ 664,495.39	$ 0.00	$ 0.00	$ 0.00
Current Exp. - Transportation	$ 908,436.61	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Res. - Educational	$ 37,291.65	$ 0.00	$ 26,078.00	$ 0.00	$ 0.00	$ 0.00
Current Res. - Transportation	$ 1,249.86	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Exp. - Educational	$ 0.00	$ 0.00	$ 84,750.00	$ 2,329,468.75	$ 0.00	$ 0.00
Capital Exp. - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Res. - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Res. - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 19,377,741.60	$ 0.00	$ 775,323.39	$ 2,329,468.75	$ 0.00	$ 0.00

Enumeration	2,162.65	**Average Daily Attendance**	2,011.44	**Average Daily Haul**	1,479.39

Expenditures and Reserves	ENTERPRISE FUNDS	ACTIVITY FUNDS	EXPENDABLE TRUST FUNDS	NON-EXPENDABLE TURST FUNDS	INTERNAL SERVICE FUNDS
Current Expenditures - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Reserves - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Expenditures - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Per Capita Cost for:	**Education**	$ 10,725.08		**Transportation**	$ 614.91

Expenditures and Reserves	TOTAL OF ALL APPLICABLE COSTS 2019-2020	OPERATION COSTS ONLY	TRANSPORTATION COSTS ONLY
Current Expenditures - Educational	$ 19,095,258.87	$ 19,095,258.87	$ 0.00
Current Expenditures - Transportation	$ 908,436.61	$ 0.00	$ 908,436.61
Current Reserves - Educational	$ 63,369.65	$ 63,369.65	$ 0.00
Current Reserves - Transportation	$ 1,249.86	$ 0.00	$ 1,249.86
Capital Expenditures - Educational	$ 2,414,218.75	$ 2,414,218.75	$ 0.00
Capital Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Educational	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 22,482,533.74	$ 21,572,847.27	$ 909,686.47

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Publication Sheet - Board of Education
Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2020
Estimate of Needs for Fiscal Year Ending June 30, 2021
Chickasha Public Schools, School District No. I-1, Grady County, Oklahoma

STATEMENT OF FINANCIAL CONDITION

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2020	GENERAL FUND DETAIL	BUILDING FUND DETAIL	CO-OP FUND DETAIL	NUTRITION FUND DETAIL
ASSETS:				
Cash Balance June 30, 2020	$ 4,858,633.97	$ 240,526.69	$ 0.00	$ 0.00
Investments	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL ASSETS	$ 4,858,633.97	$ 240,526.69	$ 0.00	$ 0.00
LIABILITIES AND RESERVES:				
Warrants Outstanding	$ 2,336,634.74	$ 16,769.57	$ 0.00	$ 0.00
Reserves From Schedule 7	$ 38,541.51	$ 26,078.00	$ 0.00	$ 0.00
TOTAL LIABILITIES AND RESERVES	$ 2,375,176.25	$ 42,847.57	$ 0.00	$ 0.00
CASH FUND BALANCE (Deficit) JUNE 30, 2020	$ 2,483,457.72	$ 197,679.12	$ 0.00	$ 0.00

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2021

GENERAL FUND	
Current Expense	$ 19,539,506.95
Reserve for Int. on Warrants & Revaluation	$ 0.00
Total Required	$ 19,539,506.95
FINANCED:	
Cash Fund Balance	$ 2,483,457.72
Estimated Miscellaneous Revenue	$ 13,589,808.36
Total Deductions	$ 16,073,266.08
Balance to Raise from Ad Valorem Tax	$ 3,466,240.87

ESTIMATED MISCELLANEOUS REVENUE:	
1000 Other District Sources of Revenue	$ 10,400.00
2100 County 4 Mill Ad Valorem Tax	$ 540,500.00
2200 County Apportionment (Mortgage Tax)	$ 69,600.00
2300 Resale of Property Fund Distribution	$ 0.00
2900 Other Intermediate Sources of Revenue	$ 0.00
3110 Gross Production Tax	$ 1,141,748.36
3120 Motor Vehicle Collections	$ 823,750.00
3130 Rural Electric Cooperative Tax	$ 13,900.00
3140 State School Land Earnings	$ 256,900.00
3150 Vehicle Tax Stamps	$ 0.00
3160 Farm Implement Tax Stamps	$ 0.00
3170 Trailers and Mobile Homes	$ 0.00
3190 Other Dedicated Revenue	$ 0.00
3200 State Aid - General Operations	$ 7,046,845.00
3300 State Aid - Competitive Grants	$ 67,457.00
3400 State - Categorical	$ 99,506.00
3500 Special Programs	$ 0.00
3600 Other State Sources of Revenue	$ 0.00
3700 Child Nutrition Program	$ 0.00
3800 State Vocational Programs	$ 59,402.00
4100 Capital Outlay	$ 61,295.00
4200 Disadvantaged Students	$ 1,247,926.00
4300 Individuals With Disabilities	$ 489,924.00
4400 Minority	$ 98,075.00
4500 Operations	$ 20,659.00
4600 Other Federal Sources of Revenue	$ 860,489.00
4700 Child Nutrition Programs	$ 666,630.00
4800 Federal Vocational Education	$ 14,802.00
5000 Non-Revenue Receipts	$ 0.00
Total Estimated Revenue	$ 13,589,808.36

SINKING FUND BALANCE SHEET	
1. Cash Balance on Hand June 30, 2020	$ 2,598,686.85
2. Legal Investments Properly Maturing	$ 0.00
3. Judgments Paid To Recover By Tax Levy	$ 0.00
4. Total Liquid Assets	$ 2,598,686.85
Deduct Matured Indebtedness:	
5. a. Past-Due Coupons	$ 0.00
6. b. Interest Accrued Thereon	$ 0.00
7. c. Past-Due Bonds	$ 0.00
8. d. Interest Thereon after Last Coupon	$ 0.00
9. e. Fiscal Agency Commissions on Above	$ 0.00
10. f. Judgments and Int. Levied for/Unpaid	$ 0.00
11. Total Items a. Through .f	$ 0.00
12. Balance of Assets Subject to Accrual	$ 2,598,686.85
Deduct Accrual Reserve if Assets Sufficient:	
13. g. Earned Unmatured Interest	$ 311,800.00
14. h. Accrual on Final Coupons	$ 0.00
15. i. Accrued on Unmatured Bonds	$ 2,260,000.00
16. Total Items g Through i	$ 2,571,800.00
17. Excess of Assets Over Accrual Reserves **(Page 2)	$ 26,886.85

SINKING FUND REQUIREMENTS FOR 2020-2021	
1. Interest Earnings on Bonds	$ 76,800.00
2. Accrual on Unmatured Bonds	$ 2,560,000.00
3. Annual Accrual on "Prepaid" Judgments	$ 0.00
4. Annual Accrual on Unpaid Judgments	$ 0.00
5. Interest on Unpaid Judgments	$ 0.00
6. PARTICIPATING CONTRIBUTIONS (Annexations):	$ 0.00
7. For Credit to School Dist. No.	$ 0.00
8. For Credit to School Dist. No.	$ 0.00
9. For Credit to School Dist. No.	$ 0.00
10. For Credit to School Dist. No.	0.00
11. Annual Accrual From Exhibit KK	$ 0.00
Total Sinking Fund Requirements	$ 2,636,800.00
Deduct:	
1. Excess of Assets over Liabilities (if not a deficit)	$ 26,886.85
2. Contributions From Other Districts	$ 0.00
Balance To Raise	$ 2,609,913.15

	SINKING FUND
13d. j. Unmatured Coupons Due Before 4-1-2021	$ 0.00
14d. k. Unmatured Bonds So Due	$ 0.00
15d. l. Whatever Remains is for Exhibit KK Line E.	$ 0.00
16d. Deficit as Shown on Sinking Fund Balance Sheet.	$ 0.00
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Han	$ 0.00
18d. Remaining Deficit is for Exhibit KK Line F.	$ 0.00

BUILDING FUND	
Current Expense	$ 1,327,717.99
Reserve for Int. on Warrants & Revaluation	$ 0.00
Total Required	$ 1,327,717.99
FINANCED:	
Cash Fund Balance	$ 197,679.12
Estimated Miscellaneous Revenue	$ 635,000.00
Total Deductions	$ 832,679.12
Balance to Raise from Ad Valorem Tax	$ 495,038.87

	CO-OP FUND	CHILD NUTRITION PROGRAMS FUND
Current Expense	$ 0.00	$ 0.00
Reserve for Int. on Warrants & Revaluation	$ 0.00	$ 0.00
Total Required	$ 0.00	$ 0.00
FINANCED:		
Cash Fund Balance	$ 0.00	$ 0.00
Estimated Miscellaneous Revenue	$ 0.00	$ 0.00
Total Deductions	$ 0.00	$ 0.00
Balance	$ 0.00	$ 0.00

Publication Sheet - Board of Education
Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2020
Estimate of Needs for Fiscal Year Ending June 30, 2021
Chickasha Public Schools, School District No. I-1, Grady County, Oklahoma

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF GRADY, ss:
We, the undersigned duly elected, qualified and acting officers of the Board of Education of Chickasha Public Schools, School District No. I-1, of Said County and State, do hereby certify that at a meeting of the Governing Body of the said District begun at the time provided by law for districts of this class and pursuant to the provisions of 68 O. S. 2001 Section 3003, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said District as reflected by the records of the District Clerk and Treasurer. We further certify that the foregoing estimate for current expenses for the fiscal year beginning July 1, 2020 and ending June 30, 2021, as shown are reasonably necessary for the proper conduct of the affairs of the said District, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding year.

_____
President of Board of Education

Subscribed and sworn to before me this _____ day of _____ , 2020

_____
Notary Public

The Estimate of Needs shall be published in one issue in some legally qualified newspaper published in such political subdivision. If there be no such newspaper published in such political subdivision, such statement and estimate shall be so published in some legally qualified newspaper of general circulation therein; and such publication shall be made, in each instance, by the board or authority making the estimate.

See Accountant's Compilation Report

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2019 TO JUNE 30, 2020
EXHIBIT KK
CALCULATION OF ACCRUALS WHERE A DEFICIT EXISTS

Chickasha Public Schools, School District No. I-1, Grady County, Oklahoma

EXHIBIT "KK"

DETERMINATION OF REQUIREMENTS FOR SINKING FUND WHEN A DEFICIT EXISTS	Amount
A. Total Liquid Assets at 6-30-2020 (From Schedule 5)	$ 2,598,686.85
B. Less Cash Requirements for the Current Fiscal Year (Cash Basis):	
b1. Unmatured Coupons Due Before 4-1-2021	$ 0.00
b2. Unmatured Bonds So Due	$ 0.00
C. Remainder For Line E Below	$ 0.00
D. Deficit as Shown on Sinking Fund Balance Sheet (From Schedule 5)	$ 0.00
E. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (Line C)	$ 0.00
F. Total Deficit Remaining	$ 0.00

Purpose of Bond Issue	Date of Issue	Unmatured Bonds Outstanding	Percentage of Column 3 to Total Bonds Outstanding	Column 4 Times Remaining Deficit	Years Yet to Run	Deficit Requirement for Each Remaining Year
Totals from Columns		$ 0.00	0.000%	$ 0.00	-	$ 0.00
					Plus Deficit from Line E Above	$ 0.00
					Transfer Total to Sinking Fund Estimate of Needs (Schedule 6)	$ 0.00

See Accountant's Compilation Report

Revenue Projection for Chickasha School District

Please use the following projected miscellaneous revenue to prepare our 2020-2021 Estimate of Needs:

General Fund Miscellaneous Revenue			
1300	Earnings on Investments	Project	10,400.00
2100	County 4-Mill		540,500.00
2200	County Apportionment		69,600.00
3110	Gross Production		1,141,748.36
3120	Motor Vehicle Collections		823,750.00
3130	Rural Electric Coop Tax		13,900.00
3140	State School Land		256,900.00
3210	Foundation & Salary		5,108,750.00
3250	Flexible Benefit Allowance	331-335	1,938,095.00
3310	Alternative Education	381	67,457.00
3410	Professional Development	311	
3420	State Textbook	333	99,506.00
3800	State Vocational Programs	411-412	59,402.00
4130	Title VIII-Impact Aid	591	
4140	Title VII-Part A, Indian Educ	561	61,295.00
4180	Title VI-Subpart 1, REAP-Fed	588	
4100			
4210	Title I-Part A, Impr	511	1,095,548.00
4230	Title I-Part C, Migrant	521	
4271	Title II-Part A	541	147,166.00
4281	Title III	572	5,212.00
4310	IDEA-Part B, Flowthrough	621	478,040.00
4340	IDEA-Part B, Preschool	641	11,884.00
4440	Title IV 21st Century	550	56,232.00
4441	Part A, Safe & Drug Free	551	
4460	Title V	556	
4470	Title VI, Subpart 2,Rural & low	586	41,843.00
4689	CARES Act	788	723,290.00
4550	Johnson O'Malley	563	20,659.00
4610	Adult Education	731	137,199.00
4685	Learn & Serve America	781	
4820	Carl Perkins	421	14,802.00
4700	TANF	463	66,630.00
4710/4720	Lunch & Breakfast (Federal)	763/764	600,000.00
1110	Current Ad Valorem (Estimated)		3,466,240.87
6110	Carryforward		2,483,457.72
	PROJECTED BUDGET		19,539,506.95

Child Nutrition Fund		
1710	Student Lunches	0.00
1720	A La Carte	0.00
1730	Adult Lunches	0.00
1760	Contract Lunches	0.00
3250	Flexible Benefit	0.00
3720	State Matching	0.00
4710	Lunches (Federal)	0.00
4720	Breakfast (Federal)	0.00
4740	Summer Food (Federal)	0.00
5100	Local collections from activity fund	0.00
6110	Carryforward	0.00
	PROJECTED BUDGET	0.00

Building Fund		
Code	*Description*	*Amount or %*
1110	Current Ad Valorem (Estimated)	495,038.87
1510	Insurance Reimbursement	635,000.00
6110	Carryforward	197,679.12
	PROJECTED BUDGET	1,327,717.99

Cooperative Fund		
Code	*Description*	*Amount or %*
3310	Alternative Education	
4820	Carl Perkins	
6110	Carryforward	0.00
	PROJECTED BUDGET	0.00

Sinking Fund		
1110	Current Ad Valorem (Estimated)	2,609,913.15
6110	Carryforward	2,598,686.85
	PROJECTED BUDGET	5,208,600.00

I hereby acknowledge that I have reviewed and approve using the projected revenues shown above. I understand that the projected revenues are the District's responsibility.

Approved by: _____

Superintendent of Chickasha Public Schools

Note 1: A 10% reserve rate will be used for the General & Building Funds. The Sinking Fund reserve rate will be between 5 -10%. Bond issues will be levied in accordance with your bond counsel's recommendation.

Chickasha School District No. I-1, Grady County, Oklahoma

Summary of Estimate of Needs

GENERAL FUND APPROPRIATIONS - 2020-2021		
'General Fund Cash Fund Balance July 1, 2020		$2,483,457.72
ESTIMATED MISCELLANEOUS REVENUE FOR 2020-2021		
1120 Prior Ad Valorem/Other Local Tax	0.00	
1200 Tuition & Fees	0.00	
1300 Earnings on Investments	10,400.00	
1400 Rental, Disposals and Commissions	0.00	
1500 Reimbursements	0.00	
1600 Other Local Sources of Revenue	0.00	
1700 Child Nutrition Programs	0.00	
1800 Athletics	0.00	
2100 County 4 Mill Ad Valorem Tax	540,500.00	
2200 County Apportionment (Mortgage Tax)	69,600.00	
2300 Resale of Property Fund Distribution	0.00	
2910 Other Intermediate Sources of Revenue	0.00	
3110 Gross Production Tax	1,141,748.36	
3120 Motor Vehicle Collections	823,750.00	
3130 Rural Electric Cooperative Tax	13,900.00	
3140 State School Land Earnings	256,900.00	
3150 Vehicle Tax Stamps	0.00	
3160 Farm Implement Tax Stamps	0.00	
3170 Trailers and Mobile Homes	0.00	
3190 Other Dedicated Revenue	0.00	
3210 Foundation and Salary Incentive Aid	5,108,750.00	
3220 Mid-Term Adjustment For Attendance	0.00	
3230 Teacher Consultant Stipend	0.00	
3250 Flexible Benefit Allowance	1,938,095.00	
3300 State Aid - Competitive Grants - Categorical	67,457.00	
3400 State - Categorical	99,506.00	
3500 Special Programs	0.00	
3600 Other State Sources of Revenue	0.00	
3700 Child Nutrition Program	0.00	
3800 State Vocational Programs - Multi-Source	59,402.00	
4100 Grants-In-Aid Direct From The Federal Government	61,295.00	
4200 Disadvantage Students	1,247,926.00	
4300 Individuals With Disabilities	489,924.00	
4400 No Child Left Behind	98,075.00	
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	20,659.00	
4600 Other Federal Sources Passed Through State Dept Of Education	860,489.00	
4700 Child Nutrition Programs	666,630.00	
4800 Federal Vocational Education	14,802.00	
5100 Return of Assets	0.00	
Total Miscellaneous Revenue		13,589,808.36
Sub-Total		16,073,266.08
35 Mill Ad Valorem Tax (Net)		3,466,240.87
GRAND TOTAL 2020-2021 GENERAL FUND APPROPRIATIONS		19,539,506.95

GENERAL FUND APPROPRIATIONS 2020-2021	
Current Expense	$19,539,506.95
Pro rata share of County Assessor's Budget by County Excise Board	0.00
GRAND TOTAL GENERAL FUND APPROPRIATIONS 2020-2021	$19,539,506.95

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BUILDING FUND APPROPRIATIONS 2020-2021	
Cash Fund Balance July 1, 2020	$197,679.12
5 Mill Levy (Net)	495,038.87
Miscellaneous Revenue	635,000.00
Total Building Fund	$1,327,717.99

BUILDING FUND APPROPRIATIONS 2020-2021	
Current Expense	$1,327,717.99
Pro rata share of County Assessor's Budget by County Excise Board	0.00
GRAND TOTAL BUILDING FUND APPROPRIATIONS 2020-2021	$1,327,717.99

CHILD NUTRITION FUND APPROPRIATIONS 2020-2021	
Cash Fund Balance July 1, 2020	$0.00
Miscellaneous Revenue	0.00
Total Child Nutrition Fund	$0.00

CHILD NUTRITION FUND APPROPRIATIONS 2020-2021	
Current Expense	$0.00
Interest	0.00
GRAND TOTAL 2020-2021 CHILD NUTRITION FUND APPROPRIATIONS	$0.00

COOP FUND APPROPRIATIONS 2020-2021	
Cash Fund Balance July 1, 2020	$0.00
Miscellaneous Revenue	0.00
Total Coop Fund	$0.00

COOP FUND APPROPRIATIONS 2020-2021	
Current Expense	$0.00
Interest	0.00
GRAND TOTAL 2020-2021 COOP FUND APPROPRIATIONS	$0.00

2020 VALUATIONS	$106,564,141
2019 VALUATIONS	103,540,817
INCREASE (DECREASE)	$3,023,324

AVAILABLE BONDING CAPACITY ASOF JULY 1, 2020	
10% of Net Valuations	$10,656,414.10
Less: Bonds Outstanding	4,820,000.00
NET AVAILABLE BONDING CAPACITY	$5,836,414.10

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9/8/2020

Angel, Johnston & Blasingame, P.C.
P.O. Box 706
Chickasha, OK 73023
405-224-6363

APPLICATION FOR TEMPORARY APPROPRIATIONS

WHEREAS: The needs of the Board of Education of Chickasha Sc
Of Grady County require immediate approval of temporary appropı
fiscal year 2021-2022: NOW, THEREFORE, BE IT RESOLVED, that the
Grady County is hereby requested to approve temporary appropria
to exceed one hundred (100%) percent of the total estimated funds

General Fund	$
Building Fund	$
Child Nutrition Fund	$
Cooperative Fund	$

APPROVED AND ADOPTED this _____ day of _____,

TH

___
(N

__

ATTEST:

_____ _____
Clerk President

APPROVED by the Grady County Excise Board this _____ day

TH

Ch

ATTEST: Me

County Clerk Me

chool District No. I-1

riations for the

e County Excise Board of

itions to the extent of and not

s available to said board as follows:

17,585,556

1,194,946

0

0

, 2021

IE BOARD OF EDUCATION

Chickasha Public Schools I-1

Name of School District) (NO.)

Grady County, Oklahoma

of _____ 2021

IE COUNTY EXCISE BOARD

Grady County, Oklahoma

_____

ıairman

_____

ember

_____

ember

GENERAL FUND

Chickasha Public Schools

REVENUE ANALYSIS

SOURCE	2019-2020			2018-2019		
	BUDGETED	ACTUALLY COLLECTED	% OF BUDGET	ACTUALLY COLLECTED	% OF 2019-2020	Variance
Current Ad Valorem	3,367,900.39	3,458,594.31	102.69%	3,085,296.03	89.21%	373,298.28
Prior Ad Valorem	0.00	97,737.94	0.00%	236,723.50	242.20%	(138,985.56)
1200 Tuition & Fees	0.00	8,830.65	0.00%	12,522.51	141.81%	(3,691.86)
1300 Earnings on Investments and Bond Sales	64,984.85	11,577.37	17.82%	72,205.39	623.68%	(60,628.02)
1400 Rental, Disposals and Commissions	0.00	27,116.40	0.00%	41,690.00	153.74%	(14,573.60)
1500 Reimbursements	0.00	54,821.88	0.00%	15,712.48	28.66%	39,109.40
1600 Other Local Sources of Revenue	0.00	19,246.07	0.00%	65,197.44	338.76%	(45,951.37)
1700 Child Nutrition Programs	0.00	127,642.90	0.00%	147,172.01	115.30%	(19,529.11)
1800 Athletics	0.00	0.00	0.00%	0.00	0.00%	0.00
2100 County 4 Mill Ad Valorem Tax	505,000.00	600,602.58	118.93%	561,204.76	93.44%	39,397.82
2200 County Apportionment (Mortgage Tax)	126,000.00	77,408.33	61.44%	140,357.22	181.32%	(62,948.89)
2300 Resale of Property Fund Distribution	0.00	0.00	0.00%	0.00	0.00%	0.00
2910 Other Intermediate Sources of Revenue	0.00	0.00	0.00%	0.00	0.00%	0.00
3110 Gross Production Tax	2,216,000.00	2,283,496.71	103.05%	2,955,045.50	129.41%	(671,548.79)
3120 Motor Vehicle Collections	800,300.00	996,944.74	124.57%	889,320.92	89.20%	107,623.82
3130 Rural Electric Cooperative Tax	14,100.00	15,474.41	109.75%	15,703.91	101.48%	(229.50)
3140 State School Land Earnings	303,900.00	285,551.45	93.96%	337,683.51	118.26%	(52,132.06)
3150 Vehicle Tax Stamps	0.00	3,326.01	0.00%	3,505.25	105.39%	(179.24)
3160 Farm Implement Tax Stamps	0.00	895.85	0.00%	1,447.17	161.54%	(551.32)
3170 Trailers and Mobile Homes	0.00	0.00	0.00%	0.00	0.00%	0.00
3190 Other Dedicated Revenue	0.00	0.00	0.00%	0.00	0.00%	0.00
3210 Foundation and Salary Incentive Aid	6,055,782.00	6,053,502.00	99.96%	6,636,781.00	109.64%	(583,279.00)
3220 Mid-Term Adjustment For Attendance	0.00	0.00	0.00%	0.00	0.00%	0.00
3230 Teacher Consultant Stipend	0.00	0.00	0.00%	0.00	0.00%	0.00
3240 Disaster Assistance	0.00	0.00	0.00%	0.00	0.00%	0.00
3250 Flexible Benefit Allowance	2,041,069.00	1,915,562.04	93.85%	2,001,644.36	104.49%	(86,082.32)
3300 State Aid - Competitive Grants - Categorical	61,082.00	74,202.89	121.48%	67,868.89	91.46%	6,334.00
3400 State - Categorical	102,585.00	174,728.11	170.33%	161,391.99	92.37%	13,336.12
3500 Special Programs	0.00	0.00	0.00%	0.00	0.00%	0.00
3600 Other State Sources of Revenue	0.00	5,464.21	0.00%	13,068.47	239.16%	(7,604.26)
3700 Child Nutrition Program	0.00	11,311.04	0.00%	10,207.10	90.24%	1,103.94
3800 State Vocational Programs - Multi-Source	50,992.00	60,990.00	119.61%	50,992.00	83.61%	9,998.00
4100 Grants-In-Aid Direct From The Federal Government	61,000.00	61,295.00	100.48%	90,278.60	147.29%	(28,983.60)
4200 Disadvantage Students	972,331.00	918,066.77	94.42%	903,480.07	98.41%	14,586.70
4300 Individuals With Disabilities	478,628.00	471,804.45	98.57%	522,611.31	110.77%	(50,806.86)
4400 No Child Left Behind	86,483.00	90,541.58	104.69%	76,543.00	84.54%	13,998.58
4500 Grants-In-Aid Passed Through Other State/Interme	11,844.00	10,084.32	85.14%	9,012.32	89.37%	1,072.00
4600 Other Federal Sources Passed Through State Dept (	133,166.00	216,093.12	162.27%	159,712.89	73.91%	56,380.23
4700 Child Nutrition Programs	955,418.00	863,561.00	90.39%	987,542.50	114.36%	(123,981.50)
4800 Federal Vocational Education	13,749.00	0.00	0.00%	15,277.74	0.00%	(15,277.74)
5000 NON-REVENUE RECEIPTS:	83,100.00	117,188.46	141.02%	93,119.47	79.46%	24,068.99
GRAND TOTAL	18,505,414.24	19,113,662.59		20,380,319.31		(1,266,656.72)

Chickasha Public Schools

BUILDING FUND
REVENUE ANALYSIS

SOURCE	2019-2020 BUDGETED	2019-2020 ACTUALLY COLLECTED	2019-2020 % OF BUDGET	2018-2019 ACTUALLY COLLECTED	2018-2019 % OF 2019-2020	Variance
Current Ad Valorem	480,994.15	493,946.81	102.69%	440,633.37	89.21%	53,313.44
Prior Ad Valorem	0.00	13,958.67	0.00%	33,705.20	241.46%	(19,746.53)
1200 Tuition & Fees	0.00	0.00	0.00%	0.00	0.00%	0.00
1300 Earnings on Investments and Bond Sales	0.00	0.00	0.00%	0.00	0.00%	0.00
1400 Rental, Disposals and Commissions	0.00	0.00	0.00%	0.00	0.00%	0.00
1500 Reimbursements	0.00	0.00	0.00%	0.00	0.00%	0.00
1600 Other Local Sources of Revenue	0.00	0.00	0.00%	0.00	0.00%	0.00
1700 Child Nutrition Programs	0.00	0.00	0.00%	0.00	0.00%	0.00
1800 Athletics	0.00	0.00	0.00%	0.00	0.00%	0.00
2100 County 4 Mill Ad Valorem Tax	0.00	0.00	0.00%	0.00	0.00%	0.00
2200 County Apportionment (Mortgage Tax)	0.00	0.00	0.00%	0.00	0.00%	0.00
2300 Resale of Property Fund Distribution	0.00	0.00	0.00%	0.00	0.00%	0.00
2900 Other Intermediate Sources of Revenue	0.00	0.00	0.00%	0.00	0.00%	0.00
3110 Gross Production Tax	0.00	0.00	0.00%	0.00	0.00%	0.00
3120 Motor Vehicle Collections	0.00	0.00	0.00%	0.00	0.00%	0.00
3130 Rural Electric Cooperative Tax	0.00	0.00	0.00%	0.00	0.00%	0.00
3140 State School Land Earnings	0.00	0.00	0.00%	0.00	0.00%	0.00
3150 Vehicle Tax Stamps	0.00	0.00	0.00%	0.00	0.00%	0.00
3160 Farm Implement Tax Stamps	0.00	127.95	0.00%	206.69	161.54%	(78.74)
3170 Trailers and Mobile Homes	0.00	0.00	0.00%	0.00	0.00%	0.00
3190 Other Dedicated Revenue	0.00	0.00	0.00%	0.00	0.00%	0.00
3210 Foundation and Salary Incentive Aid	0.00	0.00	0.00%	0.00	0.00%	0.00
3220 Mid-Term Adjustment For Attendance	0.00	0.00	0.00%	0.00	0.00%	0.00
3230 Teacher Consultant Stipend	0.00	0.00	0.00%	0.00	0.00%	0.00
3240 Disaster Assistance	0.00	0.00	0.00%	0.00	0.00%	0.00
3250 Flexible Benefit Allowance	0.00	0.00	0.00%	0.00	0.00%	0.00
3300 State Aid - Competitive Grants - Categorical	0.00	0.00	0.00%	0.00	0.00%	0.00
3400 State - Categorical	0.00	0.00	0.00%	0.00	0.00%	0.00
3500 Special Programs	0.00	0.00	0.00%	0.00	0.00%	0.00
3600 Other State Sources of Revenue	0.00	2.13	0.00%	2.09	98.12%	0.04
3700 Child Nutrition Program	0.00	0.00	0.00%	0.00	0.00%	0.00
3800 State Vocational Programs - Multi-Source	0.00	0.00	0.00%	0.00	0.00%	0.00
4100 Grants-In-Aid Direct From The Federal Government	0.00	0.00	0.00%	0.00	0.00%	0.00
4200 Disadvantage Students	0.00	0.00	0.00%	0.00	0.00%	0.00
4300 Individuals With Disabilities	0.00	0.00	0.00%	0.00	0.00%	0.00
4400 No Child Left Behind	0.00	0.00	0.00%	0.00	0.00%	0.00
4500 Grants-In-Aid Passed Through Other State/Interme	0.00	0.00	0.00%	0.00	0.00%	0.00
4600 Other Federal Sources Passed Through State Dept (	0.00	0.00	0.00%	0.00	0.00%	0.00
4700 Child Nutrition Programs	0.00	0.00	0.00%	0.00	0.00%	0.00
4800 Federal Vocational Education	0.00	0.00	0.00%	0.00	0.00%	0.00
5000 NON-REVENUE RECEIPTS:	0.00	3,685.60	0.00%	0.00	0.00%	3,685.60
GRAND TOTAL	480,994.15	511,721.16		474,547.35		37,173.81

Chickasha Public Schools

CO-OP FUND
REVENUE ANALYSIS

SOURCE	2019-2020			2018-2019		
	BUDGETED	ACTUALLY COLLECTED	% OF BUDGET	ACTUALLY COLLECTED	% OF 2019-2020	Variance
1200 Tuition & Fees	0.00	0.00	0.00%		0.00%	0.00
1300 Earnings on Investments and Bond Sales	0.00	0.00	0.00%		0.00%	0.00
1400 Rental, Disposals and Commissions	0.00	0.00	0.00%		0.00%	0.00
1500 Reimbursements	0.00	0.00	0.00%		0.00%	0.00
1600 Other Local Sources of Revenue	0.00	0.00	0.00%		0.00%	0.00
1700 Child Nutrition Programs	0.00	0.00	0.00%		0.00%	0.00
1800 Athletics	0.00	0.00	0.00%		0.00%	0.00
2100 County 4 Mill Ad Valorem Tax	0.00	0.00	0.00%		0.00%	0.00
2200 County Apportionment (Mortgage Tax)	0.00	0.00	0.00%		0.00%	0.00
2300 Resale of Property Fund Distribution	0.00	0.00	0.00%		0.00%	0.00
2900 Other Intermediate Sources of Revenue	0.00	0.00	0.00%		0.00%	0.00
3110 Gross Production Tax	0.00	0.00	0.00%		0.00%	0.00
3120 Motor Vehicle Collections	0.00	0.00	0.00%		0.00%	0.00
3130 Rural Electric Cooperative Tax	0.00	0.00	0.00%		0.00%	0.00
3140 State School Land Earnings	0.00	0.00	0.00%		0.00%	0.00
3150 Vehicle Tax Stamps	0.00	0.00	0.00%		0.00%	0.00
3160 Farm Implement Tax Stamps	0.00	0.00	0.00%		0.00%	0.00
3170 Trailers and Mobile Homes	0.00	0.00	0.00%		0.00%	0.00
3190 Other Dedicated Revenue	0.00	0.00	0.00%		0.00%	0.00
3210 Foundation and Salary Incentive Aid	0.00	0.00	0.00%		0.00%	0.00
3220 Mid-Term Adjustment For Attendance	0.00	0.00	0.00%		0.00%	0.00
3230 Teacher Consultant Stipend	0.00	0.00	0.00%		0.00%	0.00
3240 Disaster Assistance	0.00	0.00	0.00%		0.00%	0.00
3250 Flexible Benefit Allowance	0.00	0.00	0.00%		0.00%	0.00
3300 State Aid - Competitive Grants - Categorical	0.00	0.00	0.00%		0.00%	0.00
3400 State - Categorical	0.00	0.00	0.00%		0.00%	0.00
3500 Special Programs	0.00	0.00	0.00%		0.00%	0.00
3600 Other State Sources of Revenue	0.00	0.00	0.00%		0.00%	0.00
3700 Child Nutrition Program	0.00	0.00	0.00%		0.00%	0.00
3800 State Vocational Programs - Multi-Source	0.00	0.00	0.00%		0.00%	0.00
4100 Grants-In-Aid Direct From The Federal Government	0.00	0.00	0.00%		0.00%	0.00
4200 Disadvantage Students	0.00	0.00	0.00%		0.00%	0.00
4300 Individuals With Disabilities	0.00	0.00	0.00%		0.00%	0.00
4400 No Child Left Behind	0.00	0.00	0.00%		0.00%	0.00
4500 Grants-In-Aid Passed Through Other State/Interme	0.00	0.00	0.00%		0.00%	0.00
4600 Other Federal Sources Passed Through State Dept (	0.00	0.00	0.00%		0.00%	0.00
4700 Child Nutrition Programs	0.00	0.00	0.00%		0.00%	0.00
4800 Federal Vocational Education	0.00	0.00	0.00%		0.00%	0.00
5100 Return of Assets	0.00	0.00	0.00%		0.00%	0.00
GRAND TOTAL	0.00	0.00		0.00		0.00

CHILD NUTRITION FUND

Chickasha Public Schools

REVENUE ANALYSIS

SOURCE	2019-2020			2018-2019		
	BUDGETED	ACTUALLY COLLECTED	% OF BUDGET	ACTUALLY COLLECTED	% OF 2019-2020	Variance
1200 Tuition & Fees	0.00	0.00	0.00%		0.00%	0.00
1300 Earnings on Investments and Bond Sales	0.00	0.00	0.00%		0.00%	0.00
1400 Rental, Disposals and Commissions	0.00	0.00	0.00%		0.00%	0.00
1500 Reimbursements	0.00	0.00	0.00%		0.00%	0.00
1600 Other Local Sources of Revenue	0.00	0.00	0.00%		0.00%	0.00
1710 Students' Lunches	0.00	0.00	0.00%		0.00%	0.00
1720 Students' Breakfsts	0.00	0.00	0.00%		0.00%	0.00
1730 Adult Lunches/Breakfasts	0.00	0.00	0.00%		0.00%	0.00
1740 Extra Food/A La Carte/Extra Milk	0.00	0.00	0.00%		0.00%	0.00
1750 Special Milk Program	0.00	0.00	0.00%		0.00%	0.00
1760 Contract Lunches, Breakfasts, Milk and Supplen	0.00	0.00	0.00%		0.00%	0.00
1790 Other District Revenue (Child Nutrition Progran	0.00	0.00	0.00%		0.00%	0.00
1800 Athletics	0.00	0.00	0.00%		0.00%	0.00
2000 Intermediate Sources of Revenue	0.00	0.00	0.00%		0.00%	0.00
3100 Total Dedicated Revenue	0.00	0.00	0.00%		0.00%	0.00
3200 Total State Aid - General Operations - Non-Categor	0.00	0.00	0.00%		0.00%	0.00
3300 State Aid - Competitive Grants - Categorical	0.00	0.00	0.00%		0.00%	0.00
3400 State - Categorical	0.00	0.00	0.00%		0.00%	0.00
3500 Special Programs	0.00	0.00	0.00%		0.00%	0.00
3600 Other State Sources of Revenue	0.00	0.00	0.00%		0.00%	0.00
3710 State Reimbursement	0.00	0.00	0.00%		0.00%	0.00
3720 State Matching	0.00	0.00	0.00%		0.00%	0.00
3800 State Vocational Programs - Multi-Source	0.00	0.00	0.00%		0.00%	0.00
4100 Grants-In-Aid Direct From The Federal Government	0.00	0.00	0.00%		0.00%	0.00
4200 Disadvantage Students	0.00	0.00	0.00%		0.00%	0.00
4300 Individuals With Disabilities	0.00	0.00	0.00%		0.00%	0.00
4400 No Child Left Behind	0.00	0.00	0.00%		0.00%	0.00
4500 Grants-In-Aid Passed Through Other State/Interme	0.00	0.00	0.00%		0.00%	0.00
4600 Other Federal Sources Passed Through State Dept (	0.00	0.00	0.00%		0.00%	0.00
4710 Lunches	0.00	0.00	0.00%		0.00%	0.00
4720 Breakfasts	0.00	0.00	0.00%		0.00%	0.00
4730 Special Milk	0.00	0.00	0.00%		0.00%	0.00
4740 Summer Food Service Program	0.00	0.00	0.00%		0.00%	0.00
4750 Child and Adult Food Program	0.00	0.00	0.00%		0.00%	0.00
4800 Federal Vocational Education	0.00	0.00	0.00%		0.00%	0.00
5100 Return of Assets	0.00	0.00	0.00%		0.00%	0.00
GRAND TOTAL	0.00	0.00		0.00		0.00

General Fund

Chickasha Public Schools

EXPENDITURE ANALYSIS

FUNCTION CODE	2019-2020			2018-2019		
	BUDGETED	ACTUAL EXPENDITURES	% OF TOTAL	ACTUAL EXPENDITURES	% OF 2019-2020	Variance
1000 INSTRUCTION	10,614,023.67	10,008,854.13	94.30%	9,791,512.74	97.83%	217,341.39
2100 Support Services - Students	1,150,753.16	1,068,413.65	92.84%	1,061,578.02	99.36%	6,835.63
2200 Suport Services - Instructional Staff	820,430.40	898,212.96	109.48%	756,852.91	84.26%	141,360.05
2300 Support Services - General Administration	1,040,415.34	616,437.45	59.25%	959,790.59	155.70%	(343,353.14)
2400 Support Services - School Administration	2,089,518.89	1,874,203.83	89.70%	1,927,596.12	102.85%	(53,392.29)
2500 Support Services - Business	708,152.55	557,070.61	78.67%	653,275.79	117.27%	(96,205.18)
2600 Operations And Maintenance of Plant Services	2,178,186.90	1,993,711.92	91.53%	2,009,392.99	100.79%	(15,681.07)
2700 Student Transportation Services	833,045.77	909,686.47	109.20%	768,490.68	84.48%	141,195.79
3100 Child Nutrition Programs Operations	1,553,178.64	1,323,178.67	85.19%	1,432,818.40	108.29%	(109,639.73)
3200 Other Enterprise Service Operations	0.00	0.00	0.00%	0.00	0.00%	0.00
3300 Community Services Operations	175,487.15	127,971.91	72.92%	161,888.15	126.50%	(33,916.24)
4200 Site Acquisition Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4300 Site Improvement Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4400 Architecture and Engineering Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4500 Educational Specifications Development Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4600 Building Acquisition and Construction Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4700 Building Improvement Services	0.00	0.00	0.00%	0.00	0.00%	0.00
5100 Debt Service	0.00	0.00	0.00%	0.00	0.00%	0.00
5200 Reimbursement(Child Nutrition Fund)	821.80	4,204.60	511.63%	758.12	18.03%	3,446.48
5300 Clearing Account	0.00	0.00	0.00%	0.00	0.00%	0.00
5400 Indirect Cost Entitlement	0.00	0.00	0.00%	0.00	0.00%	0.00
5500 Private Nonprofit Schools	0.00	0.00	0.00%	0.00	0.00%	0.00
5600 Correcting Entry	936.24	18,920.41	2020.89%	863.69	4.56%	18,056.72
5800 Charter School Reimbursement	0.00	0.00	0.00%	0.00	0.00%	0.00
5900 Arbritage	0.00	0.00	0.00%	0.00	0.00%	0.00
7000 OTHER USES	0.00	0.00	0.00%	0.00	0.00%	0.00
8000 REPAYMENTS	47.73	0.00	0.00%	44.04	0.00%	(44.04)
GRAND TOTAL	21,164,998.24	19,400,866.61		19,524,862.24		(123,995.63)

Chickasha Public Schools

BUILDING FUND
EXPENDITURE ANALYSIS

FUNCTION CODE	2019-2020			2018-2019		
	BUDGETED	ACTUAL EXPENDITURES	% OF TOTAL	ACTUAL EXPENDITURES	% OF 2019-2020	Variance
1000 INSTRUCTION	8,940.41	0.00	0.00%	3,500.00	0.00%	(3,500.00)
2100 Support Services - Students	0.00	0.00	0.00%	0.00	0.00%	0.00
2200 Suport Services - Instructional Staff	0.00	0.00	0.00%	0.00	0.00%	0.00
2300 Support Services - General Administration	0.00	0.00	0.00%	0.00	0.00%	0.00
2400 Support Services - School Administration	0.00	0.00	0.00%	0.00	0.00%	0.00
2500 Support Services - Business	0.00	242,704.29	0.00%	46,288.61	19.07%	196,415.68
2600 Operations And Maintenance of Plant Services	118,239.76	447,869.10	378.78%	281,723.05	62.90%	166,146.05
2700 Student Transportation Services	719,634.16	0.00	0.00%	0.00	0.00%	0.00
3100 Child Nutrition Programs Operations	0.00	0.00	0.00%	0.00	0.00%	0.00
3200 Other Enterprise Service Operations	0.00	0.00	0.00%	0.00	0.00%	0.00
3300 Community Services Operations	0.00	0.00	0.00%	0.00	0.00%	0.00
4200 Site Acquisition Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4300 Site Improvement Services	0.00	84,750.00	0.00%	0.00	0.00%	84,750.00
4400 Architecture and Engineering Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4500 Educational Specifications Development Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4600 Building Acquisition and Construction Services	0.00	0.00	0.00%	0.00	0.00%	0.00
4700 Building Improvement Services	55,287.01	0.00	0.00%	21,643.81	0.00%	(21,643.81)
5100 Debt Service	65,847.65	41,881.97	63.60%	25,778.10	61.55%	16,103.87
5200 Reimbursement(Child Nutrition Fund)	0.00	3,685.60	0.00%	0.00	0.00%	3,685.60
5300 Clearing Account	0.00	0.00	0.00%	0.00	0.00%	0.00
5400 Indirect Cost Entitlement	0.00	0.00	0.00%	0.00	0.00%	0.00
5500 Private Nonprofit Schools	0.00	0.00	0.00%	0.00	0.00%	0.00
5600 Correcting Entry	0.00	0.00	0.00%	0.00	0.00%	0.00
5800 Charter School Reimbursements	0.00	0.00	0.00%	0.00	0.00%	0.00
5900 Arbitrage	0.00	0.00	0.00%	0.00	0.00%	0.00
7000 OTHER USES	0.00	0.00	0.00%	0.00	0.00%	0.00
8000 REPAYMENTS	0.00	0.00	0.00%	0.00	0.00%	0.00
GRAND TOTAL	967,948.99	820,890.96		378,933.57		441,957.39

Chickasha Public Schools

CO-OP FUND
EXPENDITURE ANALYSIS

FUNCTION CODE	2019-2020			2018-2019		
	BUDGETED	ACTUAL EXPENDITURES	% OF TOTAL	ACTUAL EXPENDITURES	% OF 2019-2020	Variance
1000 INSTRUCTION	0.00	0.00	0.00%		0.00%	0.00
2100 Support Services - Students	0.00	0.00	0.00%		0.00%	0.00
2200 Suport Services - Instructional Staff	0.00	0.00	0.00%		0.00%	0.00
2300 Support Services - General Administration	0.00	0.00	0.00%		0.00%	0.00
2400 Support Services - School Administration	0.00	0.00	0.00%		0.00%	0.00
2500 Support Services - Business	0.00	0.00	0.00%		0.00%	0.00
2600 Operations And Maintenance of Plant Services	0.00	0.00	0.00%		0.00%	0.00
2700 Student Transportation Services	0.00	0.00	0.00%		0.00%	0.00
3100 Child Nutrition Programs Operations	0.00	0.00	0.00%		0.00%	0.00
3200 Other Enterprise Service Operations	0.00	0.00	0.00%		0.00%	0.00
3300 Community Services Operations	0.00	0.00	0.00%		0.00%	0.00
4200 Site Acquisition Services	0.00	0.00	0.00%		0.00%	0.00
4300 Site Improvement Services	0.00	0.00	0.00%		0.00%	0.00
4400 Architecture and Engineering Services	0.00	0.00	0.00%		0.00%	0.00
4500 Educational Specifications Development Services	0.00	0.00	0.00%		0.00%	0.00
4600 Building Acquisition and Construction Services	0.00	0.00	0.00%		0.00%	0.00
4700 Building Improvement Services	0.00	0.00	0.00%		0.00%	0.00
5100 Debt Service	0.00	0.00	0.00%		0.00%	0.00
5200 Reimbursement(Child Nutrition Fund)	0.00	0.00	0.00%		0.00%	0.00
5300 Clearing Account	0.00	0.00	0.00%		0.00%	0.00
5400 Indirect Cost Entitlement	0.00	0.00	0.00%		0.00%	0.00
5500 Private Nonprofit Schools	0.00	0.00	0.00%		0.00%	0.00
5600 Correcting Entry	0.00	0.00	0.00%		0.00%	0.00
5800 Charter School Reimbursemetn	0.00	0.00	0.00%		0.00%	0.00
5900 Arbitage	0.00	0.00	0.00%		0.00%	0.00
7000 OTHER USES	0.00	0.00	0.00%		0.00%	0.00
8000 REPAYMENTS	0.00	0.00	0.00%		0.00%	0.00
GRAND TOTAL	0.00	0.00		0.00		0.00

Chickasha Public Schools

CHILD NUTRITION FUND
EXPENDITURE ANALYSIS

FUNCTION CODE	2019-2020			2018-2019		
	BUDGETED	ACTUAL EXPENDITURES	% OF TOTAL	ACTUAL EXPENDITURES	% OF 2019-2020	Variance
1000 INSTRUCTION	0.00	0.00	0.00%		0.00%	0.00
2000 Support Services	0.00	0.00	0.00%		0.00%	0.00
3110 Food Procurement Services (Ala Carte)	0.00	0.00	0.00%		0.00%	0.00
3120 Food Preparation & Dispensing Services	0.00	0.00	0.00%		0.00%	0.00
3130 Food and Supplies Delivery Services	0.00	0.00	0.00%		0.00%	0.00
3140 Other Direct/Related Child Nutrition Programs	0.00	0.00	0.00%		0.00%	0.00
3150 Food Procurement Services	0.00	0.00	0.00%		0.00%	0.00
3160 Nonreimburseable Services	0.00	0.00	0.00%		0.00%	0.00
3180 Nutrition Education And Staff Dev	0.00	0.00	0.00%		0.00%	0.00
3190 Other Child Nutrition Programs Operations	0.00	0.00	0.00%		0.00%	0.00
3200 Other Enterprise Service Operations	0.00	0.00	0.00%		0.00%	0.00
3300 Community Services Operations	0.00	0.00	0.00%		0.00%	0.00
4100 Supervision of Faciilities Acquisition/Constr	0.00	0.00	0.00%		0.00%	0.00
4200 Site Acquisition Services	0.00	0.00	0.00%		0.00%	0.00
4300 Site Improvement Services	0.00	0.00	0.00%		0.00%	0.00
4400 Architecture and Engineering Services	0.00	0.00	0.00%		0.00%	0.00
4500 Educational Specifications Development Services	0.00	0.00	0.00%		0.00%	0.00
4600 Building Acquisition and Construction Services	0.00	0.00	0.00%		0.00%	0.00
4700 Building Improvement Services	0.00	0.00	0.00%		0.00%	0.00
4900 Other Facilities Acquisition and Const. Services	0.00	0.00	0.00%		0.00%	0.00
5100 Debt Service	0.00	0.00	0.00%		0.00%	0.00
5200 Reimbursement(Child Nutrition Fund)	0.00	0.00	0.00%		0.00%	0.00
5300 Clearing Account	0.00	0.00	0.00%		0.00%	0.00
5400 Indirect Cost Entitlement	0.00	0.00	0.00%		0.00%	0.00
5500 Private Nonprofit Schools	0.00	0.00	0.00%		0.00%	0.00
5600 Correcting Entry	0.00	0.00	0.00%		0.00%	0.00
7000 OTHER USES	0.00	0.00	0.00%		0.00%	0.00
8000 REPAYMENTS	0.00	0.00	0.00%		0.00%	0.00
GRAND TOTAL	0.00	0.00		0.00		0.00

Chickasha School District No. I-1, Grady County, Oklahoma
Expenditure Budget for Fiscal Year Ending June 30, 2021

GENERAL FUND	Actual Expenditures For Year Ended June 30, 2020	Projected Expenditures For Year Ending June 30, 2021
1000 INSTRUCTION	$10,008,854.13	$10,080,378.30
2100 Support Services - Students	$1,068,413.65	$1,076,048.63
2200 Suport Services - Instructional Staff	$898,212.96	$904,631.67
2300 Support Services - General Administration	$616,437.45	$620,842.57
2400 Support Services - School Administration	$1,874,203.83	$1,887,597.06
2500 Support Services - Business	$557,070.61	$561,051.49
2600 Operations And Maintenance of Plant Services	$1,993,711.92	$2,007,959.16
2700 Student Transportation Services	$909,686.47	$916,187.17
3100 Child Nutrition Programs Operations	$1,323,178.67	$1,332,634.22
3200 Other Enterprise Service Operations	$0.00	$0.00
3300 Community Services Operations	$127,971.91	$128,886.41
4200 Site Acquisition Services	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00
5100 Debt Service	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$4,204.60	$4,234.65
5300 Clearing Account	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00
5600 Correcting Entry	$18,920.41	$19,055.62
5800 Charter School Reimbursement	$0.00	$0.00
5900 Arbritage	$0.00	$0.00
7000 OTHER USES	$0.00	$0.00
8000 REPAYMENTS	$0.00	$0.00
TOTAL GENERAL FUND	$19,400,866.61	$19,539,506.95

Chickasha School District No. I-1, Grady County, Oklahoma
Expenditure Budget for Fiscal Year Ending June 30, 2021

BUILDING FUND	Actual Expenditures For Year Ended June 30, 2020	Projected Expenditures For Year Ending June 30, 2021
1000 INSTRUCTION	$0.00	$0.00
2100 Support Services - Students	$0.00	$0.00
2200 Suport Services - Instructional Staff	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00
2500 Support Services - Business	$242,704.29	$392,552.57
2600 Operations And Maintenance of Plant Services	$447,869.10	$724,388.37
2700 Student Transportation Services	$0.00	$0.00
3100 Child Nutrition Programs Operations	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00
4300 Site Improvement Services	$84,750.00	$137,075.57
4400 Architecture and Engineering Services	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00
5100 Debt Service	$41,881.97	$67,740.35
5200 Reimbursement(Child Nutrition Fund)	$3,685.60	$5,961.13
5300 Clearing Account	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00
5800 Charter School Reimbursements	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00
7000 OTHER USES	$0.00	$0.00
8000 REPAYMENTS	$0.00	$0.00
TOTAL BUILDING FUND	$820,890.96	$1,327,717.99

Chickasha School District No. I-1, Grady County, Oklahoma
Expenditure Budget for Fiscal Year Ending June 30, 2021

CO-OP FUND	Actual Expenditures For Year Ended June 30, 2020	Projected Expenditures For Year Ending June 30, 2021
1000 INSTRUCTION	$0.00	$0.00
2100 Support Services - Students	$0.00	$0.00
2200 Suport Services - Instructional Staff	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00
3100 Child Nutrition Programs Operations	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00
5100 Debt Service	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00
5800 Charter School Reimbursemetn	$0.00	$0.00
5900 Arbitage	$0.00	$0.00
7000 OTHER USES	$0.00	$0.00
8000 REPAYMENTS	$0.00	$0.00
TOTAL COOPERATIVE FUND	$0.00	$0.00

Chickasha School District No. I-1, Grady County, Oklahoma
Expenditure Budget for Fiscal Year Ending June 30, 2021

CHILD NUTRITION FUND	Actual Expenditures For Year Ended June 30, 2020	Projected Expenditures For Year Ending June 30, 2021
1000 INSTRUCTION	$0.00	$0.00
2000 Support Services	$0.00	$0.00
3110 Food Procurement Services (Ala Carte)	$0.00	$0.00
3120 Food Preparation & Dispensing Services	$0.00	$0.00
3130 Food and Supplies Delivery Services	$0.00	$0.00
3140 Other Direct/Related Child Nutrition Programs Services	$0.00	$0.00
3150 Food Procurement Services	$0.00	$0.00
3160 Nonreimburseable Services	$0.00	$0.00
3180 Nutrition Education And Staff Dev	$0.00	$0.00
3190 Other Child Nutrition Programs Operations	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00
4100 Supervision of Faciilities Acquisition/Constr	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00
4900 Other Facilities Acquisition and Const. Services	$0.00	$0.00
5100 Debt Service	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00
7000 OTHER USES	$0.00	$0.00
8000 REPAYMENTS	$0.00	$0.00
TOTAL CHILD NUTRITION FUND	$0.00	$0.00

Chickasha School District No. I-1, Grady County, Oklahoma
Expenditure Budget for Fiscal Year Ending June 30, 2021

GENERAL FUND	Actual Expenditures For Year Ended June 30, 2020	Projected Expenditures For Year Ending June 30, 2021
1000 INSTRUCTION	$10,008,854.13	
2100 Support Services - Students	$1,068,413.65	
2200 Suport Services - Instructional Staff	$898,212.96	
2300 Support Services - General Administration	$616,437.45	
2400 Support Services - School Administration	$1,874,203.83	
2500 Support Services - Business	$557,070.61	
2600 Operations And Maintenance of Plant Services	$1,993,711.92	
2700 Student Transportation Services	$909,686.47	
3100 Child Nutrition Programs Operations	$1,323,178.67	
3200 Other Enterprise Service Operations	$0.00	
3300 Community Services Operations	$127,971.91	
4200 Site Acquisition Services	$0.00	
4300 Site Improvement Services	$0.00	
4400 Architecture and Engineering Services	$0.00	
4500 Educational Specifications Development Services	$0.00	
4600 Building Acquisition and Construction Services	$0.00	
4700 Building Improvement Services	$0.00	
5100 Debt Service	$0.00	
5200 Reimbursement(Child Nutrition Fund)	$4,204.60	
5300 Clearing Account	$0.00	
5400 Indirect Cost Entitlement	$0.00	
5500 Private Nonprofit Schools	$0.00	
5600 Correcting Entry	$18,920.41	
5800 Charter School Reimbursement	$0.00	
5900 Arbritage	$0.00	
7000 OTHER USES	$0.00	
8000 REPAYMENTS	$0.00	
TOTAL GENERAL FUND	$19,400,866.61	$19,539,506.95

Chickasha School District No. I-1, Grady County, Oklahoma
Expenditure Budget for Fiscal Year Ending June 30, 2021

BUILDING FUND	Actual Expenditures For Year Ended June 30, 2020	Projected Expenditures For Year Ending June 30, 2021
1000 INSTRUCTION	$0.00	
2100 Support Services - Students	$0.00	
2200 Suport Services - Instructional Staff	$0.00	
2300 Support Services - General Administration	$0.00	
2400 Support Services - School Administration	$0.00	
2500 Support Services - Business	$242,704.29	
2600 Operations And Maintenance of Plant Services	$447,869.10	
2700 Student Transportation Services	$0.00	
3100 Child Nutrition Programs Operations	$0.00	
3200 Other Enterprise Service Operations	$0.00	
3300 Community Services Operations	$0.00	
4200 Site Acquisition Services	$0.00	
4300 Site Improvement Services	$84,750.00	
4400 Architecture and Engineering Services	$0.00	
4500 Educational Specifications Development Services	$0.00	
4600 Building Acquisition and Construction Services	$0.00	
4700 Building Improvement Services	$0.00	
5100 Debt Service	$41,881.97	
5200 Reimbursement(Child Nutrition Fund)	$3,685.60	
5300 Clearing Account	$0.00	
5400 Indirect Cost Entitlement	$0.00	
5500 Private Nonprofit Schools	$0.00	
5600 Correcting Entry	$0.00	
5800 Charter School Reimbursements	$0.00	
5900 Arbitrage	$0.00	
7000 OTHER USES	$0.00	
8000 REPAYMENTS	$0.00	
TOTAL BUILDING FUND	$820,890.96	$1,327,717.99

Chickasha School District No. I-1, Grady County, Oklahoma
Expenditure Budget for Fiscal Year Ending June 30, 2021

CO-OP FUND	Actual Expenditures For Year Ended June 30, 2020	Projected Expenditures For Year Ending June 30, 2021
1000 INSTRUCTION	$0.00	
2100 Support Services - Students	$0.00	
2200 Suport Services - Instructional Staff	$0.00	
2300 Support Services - General Administration	$0.00	
2400 Support Services - School Administration	$0.00	
2500 Support Services - Business	$0.00	
2600 Operations And Maintenance of Plant Services	$0.00	
2700 Student Transportation Services	$0.00	
3100 Child Nutrition Programs Operations	$0.00	
3200 Other Enterprise Service Operations	$0.00	
3300 Community Services Operations	$0.00	
4200 Site Acquisition Services	$0.00	
4300 Site Improvement Services	$0.00	
4400 Architecture and Engineering Services	$0.00	
4500 Educational Specifications Development Services	$0.00	
4600 Building Acquisition and Construction Services	$0.00	
4700 Building Improvement Services	$0.00	
5100 Debt Service	$0.00	
5200 Reimbursement(Child Nutrition Fund)	$0.00	
5300 Clearing Account	$0.00	
5400 Indirect Cost Entitlement	$0.00	
5500 Private Nonprofit Schools	$0.00	
5600 Correcting Entry	$0.00	
5800 Charter School Reimbursemetn	$0.00	
5900 Arbitage	$0.00	
7000 OTHER USES	$0.00	
8000 REPAYMENTS	$0.00	
TOTAL COOPERATIVE FUND	$0.00	$0.00

Chickasha School District No. I-1, Grady County, Oklahoma
Expenditure Budget for Fiscal Year Ending June 30, 2021

CHILD NUTRITION FUND	Actual Expenditures For Year Ended June 30, 2020	Projected Expenditures For Year Ending June 30, 2021
1000 INSTRUCTION	$0.00	
2000 Support Services	$0.00	
3110 Food Procurement Services (Ala Carte)	$0.00	
3120 Food Preparation & Dispensing Services	$0.00	
3130 Food and Supplies Delivery Services	$0.00	
3140 Other Direct/Related Child Nutrition Programs Services	$0.00	
3150 Food Procurement Services	$0.00	
3160 Nonreimburseable Services	$0.00	
3180 Nutrition Education And Staff Dev	$0.00	
3190 Other Child Nutrition Programs Operations	$0.00	
3200 Other Enterprise Service Operations	$0.00	
3300 Community Services Operations	$0.00	
4100 Supervision of Faciilities Acquisition/Constr	$0.00	
4200 Site Acquisition Services	$0.00	
4300 Site Improvement Services	$0.00	
4400 Architecture and Engineering Services	$0.00	
4500 Educational Specifications Development Services	$0.00	
4600 Building Acquisition and Construction Services	$0.00	
4700 Building Improvement Services	$0.00	
4900 Other Facilities Acquisition and Const. Services	$0.00	
5100 Debt Service	$0.00	
5200 Reimbursement(Child Nutrition Fund)	$0.00	
5300 Clearing Account	$0.00	
5400 Indirect Cost Entitlement	$0.00	
5500 Private Nonprofit Schools	$0.00	
5600 Correcting Entry	$0.00	
7000 OTHER USES	$0.00	
8000 REPAYMENTS	$0.00	
TOTAL CHILD NUTRITION FUND	$0.00	$0.00

Chickasha School District No. I-1, Grady C
Combined Statement of Assets, Liabilities a
Regulatory Basis - All Fund Types and A
June 30, 2020

	Governmental Fund Types		
ASSETS	**General**	**Special Revenue**	**Debt Service**
Cash and Cash Equivalents	$ 4,858,634	$ 240,527	$ 2,598,687
Investments	0	0	0
Amounts Available in Debt Service Fund	0	0	0
Amounts to be Provided for Retirement of General Long-Term Debt	0	0	0
Amounts to be Provided For Capitalized Lease Agreements	0	0	0
Total Assets	$ 4,858,634	$ 240,527	$ 2,598,687
LIABILITIES AND FUND BALANCES			
Liabilities:			
Warrants Payable	$ 2,336,635	$ 16,770	$ 0
Reserve for Encumbrances	38,542	26,078	0
Due to Activity Groups	0	0	0
General Obligation Bonds Payable	0	0	0
Capitalized Lease Obligations Payable	0	0	0
Total Liabilities	$ 2,375,176	$ 42,848	$ 0
Fund Balances:			
Restricted For:			
Debt Service	$ 0	$ 0	$ 2,598,687
Capital Projects	0	0	0
Building Programs	0	197,679	0
Child Nutrition Programs	0	0	0
Cooperative Programs	0	0	0
Unassigned	2,483,458	0	0

Total Fund Balances	$ 2,483,458	$ 197,679	$ 2,598,687
Total Liabilities and Fund Balances	$ 4,858,634	$ 240,527	$ 2,598,687

The notes to the financial statements are an integral part of this statement.

Chickasha School District No. I-1, Grady County, Oklahoma
Combining Statement of Assets, Liabilities and Fund Balances
Regulatory Basis - All Special Revenue Funds
June 30, 2020

ASSETS	**Building Fund**	**Child Nutrition Fund**
Cash and Cash Equivalents	$ 240,527	$ 0
Investments	0	0
Total Assets	$ 240,527	$ 0
LIABILITIES AND FUND BALANCES		
Liabilities:		
Warrants Payable	$ 16,770	$ 0
Reserve for Encumbrances	26,078	0
Total Liabilities	$ 42,848	$ 0
Fund Balances:		
Restricted	$ 197,679	$ 0
Total Fund Balances	$ 197,679	$ 0

Total Liabilities and Fund Balances	$ 240,527	$ 0

Exhibit A-1

ounty, Oklahoma
and Fund Balances
Account Groups

	Fiduciary Fund Types	Account Group	Total (Memorandum Only)
Capital Projects	**Trust and Agency**	**General Long-Term Debt**	**June 30, 2020**
$ 100,300	$ 0	$ 0	$ 7,798,148
0	0	0	0
0	0	2,598,687	2,598,687
0	0	2,221,313	2,221,313
0	0	0	0
$ 100,300	$ 0	$ 4,820,000	$ 12,618,148
$ 0	$ 0	$ 0	$ 2,353,404
0	0	0	64,620
0	0	0	0
0	0	4,820,000	4,820,000
0	0	0	0
$ 0	$ 0	$ 4,820,000	$ 7,238,024
$ 0	$ 0	$ 0	$ 2,598,687
100,300	0	0	100,300
0	0	0	197,679
0	0	0	0
0	0	0	0
0	0	0	2,483,458

$ 100,300	$ 0	$ 0	$ 5,380,124
$ 100,300	$ 0	$ 4,820,000	$ 12,618,148

Coop Fund	Total June 30, 2020
$ 0	$ 240,527
0	0
$ 0	$ 240,527

$ 0	$ 16,770
0	26,078
$ 0	$ 42,848

$ 0	$ 197,679
$ 0	$ 197,679

$ 0	$ 240,527

Chickasha School District No. I-1, Grady County, Oklahoma
Combined Statement of Revenues Collected, Expenditures Paid and Changes in Fund Balances
Regulatory Basis - All Governmental Fund Types
For the Year Ended June 30, 2020

	Governmental Fund Types				Totals (Memorandum Only)
Revenue Collected:	**General**	**Special Revenue**	**Debt Service**	**Capital Projects**	**June 30, 2020**
Local Sources	$ 3,805,568	$ 507,905	$ 2,487,389	$ 0	$ 6,800,862
Intermediate Sources	678,011	0	0	0	678,011
State Sources	11,881,449	130	656	0	11,882,235
Federal Sources	2,631,446	0	0	0	2,631,446
Non-Revenue Receipts	117,188	3,686	0	0	120,874
Total Revenue Collected	$ 19,113,663	$ 511,721	$ 2,488,044	$ 0	$ 22,113,428
Expenditures Paid:					
Instruction	$ 10,008,854	$ 0	$ 0	$ 0	$ 10,008,854
Support Services	7,917,737	690,573	0	0	8,608,310
Operation of Non-Instructional Services	1,451,151	0	0	0	1,451,151
Facilities Acquisition and Construction	0	84,750	0	0	84,750
Other Outlays	23,125	45,568	0	0	68,693
Other Uses	0	0	0	0	0
Repayments	0	0	0	0	0
Interest Paid on Warrants and Bank Charges	0	0	0	0	0
Debt Service:					
Principal Retirement	0	0	2,315,000	0	2,315,000
Interest and Fiscal Agent Fees	0	0	14,469	0	14,469
Total Expenditures Paid	$ 19,400,867	$ 820,891	$ 2,329,469	$ 0	$ 22,551,226
Excess of Revenues Collected Over (Under) Expenditures Paid Before Adjustments to Prior Year Encumbrances	$ (287,204)	$ (309,170)	$ 158,576	$ 0	$ (437,798)
Adjustments to Prior Year Encumbrances	$ 109,625	$ 19,894	$ 0	$ 0	$ 0
Other Financing Sources (Uses):					
Estopped Warrants	$ 1,453	$ 0	$ 0	$ 0	$ 1,453
Bond Proceeds	0	0	0	100,300	100,300
Transfers In	0	0	0	0	0
Transfers Out	0	0	0	0	0
Total Other Financing Sources (Uses)	$ 1,453	$ 0	$ 0	$ 100,300	$ 101,753
Excess (Deficiency) of Revenue Collected Over Expenditures Paid and Other Financing Sources (Uses)	$ (176,126)	$ (289,276)	$ 158,576	$ 100,300	$ (206,526)
Fund Balance - Beginning of Year	2,659,584	486,955	2,440,111	0	5,586,650
Fund Balance - End of Year	$ 2,483,458	$ 197,679	$ 2,598,687	$ 100,300	$ 5,380,124

The notes to the financial statements are an integral part of this statement.

Chickasha School District No. I-1, Grady County, Oklahoma
Combining Statement of Revenues Collected, Expenditures Paid and Changes in Fund Balances
Regulatory Basis - Special Revenue Funds
For the Year Ended June 30, 2020

	Building Fund	Child Nutrition Fund	Cooperative Fund	Total June 30, 2020
Revenue Collected:				
Local Sources	$ 507,905	$ 0	$ 0	$ 507,905
Intermediate Sources	0	0	0	0
State Sources	130	0	0	130
Federal Sources	0	0	0	0
Non-Revenue Receipts	3,686	0	0	3,686
Total Revenue Collected	$ 511,721	$ 0	$ 0	$ 511,721
Expenditures Paid:				
Instruction	$ 0	$ 0	$ 0	$ 0
Support Services	690,573	0	0	690,573
Operation of Non-Instructional Services	0	0	0	0
Facilities Acquisition and Construction	84,750	0	0	84,750
Other Outlays	45,568	0	0	45,568
Other Uses	0	0	0	0
Repayments	0	0	0	0
Interest Paid and Bank Charges	0	0	0	0
Total Expenditures Paid	$ 820,891	$ 0	$ 0	$ 820,891
Excess of Revenues Collected Over (Under) Expenditures Paid Before Adjustments to Prior Year Encumbrances	$ (309,170)	$ 0	$ 0	$ (309,170)
Adjustments to Prior Year Encumbrances	$ 19,894	$ 0	$ 0	$ 19,894
Other Financing Sources (Uses):				
Estopped Warrants	$ 0	$ 0	$ 0	$ 0
Transfers In	0	0	0	0
Transfers Out	0	0	0	0
Total Other Financing Sources (Uses)	$ 0	$ 0	$ 0	$ 0
Excess (Deficiency) of Revenue Collected Over Expenditures Paid and Other Financing Sources (Uses)	$ (289,276)	$ 0	$ 0	$ (289,276)
Fund Balance - Beginning of Year	486,955	0	0	486,955
Fund Balance - End of Year	$ 197,679	$ 0	$ 0	$ 197,679

Chickasha School District No. I-1, Grady County, Oklahoma
Combining Statement of Assets, Liabilities and Fund Equity
Regulatory Basis - Activity Fund
June 30, 2020

	School Activity Fund
ASSETS	
Cash	$ 0
Investments	0
Total Assets	$ 0
LIABILITIES AND FUND EQUITY	
Liabilities:	
Due To Activity Groups	$ 0
Total Liabilities	$ 0
Fund Equity:	
Unassigned	$ 0
Total Liabilities and Fund Equity	$ 0

Exhibit A-4

Chickasha School District No. I-1, Grady County, O
Combining Statement of Changes in Assets and
Regulatory Basis - Activity Fund
For the Year Ended June 30, 2020

ACTIVITIES	**Balance July 1, 2019**	**Additions**
	$	$

Total Activities	$	0	$	0 $

Exhibit A-5

Oklahoma
Liabilities

Deletions	Balance June 30, 2020
	$ 0
	0
	0

		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
0	$	0

Board Room, Administration Building
900 W Choctaw Ave
Chickasha, Oklahoma 73018

Regular Meeting of the Board of Education
Monday, August 10, 2020 6:00 PM Central

1. Call Meeting to Order
Non-Board Members Present: Rick Croslin Superintendent, Jennifer Stegman Asst. Superintendent CFO, Rochelle Bowens Board Clerk, Kelly Hair Deputy Minutes Clerk, Pam Ladyman Special Services Director, Dan Turner Director of Operation, Seth Meier Director of Curriculum/Personnel, Jerry Bray Athletic Director, Debby Davis Principal, Rhonda Snow Principal, Dereth Harrison Principal, Dr. R.P Ashanti-Alexander Principal, Tressia Meeks Principal, Donya Charlson C.U.T.A.,Lisa Johnson Director of Adult Ed., Elizabeth Fechner Director of Alt. Ed.

2. Roll Call
Attendance Taken at 6:00 PM.

Laurie Allen:	Present
Christy Clift:	Present
Cara Gerdes:	Present
Zack McGill:	Present
Robyn Morse:	Absent

3. Pledge of Allegiance

4. Public Comment

5. Possible discussion regarding the strategic planning (CSI) process
Item was pulled

6. Possible action to begin a contract with OSSBA to assist in developing a district strategic plan.
Item was pulled

7. Discussion and vote to approve or not approve the adjustment of the start date for blended and virtual pathway to August 27,2020. Classes for traditional and blended pathway students (classes and/or activities on campus) will begin August 20,2020.

Motion to approve the adjustment of the start date for blended and virtual pathway to August 27,2020. Classes for traditional and classes and/or activities on campus for blended pathway students will begin August 20,2020. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen:	Yea
Christy Clift:	Yea
Cara Gerdes:	Yea
Zack McGill:	Yea
Robyn Morse:	Absent

Yea: 4, Nay: 0, Absent: 1

8. Discussion and vote to approve or not approve Virtual/Distance Learning Plan

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Motion to approve Virtual/Distance Learning Plan. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

9. Discussion and vote to approve or not approve Virtual/Distance Learning Policy

Motion to approve Virtual/Distance Learning Policy for 2020-2021 school year. This motion, made by Laurie Allen and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

10. Discussion and vote to approve or not approve Virtual / Distance Learning Attendance Policy

Motion to approve Virtual / Distance Learning Attendance Policy. This motion, made by Laurie Allen and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

11. Discussion and vote to approve or not approve CMS Willowbrook Contract for Construction Management Services

Motion to approve CMS Willowbrook Contract for Construction Management Services. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

12. Discussion and vote to approve or not approve JUUL Litigation

Motion to approve JUUL Litigation. This motion, made by Laurie Allen and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea

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Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

13. Discussion and vote to approve or not approve Jennifer Loucks PA-C/Bus Driver/Coach Physicals

Motion to approve Jennifer Loucks PA-C for Bus Driver/Coach Physicals. This motion, made by Christy Clift and seconded by Cara Gerdes, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

14. Discussion and vote to approve or not approve Athletic Trainer Agreement

Motion to approve Athletic Trainer Agreement. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

15. Discussion and vote to approve or not approve State Bill 1198/Emergency Action Plan for 2020-2021 school year.

Motion to approve Chickasha's Emergency Action Plan for 2020-2021 school year. This motion, made by Laurie Allen and seconded by Zack McGill, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

16. Discussion and vote to approve or not approve Co-op Agreement between Chickasha Public School and Pioneer School

Item was pulled

17. Discussion and vote to approve or not approve Amendments to the Chickasha Public School Special Education Notebook

Motion to approve Amendments to the Chickasha Public School Special Education Notebook. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea

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Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

18. Discussion and vote to approve or not approve ACT Determination for the high school College Career-Readiness Assessment

Motion to approve ACT Determination for the high school College Career-Readiness Assessment. This motion, made by Laurie Allen and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

19. Discussion and vote to approve or not approve Hot Spots for Teacher and Student Internet Access

Motion to approve Hot Spots for Teacher and Student Internet Access. This motion, made by Laurie Allen and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

20. Discussion and vote to approve or not approve Memorandum of Understanding - Virtual School Dean of Students

Motion to approve Memorandum of Understanding - Virtual School Dean of Students. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

21. Discussion and vote to approve or not approve Memorandum of Understanding - Seasonal Bus Drivers

Motion to approve Memorandum of Understanding - Seasonal Bus Drivers. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent

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Yea: 4, Nay: 0, Absent: 1

22. Consent Agenda

Motion to approve Consent Agenda. This motion, made by Christy Clift and seconded by Cara Gerdes, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

22.a. Minutes of the July 13, 2020 Special Meeting

22.b. Finance Report; 2020-2021

1. General Fund Nos 101-123
2. Building Fund Nos None
3. 2010 Bond #31 None
4. 2008 Bond #38 None
5. Sinking Fund #41 None
6. Gifts #81 None
7. BJ Clack (60) None
8. Activity Fund Nos. 1-15
9. Athletic Fund Nos. 1-22
10. Federal Program Report

22.c. OKTLE, SEES, McRel and/or Hire for Ed renewal for 2020-2021 school year

22.d. Kellogg & Sovereign LLC E-Rate agreement renewal

22.e. BOK Financial Securities renewal

22.f. Purpose of Account - Special Olympics and Special Education Activities

22.g. Purpose of Account - Johnson O'Malley Program or Title VI Indian Education

22.h. Purpose of Account - Athletics (Secondary Activities)

22.i. Purpose of Account - HS Office

22.j. Purpose of Account - Electives

22.k. Purpose of Account - FFA

22.l. Purpose of Account - HS Classes

22.m. Purpose of Account - HS Clubs

22.n. Purpose of Account - CMS Office

22.o. Purpose of Account - CMS Clubs

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22.p. Purpose of Account - CMS Media Center

22.q. Purpose of Account - Grand Office

22.r. Purpose of Account - Grand Clubs

22.s. Purpose of Account - Grand School Daycare

22.t. Purpose of Account - Grand School Library Activity Account

22.u. Purpose of Account - Transportation/Maintenance

22.v. Purpose of Account - CPS Administration

22.w. Purpose of Account - Nurse Fund

22.x. Application for Sanctioning Softball

22.y. Application for Sanctioning Baseball

22.z. Application for Sanctioning Basketball

22.aa. Application for Sanctioning Football

22.ab. Application for Sanctioning Pom High School

22.ac. Application for Sanctioning Swim

22.ad. Application for Sanctioning Soccer

22.ae. Application for Sanctioning Volleyball

22.af. Application for Sanctioning Cheer High School

23. Proposed Executive Session to Discuss:

23.a. Employment, hiring, appointment, promotion, demotion, disciplining, retirement, or resignation of individual salaried public officers or employees. Executive Session Authority: Okla. Stat. Tit. 25, 307(B)(1). The Board will discuss: those persons listed in Exhibit A

24. Motion and vote to convene or not convene into executive session.
No action was taken to convene or not to convene into executive session. No action was taken on items listed in Exhibit A. The agenda cannot be modified after it has been posted. Board meeting will be scheduled for Thursday, August 13, 2020 to vote on actions listed in Exhibit A.

25. Acknowledge return to open session and executive session compliance statement
The board did not convene into Executive Session.

26. New Business
No new business

27. Superintendent's Report
Superintendent gave his report

28. Motion to Adjourn
Motion to adjourn at 7:37 pm. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

DRAFT

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Absent
Yea: 4, Nay: 0, Absent: 1

_____
Board President

_____
Clerk

DRAFT

Board Room, Administration Building
900 W Choctaw Ave
Chickasha, Oklahoma 73018

Special Meeting of the Board of Education

Thursday, August 13, 2020 12:00 PM Central

1. Call Meeting to Order

2. Roll Call
Attendance Taken at 12:01 PM.
Laurie Allen: Absent
Christy Clift: Present
Cara Gerdes: Absent
Zack McGill: Present
Robyn Morse: Present

3. Pledge of Allegiance

4. Consent Agenda
Attendance Update Taken at 12:02 PM.
Laurie Allen: Present

Motion to approve consent agenda. This motion, made by Christy Clift and seconded by Robyn Morse, passed.
Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Absent
Zack McGill: Yea
Robyn Morse: Yea
Yea: 4, Nay: 0, Absent: 1

4.a. Contract renewal with Life Touch School Pictures

5. Proposed Executive Session to Discuss:

5.a. Employment, hiring, appointment, promotion, demotion, disciplining, or resignation of individual salaried public officers or employees. Executive Session Authority: Okla. Stat. Tit. 25, 307(B)(1). The Board will discuss: those persons listed on Exhibit A

6. Motion and vote to convene or not convene into executive session.

Motion to not convene into Executive Session. This motion, made by Christy Clift and seconded by Robyn Morse, passed.
Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Absent
Zack McGill: Yea
Robyn Morse: Yea
Yea: 4, Nay: 0, Absent: 1

DRAFT

7. Acknowledge return to open session and executive session compliance statement
No action taken

8. Motion and vote to approve or not approve the hiring of individuals listed on Exhibit A
Motion to approve the hiring of individuals listed on Exhibit A. This motion, made by Christy Clift and seconded by Laurie Allen, passed.
Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Absent
Zack McGill: Yea
Robyn Morse: Yea
Yea: 4, Nay: 0, Absent: 1

9. Motion and vote to approve or not approve the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A
Attendance Update Taken at 12:07 PM.
Cara Gerdes: Present
Motion to approve the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A. This motion, made by Christy Clift and seconded by Robyn Morse, passed.
Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

10. Motion and vote to approve or not approve the resignations of individuals listed on Exhibit A
Motion to approve the resignations of individuals listed on Exhibit A. With the correction of Jerry Bates resigned from the Assistant Softball Coach position. This motion, made by Robyn Morse and seconded by Laurie Allen, passed.
Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

11. Motion and vote to approve or not approve the retirement of individuals listed on Exhibit A
Motion to approve the retirement of individuals listed on Exhibit A. This motion, made by Robyn Morse and seconded by Christy Clift, passed.
Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

DRAFT

12. Motion to Adjourn

Motion to adjourn at 12:10. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen:	Yea
Christy Clift:	Yea
Cara Gerdes:	Yea
Zack McGill:	Yea
Robyn Morse:	Yea

Yea: 5, Nay: 0

_____
Board President

_____
Clerk

DRAFT

FINANCE 09/42020 ENCUMBRANCE
2020-2021

GENERAL FUND	124-202
BUILDING FUND	24-41
2010 BOND #31	None
2008 BOND #38	None
Sinking Fund	None
Gifts #81	None
BJ Clack (60)	1-6
Activity	16-56
ATHLETICS	25-85

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 124 - 202, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	124	08/05/2020	65949	Suddenlink	Elevator phone CMS/CHS	600.00
11	125	08/05/2020	1861	WAL MART	Covid Supplies	200.00
11	126	08/05/2020	3861	AMAZON CREDIT PLAN	Covid & Office / Classroom Supplies	250.00
11	127	08/05/2020	2846	BAD BOY SIGNS	Sign/Banner for Quality Academy	125.00
11	128	08/05/2020	363	OSSBA	Connections Communications Services/R Croslin	300.00
11	129	08/05/2020	3025	SYSCO FOOD SERVICE OF OKLAHOMA	District wide food	200,000.00
11	130	08/05/2020	3025	SYSCO FOOD SERVICE OF OKLAHOMA	Bread products	50,000.00
11	131	08/05/2020	66071	School Connect	title I curriculum D.Davis	4,777.50
11	132	08/05/2020	4357	INDUSTRY SYSTEMS, INC.	Microsoft Office for new Teacher Laptops	13,320.00
11	133	08/06/2020	4357	INDUSTRY SYSTEMS, INC.	Chromebooks/Chrome Management/Title 511	40,800.00
11	134	08/06/2020	3509	CINTAS CORP.	CPSF Masks for the District	2,000.00
11	135	08/10/2020	312	LOCKE SUPPLY	spec ed	500.00
11	136	08/10/2020	45	BSN CORP	FACE MASKS FOR FOOTBALL HELMETS	2,640.98
11	137	08/10/2020	329	SW PLUS	CARES ACT	4,000.00
11	138	08/10/2020	6789	FIVE OAKS MEDICAL GROUP	Coaches Physicals	1,000.00
11	139	08/10/2020	66055	Jennifer Loucks PA-C, PLLC	Bus Driver Physicals	1,600.00
11	140	08/10/2020	6348	SECURITY BANKCARD CENTER/TITLE II	Renew Notary	35.00
11	141	08/10/2020	3928	MOSLEY AGENCY, INC	Bonded	30.00
11	142	08/10/2020	555	WAL MART	SHOWER CURTAINS FOR DESK DIVIDERS	400.00
11	143	08/12/2020	3026	RICHARD'S PRINTING	Floor Decals/Arrows/Posters/Activity Center	2,301.00
11	144	08/13/2020	66063	PPG Architectural Finishes, Inc	CARES ACT	1,328.97
11	145	08/13/2020	4320	CAREERTECH/CIMC	FACS curriculum Matlock	1,590.00
11	146	08/13/2020	66025	Arvest	District/Adm use	1,000.00
11	147	08/13/2020	66064	Paxen Publishing	ABE Curriculum	475.00
11	148	08/13/2020	66064	Paxen Publishing	TANF Curriculum	160.00
11	149	08/13/2020	329	SW PLUS	CENTRAL KITCHEN	30,000.00
11	150	08/18/2020	66065	ZVerse	KID AND ADULT FACESHIELDS	770.00
11	151	08/18/2020	65817	ROCHELLE R. BOWENS	Mileage	300.00
11	152	08/18/2020	3026	RICHARD'S PRINTING	Additional Funds Floor Decals	1,200.00
11	153	08/18/2020	65791	Petty Cash	Beginning change for each site	700.00
11	154	08/18/2020	3861	AMAZON CREDIT PLAN	SELFIE STICK FOR SPEC-ED	500.00
11	155	08/18/2020	66025	Arvest	2020 Webinar Series	700.00
11	156	08/18/2020	3861	AMAZON CREDIT PLAN	CENTRAL KITCHEN	1,000.00
11	157	08/21/2020	6605	PROSPERITY BANK	Hotel, PD, Fuel, Supplies, Misc.	4,000.00
11	158	08/21/2020	75235	OKLAHOMA FFA ASSOCIATION	Oklahoma FFA Affiliated Dues	1,595.00
11	159	08/21/2020	75433	ATWOODS	Supplies, tools, equipment. etc.	1,000.00

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 124 - 202, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	160	08/21/2020	446	ROSS SEED COMPANY	Supplies, tools, equipment, etc.	1,500.00
11	161	08/21/2020	1128	OFFICE DEPOT	Supplies, curriculum, equipment	1,000.00
11	162	08/21/2020	32	AMERICAN PLANT PRODUCTS	Horticulture Supplies	1,000.00
11	163	08/21/2020	3773	SULLIVAN SUPPLY SOUTH, INC	Livestock supplies, equipment, tools	1,489.00
11	164	08/21/2020	6205	OUTBACK LABORATORIES	Animal science supplies and equipment	1,000.00
11	165	08/21/2020	90407	EMILY O SCHMIDT	Food reimbursement	1,000.00
11	166	08/21/2020	90408	KOLBY K SCHMIDT	Food reimbursement	1,000.00
11	167	08/21/2020	515	TAYLOR & SONS PIPE & STEEL	Metal supplies for shop, equipment	1,000.00
11	168	08/21/2020	6769	SOUTHWESTERN WELDING SUPPLY	Shop supplies, tools, equipment	258.00
11	169	08/21/2020	5727	AIRGAS MID SOUTH, INC.	Cylinder rental and gas refill, supplies	2,000.00
11	170	08/21/2020	45	BSN CORP	SOFTBALL HELMETS	2,362.74
11	171	08/21/2020	45	BSN CORP	GIRL'S BSK UNIFORMS	1,500.00
11	172	08/21/2020	60514	AMERICAN RED CROSS	CPR renewal	900.00
11	173	08/21/2020	66058	Oklahoma Flower Market	Floral Supplies and equipment	1,000.00
11	174	08/21/2020	555	WAL MART	consumables for FACS-Matlock	500.00
11	175	08/21/2020	66040	TRAE D. KOCH	Mileage	500.00
11	176	08/21/2020	89337	SUZANNA REYES	Mileage	200.00
11	177	08/21/2020	80097	ROSA L. HALCOMB	Mileage	200.00
11	178	08/21/2020	90168	HOLLY D. FRAILLY	Mileage	200.00
11	179	08/21/2020	89301	KIMBERLY A. RADFORD	Mileage	200.00
11	180	08/21/2020	60650	TAMARA D LYNCH	MIleage	200.00
11	181	08/21/2020	90355	VONNIE R DAVIDSON	Millage	300.00
11	182	08/21/2020	90354	MARILYN G YOUNG	Mileage	400.00
11	183	08/21/2020	555	WAL MART	Supplies	500.00
11	184	08/21/2020	2957	CEV MULTIMEDIA	Curriculum	2,000.00
11	185	08/21/2020	555	WAL MART	MCKINNEY VENTO SUPPLIES	3,000.00
11	186	08/25/2020	7230	COMPUTER POWER SOLUTIONS OF ILLNOIS	Subscription Licensing/Connector Student Info	1,950.00
11	187	08/25/2020	88	CHICKASHA CHAMBER OF COMMERCE	Membership Dues/District	135.00
11	188	08/25/2020	65769	Time Clock Plus	Time Clock Software Agreement	8,798.90
11	189	08/25/2020	80789	SHARITA D. BROWN	Homebound/homebased mileage	300.00
11	190	08/25/2020	90151	LISA M. YOUNGBLOOD	Homebound/homebased mileage	300.00
11	191	08/25/2020	89632	BRANDI D MANTOOTH	Homebound/homebased mileage	300.00
11	192	08/25/2020	4138	BANCFIRST	Additional Rent/IRS Portion	63,510.54
11	193	08/25/2020	2257	HILAND DAIRY FOODS COMPANY	Milk and juice purchase	75,000.00
11	194	08/25/2020	476	SMALL ENGINE SERVICE	GROUNDS	26.86
11	195	08/25/2020	7300	Arvest Security Bank Center	DAN'S CARD	1,000.00
11	196	08/28/2020	6322	OKLAHOMA SECRETARY OF STATE	Filing Fee for Notary	10.00

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 124 - 202, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	197	08/28/2020	2476	RENAISSANCE LEARNING	LITERACY, MATH AND STAR READING	20,920.00
11	198	08/28/2020	60435	T-Mobile	Hotspots/District	84,400.00
11	199	08/28/2020	555	WAL MART	SPED SUPPLIES FOR THE YEAR	500.00
11	200	08/28/2020	75197	OFFICE DEPOT	SPED SUPPLIES FOR THE YEAR	500.00
11	201	08/28/2020	45	BSN CORP	SOCCER EQUIPMENT	1,150.25
11	202	08/28/2020	3861	AMAZON CREDIT PLAN	School Supplies	300.00

Non-Payroll Total:	**$655,509.74**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$655,509.74**

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 24 - 41, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	24	08/05/2020	893	HUNZICKER BROTHERS, INC	BWECC	1,000.00
21	25	08/05/2020	4266	MAC SYSTEMS	GRAND ELEM	687.00
21	26	08/05/2020	227	HAGAR RESTAURANT SERVICE, INC.	DISTRICT WIDE	4,000.00
21	28	08/05/2020	66034	Dragon Fire Protection, LLC	DISTRICT WIDE-FIRE SYSTEMS	2,000.00
21	29	08/05/2020	65811	Harrell's Inc	SOFTBALL	1,040.00
21	30	08/05/2020	143	DeHART AIR COND. & ELECTRONICS	ACTIVITY CENTER	7,000.00
21	31	08/13/2020	66049	BOK Financial Securities	Financial Services/Bond Service	20,391.24
21	32	08/13/2020	6512	UMB BANK, N. A.	Account Service Fee QJ52 BB 2020	300.00
21	33	08/13/2020	60648	Van Dyck Mechanical LLC	DISTRICT WIDE	2,000.00
21	34	08/18/2020	65774	one net	Internet Services	3,048.00
21	35	08/21/2020	227	HAGAR RESTAURANT SERVICE, INC.	DISTRICT WIDE	3,000.00
21	36	08/21/2020	6224	ALL AMERICAN HOME CENTER	ATHLETICS	2,500.00
21	37	08/21/2020	1107	G & H ATHLETIC & TRAFFIC PAINT	ATHLETIC	2,500.00
21	38	08/25/2020	4138	BANCFIRST	IRS Portion of Bond Payment for 2010 A&B Bond	63,510.54
21	39	08/28/2020	66034	Dragon Fire Protection, LLC	FIRE AND SECURITY SYSTEM	5,000.00
21	40	08/28/2020	60648	Van Dyck Mechanical LLC	DISTRICT WIDE	3,000.00
21	41	08/28/2020	143	DeHART AIR COND. & ELECTRONICS	HVAC REPLACEMENT	7,295.00

Non-Payroll Total:	**$128,271.78**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$128,271.78**

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, Fund Codes: 60

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
60	1	08/21/2020	75203	SWOSU BURSAR	Tuition/Jacie Brown	1,500.00
60	2	08/21/2020	1640	UNIVERSITY OF OKLAHOMA	Nic Harris Tuition	2,394.00
60	3	08/21/2020	75571	UNIVERSITY OF CENTRAL OKLAHOMA	Tuition Shantel Hayten	1,000.00
60	4	08/21/2020	75571	UNIVERSITY OF CENTRAL OKLAHOMA	Tuition Lillie Oberlender	1,250.00
60	5	08/24/2020	75203	SWOSU BURSAR	Tuition Kolby Kennedy	3,183.75
60	6	08/25/2020	1640	UNIVERSITY OF OKLAHOMA	Tuition for Ian Turpin	1,250.00

Non-Payroll Total:	**$10,577.75**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$10,577.75**

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 8/11/2020 - 9/3/2020, Fund Codes: 61

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
61	16	08/13/2020	75195	EDUCATIONAL TESTING SERVICES	Inv#OM20242653	220.00
61	17	08/13/2020	555	WAL MART	TR#03841	93.90
61	18	08/13/2020	555	WAL MART	TR#02472	15.16
61	19	08/13/2020	75195	EDUCATIONAL TESTING SERVICES	Inv#OM20242725/742	220.00
61	20	08/13/2020	555	WAL MART	TR#09670	11.94
61	22	08/13/2020	555	WAL MART	TR#04686	20.98
61	23	08/13/2020	555	WAL MART	TR#00047	73.30
61	24	08/13/2020	446	ROSS SEED COMPANY	Inv#481782	81.25
61	25	08/13/2020	5221	RESOURCES FOR EDUCATORS	Inv#2769065	259.00
61	26	09/01/2020	75168	EUREKA WATER CO	inv#25271210/0787444/079272 8/0782259	40.80
61	27	09/01/2020	7300	Arvest Security Bank Center	Billy Sims/Johnson	46.97
61	28	09/01/2020	555	WAL MART	TR#00403	37.14
61	29	09/01/2020	75195	EDUCATIONAL TESTING SERVICES	INV#OM20242818	55.00
61	30	09/01/2020	555	WAL MART	TR#00863	96.40
61	31	09/01/2020	468	SHERWIN WILLIAMS	TR#7046-3	350.61
61	32	09/01/2020	66075	Jerry Reed	Inv#108522	100.00
61	33	09/01/2020	446	ROSS SEED COMPANY	Inv#482308	11.16
61	34	09/01/2020	5527	SCHOOL OUTFITTERS	Inv#13423564	1,113.72
61	35	09/01/2020	75125	LAKESHORE LEARNING STORE	TR#065964	49.42
61	36	09/01/2020	555	WAL MART	TR#05239	43.32
61	37	09/01/2020	555	WAL MART	TR#01560	49.54
61	38	09/01/2020	555	WAL MART	#05235	50.07
61	39	09/01/2020	555	WAL MART	TR#05236	586.87
61	40	09/01/2020	75154	PARADISE DONUTS	Inv#3329-9	52.05
61	41	09/01/2020	555	WAL MART	TR#01008	254.06
61	42	09/01/2020	555	WAL MART	TR#04427	119.88
61	43	09/01/2020	75328	ATWOODS	Inv#4453/29	135.94
61	44	09/01/2020	6605	PROSPERITY BANK	Inv#397859 Livestream	199.00
61	45	09/01/2020	66027	CREATIVE SOLUTIONS	Order#1696844841	1,061.54
61	46	09/01/2020	555	WAL MART	TR#02013	24.15
61	47	09/01/2020	555	WAL MART	TR#05516/04059/06587	723.48
61	48	09/01/2020	446	ROSS SEED COMPANY	Inv#482557	18.99
61	49	09/01/2020	60534	THE PHONICS DANCE	Inv#4331	125.00
61	50	09/01/2020	555	WAL MART	TR#07352	33.88
61	51	09/01/2020	555	WAL MART	TR#01990	37.83
61	52	09/01/2020	555	WAL MART	TR#07353	94.84
61	54	09/01/2020	1477	WESTCO LAMINATOR SERVICE	Inv#6879	300.00
61	55	09/01/2020	555	WAL MART	TR#05639	4.96
61	56	09/03/2020	75781	WING T'S	Inv#9607	647.00

Non-Payroll Total:	**$7,459.15**
Payroll Total:	**$0.00**
Balance Forward:	**$219,876.34**
Report Total:	**$227,335.49**

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 8/11/2020 - 9/3/2020, Fund Codes: 61

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
61	16	08/13/2020	75195	EDUCATIONAL TESTING SERVICES	Inv#OM20242653	220.00
61	17	08/13/2020	555	WAL MART	TR#03841	93.90
61	18	08/13/2020	555	WAL MART	TR#02472	15.16
61	19	08/13/2020	75195	EDUCATIONAL TESTING SERVICES	Inv#OM20242725/742	220.00
61	20	08/13/2020	555	WAL MART	TR#09670	11.94
61	22	08/13/2020	555	WAL MART	TR#04686	20.98
61	23	08/13/2020	555	WAL MART	TR#00047	73.30
61	24	08/13/2020	446	ROSS SEED COMPANY	Inv#481782	81.25
61	25	08/13/2020	5221	RESOURCES FOR EDUCATORS	Inv#2769065	259.00
61	26	09/01/2020	75168	EUREKA WATER CO	inv#25271210/0787444/0792728/0782259	40.80
61	27	09/01/2020	7300	Arvest Security Bank Center	Billy Sims/Johnson	46.97
61	28	09/01/2020	555	WAL MART	TR#00403	37.14
61	29	09/01/2020	75195	EDUCATIONAL TESTING SERVICES	INV#OM20242818	55.00
61	30	09/01/2020	555	WAL MART	TR#00863	96.40
61	31	09/01/2020	468	SHERWIN WILLIAMS	TR#7046-3	350.61
61	32	09/01/2020	66075	Jerry Reed	Inv#108522	100.00
61	33	09/01/2020	446	ROSS SEED COMPANY	Inv#482308	11.16
61	34	09/01/2020	5527	SCHOOL OUTFITTERS	Inv#13423564	1,113.72
61	35	09/01/2020	75125	LAKESHORE LEARNING STORE	TR#065964	49.42
61	36	09/01/2020	555	WAL MART	TR#05239	43.32
61	37	09/01/2020	555	WAL MART	TR#01560	49.54
61	38	09/01/2020	555	WAL MART	#05235	50.07
61	39	09/01/2020	555	WAL MART	TR#05236	586.87
61	40	09/01/2020	75154	PARADISE DONUTS	Inv#3329-9	52.05
61	41	09/01/2020	555	WAL MART	TR#01008	254.06
61	42	09/01/2020	555	WAL MART	TR#04427	119.88
61	43	09/01/2020	75328	ATWOODS	Inv#4453/29	135.94
61	44	09/01/2020	6605	PROSPERITY BANK	Inv#397859 Livestream	199.00
61	45	09/01/2020	66027	CREATIVE SOLUTIONS	Order#1696844841	1,061.54
61	46	09/01/2020	555	WAL MART	TR#02013	24.15
61	47	09/01/2020	555	WAL MART	TR#05516/04059/06587	723.48
61	48	09/01/2020	446	ROSS SEED COMPANY	Inv#482557	18.99
61	49	09/01/2020	60534	THE PHONICS DANCE	Inv#4331	125.00
61	50	09/01/2020	555	WAL MART	TR#07352	33.88
61	51	09/01/2020	555	WAL MART	TR#01990	37.83
61	52	09/01/2020	555	WAL MART	TR#07353	94.84
61	54	09/01/2020	1477	WESTCO LAMINATOR SERVICE	Inv#6879	300.00
61	55	09/01/2020	555	WAL MART	TR#05639	4.96
61	56	09/03/2020	75781	WING T'S	Inv#9607	647.00

Non-Payroll Total:	**$7,459.15**
Payroll Total:	**$0.00**
Balance Forward:	**$219,876.34**
Report Total:	**$227,335.49**

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 8/11/2020 - 9/3/2020, Fund Codes: 62

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	25	08/12/2020	72	Petty Cash Athletics	HS SB vs Bridge Creek 8.18.20	400.00
62	26	08/12/2020	72	Petty Cash Athletics	MS SB vs Longfellow 8.20.20	400.00
62	27	08/12/2020	72	Petty Cash Athletics	HS SB vs Plainview 8.25.20	400.00
62	28	08/12/2020	72	Petty Cash Athletics	MS SB vs Cache 8.25.20	400.00
62	29	08/12/2020	72	Petty Cash Athletics	HS SB vs Law Mac 8.27.20	400.00
62	30	08/12/2020	72	Petty Cash Athletics	MS SB Tourn 8.28 & 8.29	1,000.00
62	31	08/12/2020	7269	RANK ONE SPORT	Inv#5177	150.00
62	32	08/12/2020	5569	OCA	OCA card Treadaway	65.00
62	33	08/12/2020	66059	Arnold Adams Jr.	Official SB Cyrill 8.10.20	100.00
62	34	08/12/2020	6434	Djon Jaunes	Official HS SB vs Cyril 8.10.20	100.00
62	35	08/12/2020	66060	Tally Gresham	POM Judge	50.00
62	36	08/12/2020	75428	EMILY HOLT	POM Judge	50.00
62	37	08/12/2020	45	BSN CORP	INV#909344656	90.00
62	38	08/12/2020	45	BSN CORP	Inv#909612883/#909505235	2,924.01
62	39	08/12/2020	18	ALERT SERVICES INC	Inv#5057217	470.00
62	40	08/12/2020	66061	El Reno Volleyball	Entry Fee for HS Volleyball 8.15.20	200.00
62	41	08/12/2020	5569	OCA	OCA card Kester	65.00
62	42	08/12/2020	66062	David King	Official MS SB vs Bridge Creek 8.11.20	80.00
62	43	08/12/2020	66059	Arnold Adams Jr.	Official SB vs Bridge Creek 8.11.20	80.00
62	44	08/12/2020	7300	Arvest Security Bank Center	Brandt's/Bray	37.98
62	45	08/17/2020	72	Petty Cash Athletics	HS SB vs Madill 8.17.20	400.00
62	46	08/19/2020	66062	David King	Official SB vs Madill 8.17.20	110.00
62	47	08/19/2020	6434	Djon Jaunes	Official SB vs Madill 8.17.20	110.00
62	48	08/19/2020	66070	Hector Rivera	Official SB vs Bridge Creek 8.18.20	100.00
62	49	08/19/2020	6644	KEN FAIRLEY	Official SB vs Bridge Creek 8.18.20	100.00
62	50	08/21/2020	7478	KEN MOSLEY	Official SB vs Longfellow 8.20.20	80.00
62	51	08/21/2020	65806	Ray Chidester	Official SB vs Longfellow 8.20.20	80.00
62	52	08/26/2020	65806	Ray Chidester	Official SB vs Cache 8.25.20	80.00
62	53	08/26/2020	66062	David King	Official SB vs Plainview 8.25.20	100.00
62	54	08/26/2020	6644	KEN FAIRLEY	Official SB vs Plainview 8.25.20	100.00
62	55	08/26/2020	7478	KEN MOSLEY	Official SB vs Cache 8.25.20	80.00
62	56	08/31/2020	66062	David King	Official HS SB vs Lawton Mac 8.27.20	100.00
62	57	08/31/2020	66070	Hector Rivera	Official HS SB vs Lawton Mac 8.27.20	100.00
62	58	08/31/2020	4852	INDIAN NATION WHOLESALE	Inv#7336592	679.00
62	59	08/31/2020	499	STAR TROPHY & AWARDS	Inv#21258	92.00
62	60	08/31/2020	65682	AU Concepts & Designs, LLC	Inv#082120	362.50
62	61	08/31/2020	4055	DR PEPPER	Inv#278403/#278653	637.00
62	62	08/31/2020	499	STAR TROPHY & AWARDS	Inv#21259	64.00
62	63	08/31/2020	499	STAR TROPHY & AWARDS	Inv#21249	120.00
62	64	08/31/2020	4329	MIDWEST SPORTING GOODS	Inv#26172800	994.24

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 8/11/2020 - 9/3/2020, Fund Codes: 62

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	65	08/31/2020	66073	Hennessey High School	Entry Fee for Varsity Volleyball Festival 8.22.20	200.00
62	66	08/31/2020	4700	TERRY JONES	Official MS SB Tourn 8.28.20	320.00
62	67	08/31/2020	89850	JOSEPH C. FOUST	Official MS SB Tourn 8.28.20 & 8.29.20	480.00
62	68	08/31/2020	7478	KEN MOSLEY	Official MS SB Tourn 8.28.20 & 8.29.20	400.00
62	69	08/31/2020	66074	Randy Bennett	Official MS SB Tourn 8.28.20 & 8.29.20	600.00
62	70	08/31/2020	65806	Ray Chidester	Official MS SB Tourn 8.28.20 & 8.29.20	440.00
62	71	08/31/2020	5046	EARL MACK	Official MS SB Tourn 8.29.20	160.00
62	72	08/31/2020	72	Petty Cash Athletics	HS SB vs Marlow 9.1.20	400.00
62	73	08/31/2020	72	Petty Cash Athletics	7-9 FB vs Marlow 9.3.20	500.00
62	74	08/31/2020	72	Petty Cash Athletics	FB vs Marlow 9.4.20	2,750.00
62	75	08/31/2020	72	Petty Cash Athletics	7-8 FB vs Newcastle 9.8.20	500.00
62	76	08/31/2020	72	Petty Cash Athletics	Volleyball vs El Reno 9.8.20	400.00
62	77	08/31/2020	72	Petty Cash Athletics	HS SB vs Blanchard 9.8.20	400.00
62	78	08/31/2020	72	Petty Cash Athletics	Volleyball Tourn 9.12.20	600.00
62	79	08/31/2020	72	Petty Cash Athletics	VB vs Santa Fe South 9.14.20	400.00
62	80	08/31/2020	72	Petty Cash Athletics	HS SB vs Lone Grove 9.14.20	400.00
62	81	08/31/2020	72	Petty Cash Athletics	7-8 FB vs Clinton	500.00
62	82	08/31/2020	72	Petty Cash Athletics	MS SB vs Duncan 9.15.20	400.00
62	83	08/31/2020	72	Petty Cash Athletics	MS SB vs Marlow 9.17.20	400.00
62	84	08/31/2020	90037	KARI J. MOLDER	Athletic worker August 2020	340.00
62	85	08/31/2020	66025	Arvest	Loves/Jo	19.92

Non-Payroll Total:	**$22,560.65**
Payroll Total:	**$0.00**
Balance Forward:	**$80,608.54**
Report Total:	**$103,169.19**

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 112100099 - 112100303, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
112100099	08/05/2020	81	CENTER FOR EDUCATION LAW IN				$1,213.05
112100100	08/05/2020	497	STANDLEY'S SYSTEMS				$2,785.80
112100101	08/05/2020	6823	DE LAGE LANDEN PUBLIC FINANC				$3,329.11
112100102	08/05/2020	4453	CARLA GARLING				$385.00
112100103	08/05/2020	4392	TYLER TECHNOLOGIES LB678715				$3,276.00
112100104	08/05/2020	446	ROSS SEED COMPANY				$354.30
112100105	08/05/2020	4033	MARSHALL AUTO PARTS				$173.58
112100106	08/05/2020	312	LOCKE SUPPLY				$790.81
112100107	08/05/2020	66	BRANDT'S ACE HARDWARE				$7.79
112100108	08/05/2020	468	SHERWIN WILLIAMS				$437.43
112100109	08/05/2020	97	CHICKASHA LUMBER COMPANY				$792.18
112100110	08/05/2020	329	SW PLUS				$12,388.36
112100111	08/05/2020	71269	PATRICIA A BALLINGER				$22.94
112100112	08/05/2020	3026	RICHARD'S PRINTING				$49.00
112100113	08/05/2020	430	RALPH & SONS				$927.42
112100114	08/05/2020	1459	ROSS TRANSPORTATION INC				$2,829.81
112100115	08/05/2020	65527	DMH Wrecker				$570.00
112100116	08/05/2020	363	OSSBA				$60.00
112100117	08/05/2020	71	CCOSA				$750.00
112100118	08/05/2020	881	OKLAHOMA STATE DEPT. OF HEA				$250.00
112100119	08/05/2020	3742	SUMMIT				$835.75
112100120	08/05/2020	467	SHEPPARD SUPPLY				$250.00
112100121	08/05/2020	65686	Hwy 81 Tire & Auto LLC				$20.00
112100122	08/05/2020	6352	A & C FIRE EXTINGUISHER INC.				$1,512.00
112100123	08/05/2020	4558	CHAPPELL SUPPLY				$12,565.00
112100124	08/05/2020	418	AMERICAN ELECTRIC POWER				$10,053.95
112100125	08/05/2020	1071	CITY OF CHICKASHA				$534.94
112100126	08/05/2020	65652	Kellogg & Sovereign, LLC				$1,603.39
112100127	08/05/2020	913	OTA PikePass Center				$53.80
112100128	08/05/2020	360	NORGE WATER & SEWER CO., IN				$50.80
112100129	08/05/2020	6050	AFPLANSERVICE				$15.00
112100130	08/05/2020	65687	Suddenlink				$873.27
112100131	08/05/2020	5280	AT&T LONG DISTANCE				$20.81
112100132	08/05/2020	5276	AT & T				$829.22
112100133	08/05/2020	5257	AT &T MOBILITY				$174.37
112100134	08/05/2020	4357	INDUSTRY SYSTEMS, INC.				$104.23
112100135	08/05/2020	75197	OFFICE DEPOT				$207.34
112100136	08/05/2020	3928	MOSLEY AGENCY, INC				$30.00
112100137	08/05/2020	65772	Zenith Insurance Company				$11,035.00
112100138	08/05/2020	4357	INDUSTRY SYSTEMS, INC.				$2,960.00
112100139	08/05/2020	5281	SUDDENLINK				$79.49
112100140	08/05/2020	65618	N2Y, LLC				$6,498.00
112100141	08/05/2020	555	WAL MART				$52.36
112100142	08/05/2020	65849	Acellus				$66,580.00
112100143	08/05/2020	7430	LEXIA LEARNING SYSTEMS LLC				$22,400.00
112100144	08/05/2020	6640	EDMENTUM				$27,244.00
112100145	08/05/2020	66038	MobileMind				$20,195.00
112100146	08/05/2020	66039	Oklahoma Folding Carton				$4,000.00
112100147	08/05/2020	65956	RICK CROSLIN				$50.44

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 112100099 - 112100303, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
112100289	08/20/2020	4171	OSIG				$98,188.67
112100290	08/20/2020	312	LOCKE SUPPLY				$506.48
112100291	08/20/2020	97	CHICKASHA LUMBER COMPANY				$38.09
112100292	08/20/2020	329	SW PLUS				$3,950.56
112100293	08/20/2020	6786	MOJO'S CAR WASH				$42.52
112100294	08/20/2020	605	STANDRIDGE EQUIPMENT CO., I				$3,190.00
112100295	08/20/2020	418	AMERICAN ELECTRIC POWER				$6,160.55
112100296	08/20/2020	1071	CITY OF CHICKASHA				$10,986.43
112100297	08/20/2020	913	OTA PikePass Center				$77.15
112100298	08/20/2020	5276	AT & T				$851.74
112100299	08/20/2020	5281	SUDDENLINK				$1,298.56
112100300	08/20/2020	65791	Petty Cash				$700.00
112100301	08/21/2020	881	OKLAHOMA STATE DEPT. OF HEA				$250.00
112100302	08/24/2020	418	AMERICAN ELECTRIC POWER				$22,658.28
112100303	08/25/2020	4138	BANCFIRST				$63,510.54
					Non-Payroll Total:		**$434,630.31**
					Payroll Total:		**$314,318.15**
					Balance Foward:		**$445,053.76**
					Total:		**$1,194,002.22**

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: Building, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 212100002 - 212100014, Print Payroll Payments: True

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
212100002	08/05/2020	4357	INDUSTRY SYSTEMS, INC.				$10,400.00
212100003	08/05/2020	7443	Alert 360				$737.00
212100004	08/05/2020	38	CENTERPOINT ENERGY ARKLA				$532.22
212100005	08/07/2020	6512	UMB BANK, N. A.				$500.00
212100006	08/07/2020	6315	ZIONS BANK				$21,643.81
212100007	08/19/2020	4642	MAHAN'S LAWN & LANDSCAPE				$2,288.00
212100008	08/19/2020	3658	AIR & EARTH, INC				$2,500.00
212100009	08/19/2020	3836	THYSSENKRUPP ELEVATOR CORP.				$1,490.70
212100010	08/19/2020	66034	Dragon Fire Protection, LLC				$480.00
212100011	08/19/2020	66035	Blast Masters, Inc				$450.00
212100012	08/19/2020	38	CENTERPOINT ENERGY ARKLA				$1,144.96
212100013	08/25/2020	4138	BANCFIRST				$63,510.54
212100014	08/31/2020	66048	Exterior Solutions Group, LLC				$268,137.50
					Non-Payroll Total:		**$373,814.73**
					Payroll Total:		**$0.00**
					Balance Foward:		**$331,787.50**
					Total:		**$705,602.23**

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: BJ Clack Scholarships, Date Range: 7/1/2020 - 6/30/2021, Print Payroll Payments: True

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1039	08/25/2020	75203	SWOSU BURSAR				$1,500.00
1040	08/25/2020	1640	UNIVERSITY OF OKLAHOMA				$2,394.00
1041	08/25/2020	75571	UNIVERSITY OF CENTRAL OKLAH				$1,000.00
1042	08/25/2020	75571	UNIVERSITY OF CENTRAL OKLAH				$1,250.00
1043	08/25/2020	75203	SWOSU BURSAR				$3,183.75
1044	08/25/2020	1640	UNIVERSITY OF OKLAHOMA				$1,250.00
					Non-Payroll Total:		**$10,577.75**
					Payroll Total:		**$0.00**
					Balance Foward:		**$0.00**
					Total:		**$10,577.75**

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: ACTIVITY FUND, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 612100015 - 612100055, Print Payroll Payments: True

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
612100015	08/04/2020	75195	EDUCATIONAL TESTING SERVICES				$110.00
612100016	08/13/2020	75195	EDUCATIONAL TESTING SERVICES				$220.00
612100017	08/13/2020	555	WAL MART				$93.90
612100018	08/13/2020	555	WAL MART				$15.16
612100019	08/13/2020	75195	EDUCATIONAL TESTING SERVICES				$220.00
612100020	08/13/2020	555	WAL MART				$11.94
612100021	08/13/2020	75136	KENDALLS FLOWERS		08/13/2020	$75.95	$0.00
612100022	08/13/2020	555	WAL MART				$20.98
612100023	08/13/2020	555	WAL MART				$73.30
612100024	08/13/2020	446	ROSS SEED COMPANY				$81.25
612100025	08/13/2020	5221	RESOURCES FOR EDUCATORS				$259.00
612100026	09/03/2020	75168	EUREKA WATER CO				$40.80
612100027	09/03/2020	7300	Arvest Security Bank Center				$46.97
612100028	09/03/2020	555	WAL MART				$37.14
612100029	09/03/2020	75195	EDUCATIONAL TESTING SERVICES				$55.00
612100030	09/03/2020	555	WAL MART				$96.40
612100031	09/03/2020	468	SHERWIN WILLIAMS				$350.61
612100032	09/03/2020	66075	Jerry Reed				$100.00
612100033	09/03/2020	446	ROSS SEED COMPANY				$11.16
612100034	09/03/2020	5527	SCHOOL OUTFITTERS				$1,113.72
612100035	09/03/2020	75125	LAKESHORE LEARNING STORE				$49.42
612100036	09/03/2020	555	WAL MART				$43.32
612100037	09/03/2020	555	WAL MART				$49.54
612100038	09/03/2020	555	WAL MART				$50.07
612100039	09/03/2020	555	WAL MART				$586.87
612100040	09/03/2020	75154	PARADISE DONUTS				$52.05
612100041	09/03/2020	555	WAL MART				$254.06
612100042	09/03/2020	555	WAL MART				$119.88
612100043	09/03/2020	75328	ATWOODS				$135.94
612100044	09/03/2020	6605	PROSPERITY BANK				$199.00
612100045	09/03/2020	66027	CREATIVE SOLUTIONS				$1,061.54
612100046	09/03/2020	555	WAL MART				$24.15
612100047	09/03/2020	555	WAL MART				$723.48
612100048	09/03/2020	446	ROSS SEED COMPANY				$18.99
612100049	09/03/2020	60534	THE PHONICS DANCE				$125.00
612100050	09/03/2020	555	WAL MART				$33.88
612100051	09/03/2020	555	WAL MART				$37.83
612100052	09/03/2020	555	WAL MART				$94.84
612100053	09/03/2020	1477	WESTCO LAMINATOR SERVICE				$300.00
612100054	09/03/2020	555	WAL MART				$4.96
612100055	09/03/2020	75781	WING T'S				$647.00

Non-Payroll Total:	**$7,569.15**
Payroll Total:	**$0.00**
Balance Foward:	**$219,766.34**
Total:	**$227,335.49**

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: ATHLETIC FUND, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 622100022 - 622100089, Print Payroll Payments: True

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
622100022	08/03/2020	75154	PARADISE DONUTS				$66.60
622100023	08/06/2020	72	Petty Cash Athletics				$400.00
622100024	08/06/2020	72	Petty Cash Athletics				$400.00
622100025	08/13/2020	72	Petty Cash Athletics				$400.00
622100026	08/13/2020	72	Petty Cash Athletics				$400.00
622100027	08/13/2020	72	Petty Cash Athletics				$400.00
622100028	08/13/2020	72	Petty Cash Athletics				$400.00
622100029	08/13/2020	72	Petty Cash Athletics				$400.00
622100030	08/13/2020	72	Petty Cash Athletics				$1,000.00
622100031	08/13/2020	7269	RANK ONE SPORT				$150.00
622100032	08/13/2020	5569	OCA				$65.00
622100033	08/13/2020	66059	Arnold Adams Jr.				$100.00
622100034	08/13/2020	6434	Djon Jaunes				$100.00
622100035	08/13/2020	66060	Tally Gresham				$50.00
622100036	08/13/2020	75428	EMILY HOLT				$50.00
622100037	08/13/2020	45	BSN CORP				$90.00
622100038	08/13/2020	45	BSN CORP				$2,924.01
622100039	08/13/2020	18	ALERT SERVICES INC				$470.00
622100040	08/13/2020	66061	El Reno Volleyball				$200.00
622100041	08/13/2020	5569	OCA				$65.00
622100042	08/13/2020	66062	David King				$80.00
622100043	08/13/2020	66059	Arnold Adams Jr.				$80.00
622100044	08/13/2020	7300	Arvest Security Bank Center				$37.98
622100045	08/17/2020	72	Petty Cash Athletics				$400.00
622100046	08/19/2020	66062	David King				$110.00
622100047	08/19/2020	6434	Djon Jaunes				$110.00
622100048	08/19/2020	66070	Hector Rivera				$100.00
622100049	08/19/2020	6644	KEN FAIRLEY				$100.00
622100050	08/21/2020	7478	KEN MOSLEY				$80.00
622100051	08/21/2020	65806	Ray Chidester				$80.00
622100052	08/26/2020	65806	Ray Chidester				$80.00
622100053	08/26/2020	66062	David King				$100.00
622100054	08/26/2020	6644	KEN FAIRLEY				$100.00
622100055	08/26/2020	7478	KEN MOSLEY				$80.00
622100056	08/31/2020	66062	David King				$100.00
622100057	08/31/2020	66070	Hector Rivera				$100.00
622100058	08/31/2020	4700	TERRY JONES				$320.00
622100059	08/31/2020	89850	JOSEPH C. FOUST				$480.00
622100060	08/31/2020	7478	KEN MOSLEY				$400.00
622100061	08/31/2020	66074	Randy Bennett				$600.00
622100062	08/31/2020	65806	Ray Chidester				$440.00
622100063	08/31/2020	5046	EARL MACK				$160.00
622100064	08/31/2020	72	Petty Cash Athletics				$400.00
622100065	08/31/2020	72	Petty Cash Athletics				$500.00
622100066	08/31/2020	72	Petty Cash Athletics				$2,750.00
622100067	08/31/2020	72	Petty Cash Athletics				$500.00
622100068	08/31/2020	72	Petty Cash Athletics				$400.00
622100069	08/31/2020	72	Petty Cash Athletics				$400.00
622100070	08/31/2020	72	Petty Cash Athletics				$600.00

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: ATHLETIC FUND, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 622100022 - 622100089, Print Payroll Payments: True

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
622100071	08/31/2020	72	Petty Cash Athletics				$400.00
622100072	08/31/2020	72	Petty Cash Athletics				$400.00
622100073	08/31/2020	72	Petty Cash Athletics				$500.00
622100074	08/31/2020	72	Petty Cash Athletics				$400.00
622100075	08/31/2020	72	Petty Cash Athletics				$400.00
622100076	08/31/2020	90037	KARI J. MOLDER				$340.00
622100077	08/31/2020	4852	INDIAN NATION WHOLESALE				$679.00
622100078	08/31/2020	499	STAR TROPHY & AWARDS				$92.00
622100079	08/31/2020	65682	AU Concepts & Designs, LLC				$362.50
622100080	08/31/2020	4055	DR PEPPER				$637.00
622100081	08/31/2020	499	STAR TROPHY & AWARDS				$64.00
622100082	08/31/2020	499	STAR TROPHY & AWARDS				$120.00
622100083	08/31/2020	4329	MIDWEST SPORTING GOODS				$994.24
622100084	08/31/2020	66073	Hennessey High School				$200.00
622100085	08/31/2020	66025	Arvest				$19.92
622100086	09/04/2020	65893	Christopher D. Bowling				$135.00
622100087	09/04/2020	66076	Caleb Wortham				$135.00
622100088	09/04/2020	66077	Charles Hough				$135.00
622100089	09/04/2020	4659	JONATHAN KNAPP				$135.00
					Non-Payroll Total:		**$23,967.25**
					Payroll Total:		**$0.00**
					Balance Foward:		**$79,741.94**
					Total:		**$103,709.19**

Chickasha Public Schools

Budget Analysis

Options: Year: 2020-2021, Date Range: 7/1/2020 - 8/31/2020, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2020-2021						
11 GEN FUND-FOR OP	17,312,008.54	3,223,728.24	1,194,002.22	2,029,726.02	14,088,280.30	18.62%
21 Building	1,170,855.54	1,158,270.78	705,602.23	452,668.55	12,584.76	98.93%
30 Bond	5,015,000.00	4,989,064.13	4,969,064.13	20,000.00	25,935.87	99.48%
41 Sinking	2,571,800.00	2,571,800.00	2,571,800.00	0.00	0.00	100.00%
60 BJ Clack Scholarships	0.00	10,577.75	10,577.75	0.00	-10,577.75	100.00%
61 ACTIVITY FUND	0.00	220,871.87	220,871.87	0.00	-220,871.87	100.00%
62 ATHLETIC FUND	0.00	103,169.19	103,169.19	0.00	-103,169.19	100.00%
81 GIFT FUND	21,955.00	5,107.60	0.00	5,107.60	16,847.40	23.26%
Total 2020-2021	**$26,091,619.08**	**$12,282,589.56**	**$9,775,087.39**	**$2,507,502.17**	**$13,809,029.52**	**47.07 %**
Report Total	**$26,091,619.08**	**$12,282,589.56**	**$9,775,087.39**	**$2,507,502.17**	**$13,809,029.52**	**47.07 %**

Chickasha Public Schools

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 8/1/2020 - 8/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 001 Activity Offices							
901 Bill Wallace Office	$10,197.09	$1,550.00	$0.00	$158.85	$11,588.24	$0.00	$11,588.24
910 Grand Office	$30,441.54	$0.00	$0.00	$0.00	$30,441.54	$0.00	$30,441.54
920 Lincoln Office	$8,264.66	$0.00	$0.00	$29.24	$8,235.42	$0.00	$8,235.42
930 Middle School Office	$8,772.01	$0.00	$0.00	$93.90	$8,678.11	$0.00	$8,678.11
950 High School Office	$4,916.14	$191.74	$0.00	$0.00	$5,107.88	$0.00	$5,107.88
970 ABE	$1,327.84	$577.00	$0.00	$1,289.45	$615.39	$0.00	$615.39
971 ABE	$805.69	$260.00	$0.00	$0.00	$1,065.69	$0.00	$1,065.69
980 Facilities	$253.57	$0.00	$0.00	$0.00	$253.57	$0.00	$253.57
990 CPS Administration	$7,502.17	$88.42	$0.00	$50.90	$7,539.69	$0.00	$7,539.69
991 CPS Nurse	$232.71	$0.00	$0.00	$0.00	$232.71	$0.00	$232.71
993 Textbook/Equipment	$0.00	$140.00	$0.00	$0.00	$140.00	$0.00	$140.00
Total Project - 001 Activity Offices	**$72,713.42**	**$2,807.16**	**$0.00**	**$1,622.34**	**$73,898.24**	**$0.00**	**$73,898.24**
Project - 002 Media Centers							
902 Bill Wallace Media Center	$1,201.88	$0.00	$0.00	$259.00	$942.88	$0.00	$942.88
911 Grand Media Center	$326.84	$0.00	$0.00	$0.00	$326.84	$0.00	$326.84
921 Lincoln Media Center	$198.69	$0.00	$0.00	$0.00	$198.69	$0.00	$198.69
931 Middle School Media Center	$2,269.27	$27.00	$0.00	$0.00	$2,296.27	$0.00	$2,296.27
Total Project - 002 Media Centers	**$3,996.68**	**$27.00**	**$0.00**	**$259.00**	**$3,764.68**	**$0.00**	**$3,764.68**
Project - 005 Activity Clubs							
912 Elementary Robotics	$1,192.27	$0.00	$0.00	$0.00	$1,192.27	$0.00	$1,192.27
913 Grand Spirit Squad	$6,694.96	$200.00	$0.00	$0.00	$6,894.96	$0.00	$6,894.96
914 Grand School Store	$50.00	$0.00	$0.00	$0.00	$50.00	$0.00	$50.00
915 Robotics	$25,507.75	$0.00	$0.00	$0.00	$25,507.75	$0.00	$25,507.75
922 Lincoln Clubs	$2,057.68	$0.00	$0.00	$0.00	$2,057.68	$0.00	$2,057.68
933 Middle School Science	$469.16	$0.00	$0.00	$0.00	$469.16	$0.00	$469.16
934 Middle School Enrichment	$268.85	$0.00	$0.00	$0.00	$268.85	$0.00	$268.85
935 Middle School F.C.C.L.A.	$289.91	$0.00	$0.00	$0.00	$289.91	$0.00	$289.91
936 Middle School Academic Programs	$201.62	$0.00	$0.00	$0.00	$201.62	$0.00	$201.62
938 Middle School Honor Society	$1,154.66	$0.00	$0.00	$0.00	$1,154.66	$0.00	$1,154.66
939 Middle School Indus. Arts-AT/AE	$2,334.62	$0.00	$0.00	$0.00	$2,334.62	$0.00	$2,334.62
941 Middle School Council	$1,333.39	$0.00	$0.00	$0.00	$1,333.39	$0.00	$1,333.39
942 Middle School Vocal Music	$141.77	$0.00	$0.00	$0.00	$141.77	$0.00	$141.77
957 High School Key Club	$387.03	$0.00	$0.00	$0.00	$387.03	$0.00	$387.03
958 High School Jr Optimist Club	$1,985.76	$0.00	$0.00	$0.00	$1,985.76	$0.00	$1,985.76
959 High School National Honor	$274.65	$0.00	$0.00	$0.00	$274.65	$0.00	$274.65
960 High School Academic Club	$429.90	$0.00	$0.00	$0.00	$429.90	$0.00	$429.90
961 High Special Olympics	$6,290.54	$0.00	$0.00	$0.00	$6,290.54	$0.00	$6,290.54
962 High School Student Council	$269.30	$0.00	$0.00	$0.00	$269.30	$0.00	$269.30
963 JOM	$8,533.47	$0.00	$0.00	$0.00	$8,533.47	$0.00	$8,533.47
Total Project - 005 Activity Clubs	**$59,867.29**	**$200.00**	**$0.00**	**$0.00**	**$60,067.29**	**$0.00**	**$60,067.29**
Project - 007 Activity FFA/Horticulture							
964 High School F.F.A/Horticulture	$8,879.72	$1,915.00	$0.00	$0.00	$10,794.72	$0.00	$10,794.72
Total Project - 007 Activity FFA/Horticulture	**$8,879.72**	**$1,915.00**	**$0.00**	**$0.00**	**$10,794.72**	**$0.00**	**$10,794.72**
Project - 008 Activity Daycare							
903 Bill Wallace Daycare	$27,831.74	$7,534.00	$0.00	$7,826.83	$27,538.91	$0.00	$27,538.91
916 Grand Daycare	$18,361.26	$418.00	$0.00	$0.00	$18,779.26	$0.00	$18,779.26
Total Project - 008 Activity Daycare	**$46,193.00**	**$7,952.00**	**$0.00**	**$7,826.83**	**$46,318.17**	**$0.00**	**$46,318.17**
Project - 009 Activity Electives							
951 High School Art	$2,828.89	$0.00	$0.00	$0.00	$2,828.89	$0.00	$2,828.89
952 High School Band	$16,255.17	$921.00	$0.00	$0.00	$17,176.17	$0.00	$17,176.17
953 High School Yearbook	$7,289.38	$0.00	$0.00	$0.00	$7,289.38	$0.00	$7,289.38
954 High School Drama	$766.73	$0.00	$0.00	$0.00	$766.73	$0.00	$766.73
955 High School Library	$568.51	$0.00	$0.00	$0.00	$568.51	$0.00	$568.51
956 High School Vocal Music	$1,471.22	$8,896.94	$0.00	$0.00	$10,368.16	$0.00	$10,368.16
Total Project - 009 Activity Electives	**$29,179.90**	**$9,817.94**	**$0.00**	**$0.00**	**$38,997.84**	**$0.00**	**$38,997.84**
Project - 010 Activity Classes							

Chickasha Public Schools

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 8/1/2020 - 8/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 010 Activity Classes							
965 High School Classes	$3,874.91	$0.00	$0.00	$0.00	$3,874.91	$0.00	$3,874.91
Total Project - 010 Activity Classes	**$3,874.91**	**$0.00**	**$0.00**	**$0.00**	**$3,874.91**	**$0.00**	**$3,874.91**
Total	**$224,704.92**	**$22,719.10**	**$0.00**	**$9,708.17**	**$237,715.85**	**$0.00**	**$237,715.85**

Chickasha Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GEN FUND-FOR OP						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	$0.00	$35,184.62	$0.00	$35,184.62	N/A	$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	$0.00	$77,896.32	$0.00	$77,896.32	N/A	$39,549.87
Source - 1214 GED TESTING FEES	$0.00	$4,234.27	$0.00	$4,234.27	N/A	$2,242.76
Source - 1310 INTEREST EARNINGS	$0.00	$1,069.09	$0.00	$1,069.09	N/A	$0.00
Source - 1350 INTEREST ON TAXES	$0.00	$39.03	$0.00	$39.03	N/A	$32.00
Source - 1410 RENTAL OF SCHOOL FACILITIES	$0.00	$1,000.00	$0.00	$1,000.00	N/A	$0.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	$0.00	$26,722.43	$0.00	$26,722.43	N/A	$587.08
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	$0.00	$2,400.00	$0.00	$2,400.00	N/A	$2,400.00
Source - 1690 MISC. REV. FROM DIST.SOURCE	$0.00	$1,456.50	$0.00	$1,456.50	N/A	$0.00
Source - 1720 ALA CARTE FOODS/BEVERAGES	$0.00	$634.70	$0.00	$634.70	N/A	$634.70
Source - 1730 ADULT LUNCHES/BREAKFASTS	$0.00	$40.00	$0.00	$40.00	N/A	$40.00
Series - 1000 Total	**$0.00**	**$150,676.96**	**$0.00**	**$150,676.96**	**N/A**	**$45,486.41**
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	$0.00	$7,837.53	$0.00	$7,837.53	N/A	$3,641.01
Source - 2200 COUNTY APPORT. (MORTGAGE TAX)	$0.00	$19,444.18	$0.00	$19,444.18	N/A	$9,339.96
Series - 2000 Total	**$0.00**	**$27,281.71**	**$0.00**	**$27,281.71**	**N/A**	**$12,980.97**
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	$0.00	$114,035.53	$0.00	$114,035.53	N/A	$61,036.64
Source - 3120 MOTOR VEHICLE COLLECTIONS	$0.00	$156,336.58	$0.00	$156,336.58	N/A	$72,738.16
Source - 3130 RURAL ELECTRIC COOP.TAX	$0.00	$2,369.47	$0.00	$2,369.47	N/A	$1,304.55
Source - 3140 STATE SCHOOL LAND EARNINGS	$0.00	$39,617.56	$0.00	$39,617.56	N/A	$14,008.03
Source - 3150 VEHICLE TAX STAMPS	$0.00	$393.85	$0.00	$393.85	N/A	$156.42
Source - 3210 FOUNDATION AND SALARY INCEN.	$0.00	$413,497.12	$0.00	$413,497.12	N/A	$413,497.12
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	$0.00	$174,428.56	$0.00	$174,428.56	N/A	$174,428.56
Source - 3420 STATE TEXTBOOK	$0.00	$99,505.94	$0.00	$99,505.94	N/A	$99,505.94
Source - 3430 ADULT EDUCATION MATCHING	$0.00	$4,598.73	$0.00	$4,598.73	N/A	$4,598.73
Series - 3000 Total	**$0.00**	**$1,004,783.34**	**$0.00**	**$1,004,783.34**	**N/A**	**$841,274.15**
Series - 4000						
Source - 4210 TITLE I-BASIC PROGRAM	$0.00	$3,504.30	$0.00	$3,504.30	N/A	$3,504.30
Source - 4271 TITLE II - PART A, RECRUITING	$0.00	$5,990.89	$0.00	$5,990.89	N/A	$0.00
Source - 4310 INDIV.WITH DISABIL.IDEA --B	$0.00	$340.58	$0.00	$340.58	N/A	$0.00
Source - 4480 Title IX-Education for the Homeless	$0.00	$1,102.98	$0.00	$1,102.98	N/A	$0.00
Source - 4550 JOHNSON O'MALLEY PROGRAM	$0.00	$2,934.29	$0.00	$2,934.29	N/A	$0.00
Source - 4613 TEMP.ASSIST.FOR NEEDY FAM-TANF	$0.00	$5,250.00	$0.00	$5,250.00	N/A	$0.00
Source - 4689 OTHER MISC. SOURCES OF FED.REV	$0.00	$12,145.49	$0.00	$12,145.49	N/A	$12,145.49

Chickasha Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 4821 EQUALIZATION (CARL PERKINS)	$0.00	$1,234.57	$0.00	$1,234.57	N/A	$1,234.57
Series - 4000 Total	**$0.00**	**$32,503.10**	**$0.00**	**$32,503.10**	**N/A**	**$16,884.36**
Series - 5000						
Source - 5160 ACTIVITY FUND REIMBURSEMENT	$0.00	$7,450.39	$0.00	$7,450.39	N/A	$7,450.39
Series - 5000 Total	**$0.00**	**$7,450.39**	**$0.00**	**$7,450.39**	**N/A**	**$7,450.39**
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	$0.00	$2,483,457.72	$0.00	$2,483,457.72	N/A	$0.00
Series - 6000 Total	**$0.00**	**$2,483,457.72**	**$0.00**	**$2,483,457.72**	**N/A**	**$0.00**
Series - 9000						
Source - 9901 CLEAR PRIOR YR RECEIVABLES	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Series - 9000 Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Fund - 11 GEN FUND-FOR OP Total	**$0.00**	**$3,706,153.22**	**$0.00**	**$3,706,153.22**	**N/A**	**$924,076.28**
Fund - 21 Building						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	$0.00	$5,024.97	$0.00	$5,024.97	N/A	$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	$0.00	$11,124.93	$0.00	$11,124.93	N/A	$5,648.40
Source - 1530 DAMAGES TO SCHOOL PROPERTY	$0.00	$589,925.00	$0.00	$589,925.00	N/A	$260,962.00
Series - 1000 Total	**$0.00**	**$606,074.90**	**$0.00**	**$606,074.90**	**N/A**	**$266,610.40**
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	$0.00	$197,679.12	$0.00	$197,679.12	N/A	$0.00
Series - 6000 Total	**$0.00**	**$197,679.12**	**$0.00**	**$197,679.12**	**N/A**	**$0.00**
Fund - 21 Building Total	**$0.00**	**$803,754.02**	**$0.00**	**$803,754.02**	**N/A**	**$266,610.40**
Fund - 30 Bond						
Series - 5000						
Source - 5112 PROCEEDS SALE ORIGINAL BONDS	$0.00	$4,914,700.00	$0.00	$4,914,700.00	N/A	$0.00
Series - 5000 Total	**$0.00**	**$4,914,700.00**	**$0.00**	**$4,914,700.00**	**N/A**	**$0.00**
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	$0.00	$100,300.00	$0.00	$100,300.00	N/A	$0.00
Series - 6000 Total	**$0.00**	**$100,300.00**	**$0.00**	**$100,300.00**	**N/A**	**$0.00**
Fund - 30 Bond Total	**$0.00**	**$5,015,000.00**	**$0.00**	**$5,015,000.00**	**N/A**	**$0.00**
Fund - 41 Sinking						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	$0.00	$24,544.66	$0.00	$24,544.66	N/A	$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	$0.00	$57,098.87	$0.00	$57,098.87	N/A	$27,774.40
Source - 1340 ACCRUED INTEREST ON BOND SALES	$0.00	$3,698.10	$0.00	$3,698.10	N/A	$0.00
Series - 1000 Total	**$0.00**	**$85,341.63**	**$0.00**	**$85,341.63**	**N/A**	**$27,774.40**
Series - 5000						
Source - 5111 PREMIUM ON BONDS SOLD	$0.00	$2,734.70	$0.00	$2,734.70	N/A	$0.00
Series - 5000 Total	**$0.00**	**$2,734.70**	**$0.00**	**$2,734.70**	**N/A**	**$0.00**
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	$0.00	$2,598,686.85	$0.00	$2,598,686.85	N/A	$0.00
Series - 6000 Total	**$0.00**	**$2,598,686.85**	**$0.00**	**$2,598,686.85**	**N/A**	**$0.00**
Fund - 41 Sinking Total	**$0.00**	**$2,686,763.18**	**$0.00**	**$2,686,763.18**	**N/A**	**$27,774.40**
Fund - 60 BJ Clack Scholarships						

Chickasha Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 1000						
Source - 1310 INTEREST EARNINGS	$0.00	$13.02	$0.00	$13.02	N/A	$0.00
Series - 1000 Total	**$0.00**	**$13.02**	**$0.00**	**$13.02**	**N/A**	**$0.00**
Fund - 60 BJ Clack Scholarships Total	**$0.00**	**$13.02**	**$0.00**	**$13.02**	**N/A**	**$0.00**
Fund - 61 ACTIVITY FUND						
Series - 1000						
Source - 1214 GED TESTING FEES	$0.00	$1,915.00	$0.00	$1,915.00	N/A	$825.00
Source - 1260 EXTENDED SCHOOL CARE	$0.00	$16,868.00	$0.00	$16,868.00	N/A	$7,952.00
Source - 1310 INTEREST EARNINGS	$0.00	$80.94	$0.00	$80.94	N/A	$63.42
Source - 1460 COMMISSIONS	$0.00	$12.00	$0.00	$12.00	N/A	$12.00
Source - 1530 DAMAGES TO SCHOOL PROPERTY	$0.00	$140.00	$0.00	$140.00	N/A	$140.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	$0.00	$25.00	$0.00	$25.00	N/A	$25.00
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	$0.00	$12,138.68	$0.00	$12,138.68	N/A	$11,138.68
Source - 1950 RESALE MERCH.(NOT STU. STORE)	$0.00	$2,965.70	$0.00	$2,965.70	N/A	$448.00
Source - 1970 STUDENT CLUBS & ORGANIZATIONS	$0.00	$2,115.00	$0.00	$2,115.00	N/A	$2,115.00
Series - 1000 Total	**$0.00**	**$36,260.32**	**$0.00**	**$36,260.32**	**N/A**	**$22,719.10**
Series - 5000						
Source - 5600 CORRECTING ENTRY	$0.00	$211,163.70	$0.00	$211,163.70	N/A	$0.00
Series - 5000 Total	**$0.00**	**$211,163.70**	**$0.00**	**$211,163.70**	**N/A**	**$0.00**
Fund - 61 ACTIVITY FUND Total	**$0.00**	**$247,424.02**	**$0.00**	**$247,424.02**	**N/A**	**$22,719.10**
Fund - 62 ATHLETIC FUND						
Series - 1000						
Source - 1310 INTEREST EARNINGS	$0.00	$4.25	$0.00	$4.25	N/A	$0.00
Source - 1410 RENTAL OF SCHOOL FACILITIES	$0.00	$1,970.00	$0.00	$1,970.00	N/A	$270.00
Source - 1810 ADMISSIONS	$0.00	$8,449.00	$0.00	$8,449.00	N/A	$7,449.00
Source - 1830 CONCESSIONS	$0.00	$2,559.75	$0.00	$2,559.75	N/A	$64.00
Source - 1850 FEES, PENALTIES, AND FINES	$0.00	$2,010.00	$0.00	$2,010.00	N/A	$1,100.00
Source - 1880 SUPPLIES & MAT.SOLD TO STUD.	$0.00	$1,807.10	$0.00	$1,807.10	N/A	$1,807.10
Source - 1890 OTHER ATHLETIC REVENUE	$0.00	$9,105.63	$0.00	$9,105.63	N/A	$7,077.73
Series - 1000 Total	**$0.00**	**$25,905.73**	**$0.00**	**$25,905.73**	**N/A**	**$17,767.83**
Series - 5000						
Source - 5120 CASH OR CHANGE	$0.00	$4,700.00	$0.00	$4,700.00	N/A	$4,200.00
Source - 5600 CORRECTING ENTRY	$0.00	$69,110.76	$0.00	$69,110.76	N/A	$0.00
Series - 5000 Total	**$0.00**	**$73,810.76**	**$0.00**	**$73,810.76**	**N/A**	**$4,200.00**
Fund - 62 ATHLETIC FUND Total	**$0.00**	**$99,716.49**	**$0.00**	**$99,716.49**	**N/A**	**$21,967.83**
Fund - 81 GIFT FUND						
Series - 1000						
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	$0.00	$1,650.00	$0.00	$1,650.00	N/A	$1,000.00
Series - 1000 Total	**$0.00**	**$1,650.00**	**$0.00**	**$1,650.00**	**N/A**	**$1,000.00**
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	$0.00	$23,997.00	$0.00	$23,997.00	N/A	$0.00
Series - 6000 Total	**$0.00**	**$23,997.00**	**$0.00**	**$23,997.00**	**N/A**	**$0.00**
Fund - 81 GIFT FUND Total	**$0.00**	**$25,647.00**	**$0.00**	**$25,647.00**	**N/A**	**$1,000.00**
Report Total	**$0.00**	**$12,584,470.95**	**$0.00**	**$12,584,470.95**	**N/A**	**$1,264,148.01**

Chickasha Public Schools

Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 8/1/2020 - 8/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 003 Athletics							
801 Athletic Misc.	$878.19	$0.00	$0.00	$0.00	$878.19	$0.00	$878.19
802 Archery	$1,941.81	$0.00	$0.00	$0.00	$1,941.81	$0.00	$1,941.81
803 Baseball	$1,632.24	$1,837.10	$0.00	$3,333.34	$136.00	$0.00	$136.00
804 Basketball-Boys	$1,960.23	$0.00	$0.00	$0.00	$1,960.23	$0.00	$1,960.23
805 Basketball-Girls	$6,478.28	$170.00	$0.00	$352.00	$6,296.28	$0.00	$6,296.28
806 Cheer	$4.00	$70.00	$0.00	$0.00	$74.00	$0.00	$74.00
807 Concession	$11,269.73	$64.00	$0.00	$4,406.27	$6,927.46	$0.00	$6,927.46
808 Cross Country-Boys	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00
809 Cross Country-Girls	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00
810 Football	$7,943.95	$5,142.73	$0.00	$2,017.25	$11,069.43	$0.00	$11,069.43
815 Gate	$22,316.20	$11,842.96	$0.00	$18,228.16	$15,931.00	$0.00	$15,931.00
816 Golf Boys	$1,039.36	$0.00	$0.00	$0.00	$1,039.36	$0.00	$1,039.36
817 Golf Girls	$627.20	$0.00	$0.00	$0.00	$627.20	$0.00	$627.20
818 Pom	$2,711.05	$0.00	$0.00	$0.00	$2,711.05	$0.00	$2,711.05
819 Powerlifting	$642.47	$0.00	$0.00	$0.00	$642.47	$0.00	$642.47
820 Softball	$4,516.12	$2,841.04	$0.00	$5,129.41	$2,227.75	$0.00	$2,227.75
821 Soccer-Boys	$1,199.28	$0.00	$0.00	$0.00	$1,199.28	$0.00	$1,199.28
822 Soccer-Girls	$1,631.29	$0.00	$0.00	$0.00	$1,631.29	$0.00	$1,631.29
825 Tennis-Boys	$854.89	$0.00	$0.00	$0.00	$854.89	$0.00	$854.89
826 Tennis-Girls	$711.89	$0.00	$0.00	$0.00	$711.89	$0.00	$711.89
827 Track-Boys	$763.48	$0.00	$0.00	$0.00	$763.48	$0.00	$763.48
828 Track-Girls	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00
829 Volleyball	$3,627.00	$0.00	$0.00	$92.00	$3,535.00	$0.00	$3,535.00
Total Project - 003 Athletics	**$77,248.66**	**$21,967.83**	**$0.00**	**$33,558.43**	**$65,658.06**	**$0.00**	**$65,658.06**
Total	**$77,248.66**	**$21,967.83**	**$0.00**	**$33,558.43**	**$65,658.06**	**$0.00**	**$65,658.06**

Financial Update to Board

To: Members of the Board of Education
From: Jennifer Stegman
Date: September 14, 2020

Expenditures:

Chickasha's General Fund expenditures for the last three fiscal years (FY) and through August of the current fiscal year are presented in tables 3 and 4. Table 3 outlines salary and benefit expenses by month for all Chickasha Public School employees. Table 4 outlines General Fund total expenses (both salary and operational) by month. May expenses include payroll for teachers in July, and August.

Table 3: Payroll Expenses

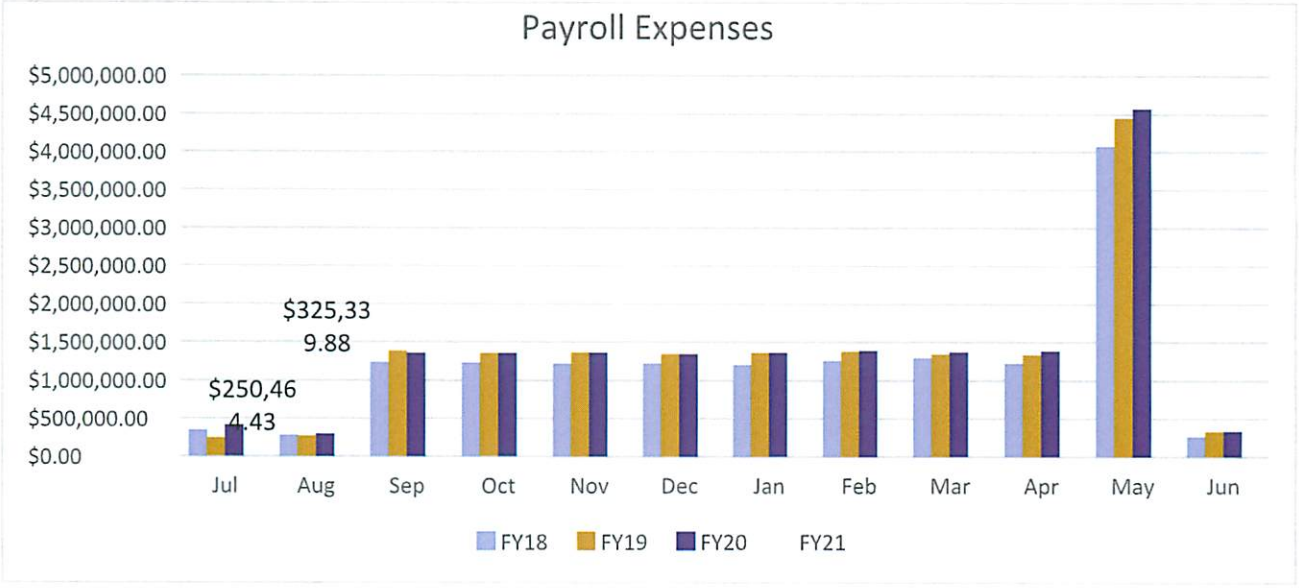
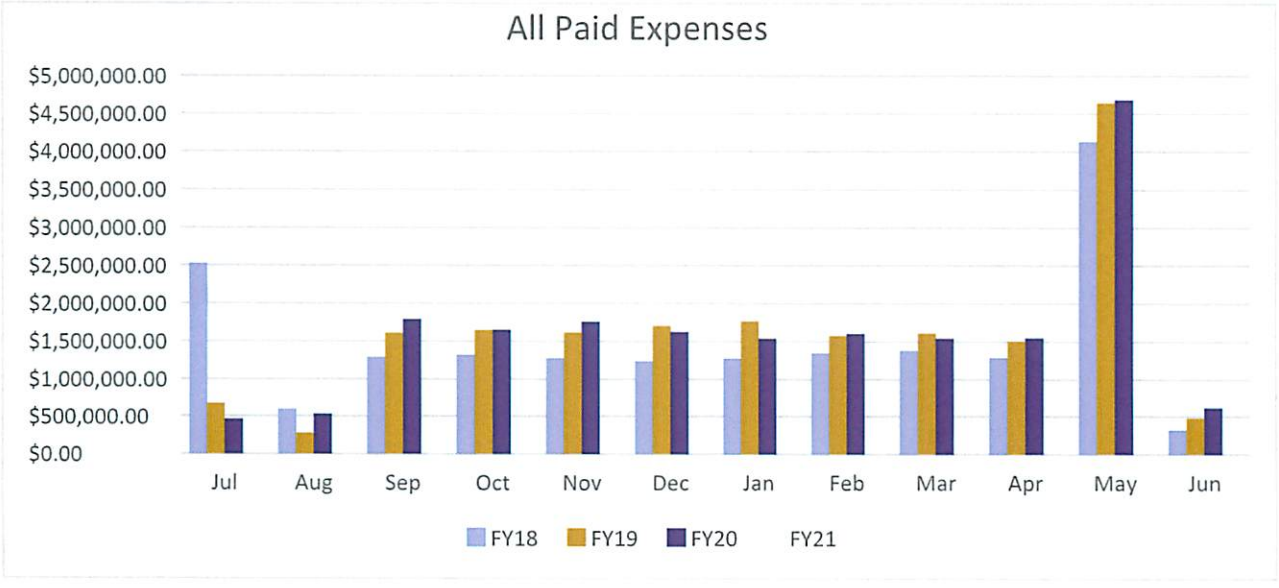


Table 4: Total Expense



Revenues:

Table 5 provides General Fund receipts by month for FY18, FY19, FY20 and through August of FY21. Receipts include funding from State, Local, and Federal Sources.

Table 5: Receipts by Month

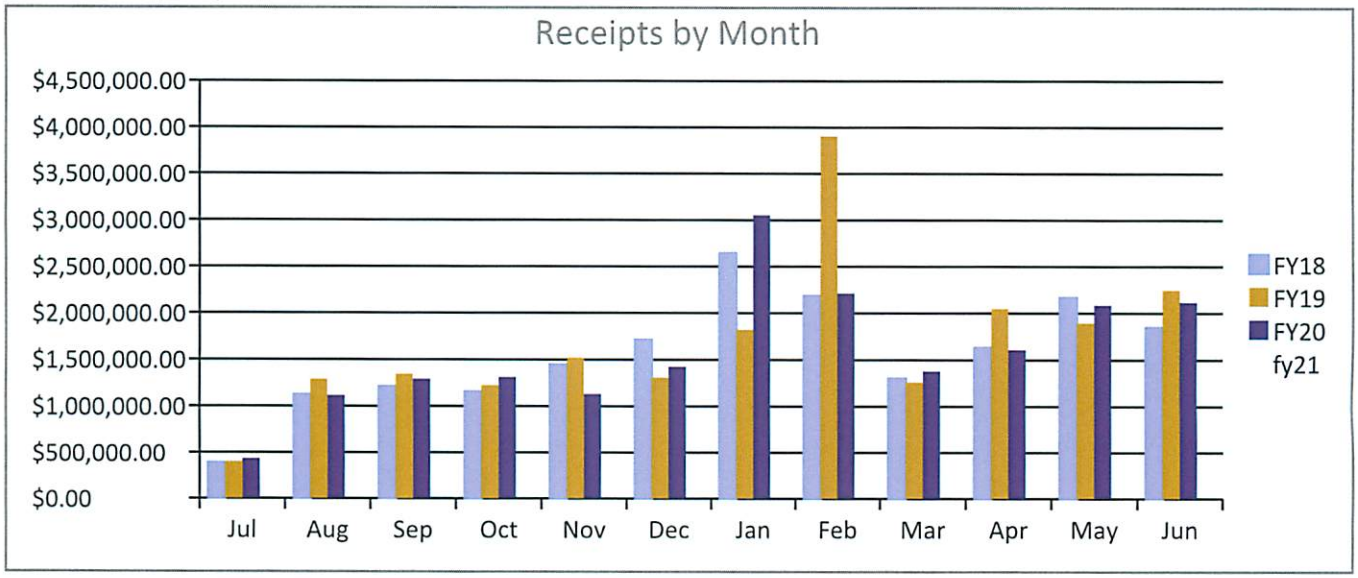
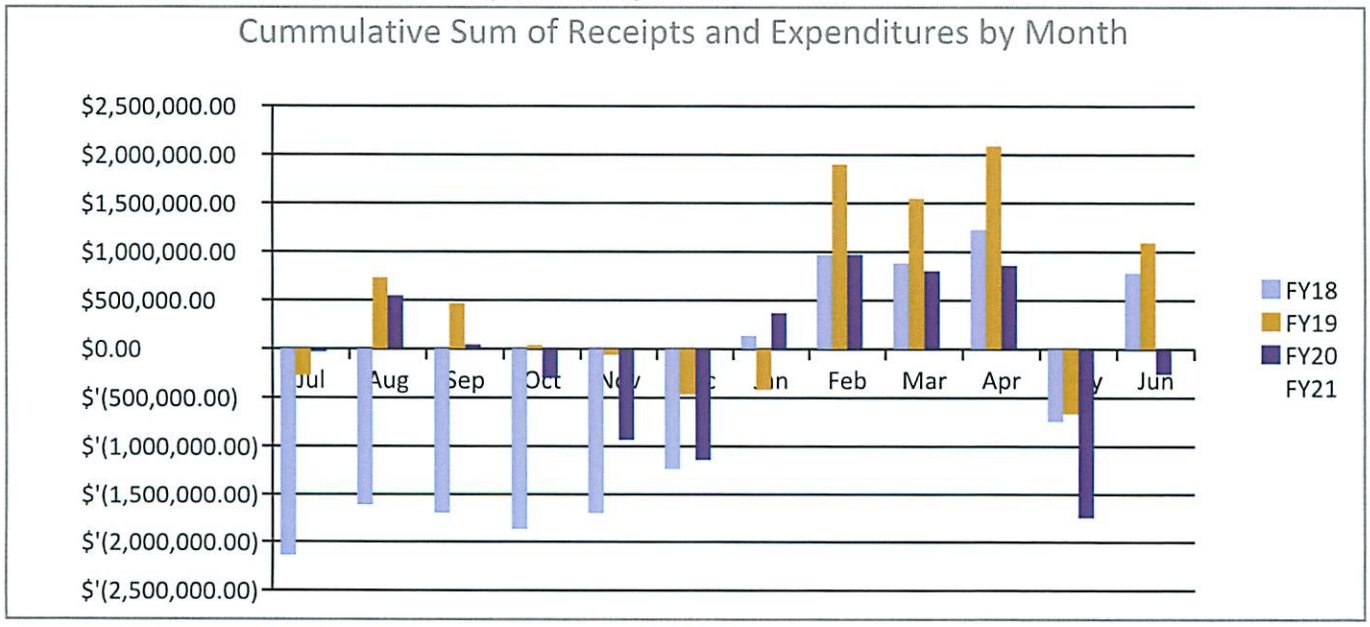


Table 6 outlines General Fund revenues and expenses by month for FY18, FY19, FY20, and through August of FY21. The values represent the cumulative sum of revenues and expenses by month. The values represent revenue and expenses collected in the designated year and do not include fund balances brought forward from prior years. The information provides cash flow trends and can help guide the district to project the necessary cash fund balances.

Table 6: Cumulative Sum of Receipts and Expenditures by Month



ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
Sept. 14, 2020

TOPIC:

Annual Renewal of the OSDE Contract for the Bill Wallace Early Childhood Center OK Transform Grant

ADMINISTRATIVE RECOMMENDATION:

Recommend Approval of the contract

RATIONALE FOR RECOMMENDATION:

This is year 3 of a 3-year OK Transform Grant. BWECC has benefited from Professional Development, assistance in implementing PBIS strategies and instructional resources.

FISCAL NOTE:

No cost to the District.

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman
Tressia Meeks

Implemented: April 2020

OSDE CONTRACT

This contractual agreement is entered into between the State of Oklahoma ex rel, Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Oklahoma City, OK 73105, (hereafter "OSDE") and Bill Wallace Early Childhood Center – Chickasha Public Schools, (hereafter "Vendor"), whose mailing address and contact information for the purpose of this contract is Chickasha Public Schools, 900 West Choctaw Avenue, Chickasha, OK 73018.

1. PURPOSE

1.1 The purpose of this contract is to implement a statewide Multi-tiered Systems of Support (MTSS) through Oklahoma School Climate Transformation (OKSCT) project training and technical assistance. The OKSCT implementation of a multi-tiered behavioral framework supports schools in improving school climate and student behavioral, social-emotional wellbeing. Training and technical assistance will be provided to selected school sites that will include information on how to transform school climate by building local capacity to implement a sustained, school-wide multi-tiered behavioral framework that integrates the Positive Behavioral Interventions and Supports (PBIS) and Social Emotional Learning (SEL), evidence- based practices that incorporates a set of procedures and policies designed to improve behavior by employing positive and systematic techniques.

1.2 The OSDE **will not** share student data with the Vendor for performance of this agreement.

1.3 To fulfill the purpose of this contract, Vendor hereby offers and agrees to perform and/or provide the following goods and/or services to OSDE:

1.4 The building administrator actively leads and supports implementation of OK Transform-PBIS throughout the entirety of Cohort 1 timeline; which includes leadership input, meeting, and training attendance.

1.5 Internal site coordinator(s) paid through grant funds responsibilities include attending state and school-wide School Climate training, direct communication with behavioral specialist, communication with external evaluators to analyze and review data, and coordinate monthly meetings.

1.6 School site maintains and continues Sustainable Systems that includes a school-wide climate team consisting of an administrator, counselor, classroom teacher, parent, student, stakeholder, and representation or other that is committed to conducting ongoing meetings to plan, monitor, and assess multi-tiered systems of support (MTSS) activities. Team members are required to participate in training and technical assistance associated with the implementation of School Climate Transformation in 2020-2021 school year.

1.7 Share data with the external evaluators and OSDE on number of office discipline referrals, suspensions, attendance rate, graduation rate, screening, and progress monitoring data, and perceptions of progress.

1.8 Establishing, defining, teaching and reinforcing school-wide expectations using PBIS and SEL evidence-based practices and curriculum

SDE REQ #: _____

1.9 School site will provide training, communication, resources, time, materials and personnel to support implementation of positive behavior intervention supports, social-emotional, and prevention practices.

1.10 School-wide participation in assessments, that include but are not limited to: *School Climate Survey*, *Tiered Fidelity Inventory, Safety and Threat Assessments, Social-Emotional Screeners,* and other evidenced-based behavior screening tools.

1.11 Provide universal behavior and social-emotional screenings for tier 2 and 3 students.

1.12 School site will provide parent training and communication, resources, time, materials on positive behavior supports, social-emotional, and prevention practices.

2. PAYMENT TERMS & CONTRACT DURATION

In consideration of satisfactory performance of this contract, the OSDE agrees to pay Vendor a total amount of $1,500.00 payable in arrears. It is further agreed by both parties that this Agreement shall be in effect from **October 1st, 2020** and ending **June 1st, 2021.**

3. INVOICING AND PAYMENT

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

Invoices shall be submitted to the Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Suite 415, Oklahoma City, OK 73105-4999 or by email to SDEAccountsPayable@sde.ok.gov

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

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

4. TAX EXEMPTION

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

5. AUDIT AND RECORDS CLAUSE

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

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

6. CONTRACTS OPEN TO PUBLIC DISCLOSURE

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information Vendor submits as part of or in connection with a contract are public records and subject to disclosure. Vendors claiming any portion of their contract as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Superintendent of OSDE shall make the final decision as to whether the documentation or information is confidential.

7. ENTIRE AGREEMENT

This instrument contains the full understanding and agreement of the parties as to the subject matter hereof and may not be altered or amended except by written agreement signed by the parties. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Agreement.

Either party may initiate a request to amend this agreement. Request for any amendment must be made in good faith and in compliance with Applicable Law. All such amendments shall be in writing, dated, signed by the Parties and identified as an amendment.

8. CONTRACT MODIFICATION

Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the OSDE in writing, or made unilaterally by the Vendor, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the Vendor shall not be entitled to any claim under this Contract based on those changes.

9. NON-APPROPRIATION CLAUSE

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

10. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any dispute or controversy arising under or in relation to this Agreement shall be litigated exclusively in a court of competent jurisdiction in the State of Oklahoma. The state and federal courts and authorities with jurisdiction in the State of Oklahoma shall have exclusive jurisdiction over all controversies which shall arise under or in relation to this Agreement.

11. CHOICE OF VENUE

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

12. TERMINATION FOR CAUSE

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

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

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

13. TERMINATION FOR CONVENIENCE

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

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

14. COUNTING OF DAYS

Except where otherwise specifically provided, any reference in this Agreement to a period of "days" means calendar days, not business days.

15. SEVERABILITY

Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction only, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions thereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

16. CAPTIONS

The captions of the paragraphs of this Agreement are for convenience only and shall be disregarded in construing the terms of this Agreement.

17. INSURANCE

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

18. TRAVEL EXPENSES

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

19. EMPLOYMENT RELATIONSHIP

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

20. COMPLIANCE WITH THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007

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

21. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBLE MATTERS

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

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

22. COMPLIANCE WITH APPLICABLE LAWS

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

23. UNAUTHORIZED OBLIGATIONS

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

24. ASSIGNMENT

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

25. EQUAL OPPORTUNITY AND DISCRIMINATION

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

26. LOBBYING

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

27. ENVIRONMENTAL PROTECTION

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

28. DRUG-FREE WORKPLACE

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

29. FORCE MAJEURE

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause. If an event of force majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies: (a) to terminate this agreement in whole or in part; or (b) to suspend the Agreement, in whole or part, for the duration of the force majeure circumstances. The party experiencing the force majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of force majeure on the injured party.

30. SUPPLIER CONTRACT CERTIFICATION

The supplier named herein certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

If this contract is for professional services as defined in 74 O.S. § 85.2, and if the final product is a written proposal, report, or study, the supplier named herein further certifies that (s)he has not previously provided the state agency or any other state agency with a final product that is a substantial duplication of the final product of the proposed contract

31. NON-COLLUSION CERTIFICATION

I am the duly authorized agent of the above named Supplier submitting the documentation herewith, for the purpose of certifying the facts pertaining to the existence of collusion between the Supplier and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract;

I am fully aware of the facts and circumstances surrounding the making of this contract to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such contract; and

Neither the Supplier nor anyone subject to the Supplier's direction or control has been a party:

to any collusion among Suppliers in restraint of freedom of competition by agreement to contract at a fixed price or to refrain from submitting supplier contract information,

to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor

in any discussions between the awarded Supplier and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor

to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Title 74 O.S., Section 85.45j.1.

I certify, if awarded the contract, neither the Supplier nor anyone subject to the Supplier's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

32. EXECUTION BY COUNTERPARTS

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

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

OSDE CONTRACT

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

Vendor Name: Chickasha Public Schools
Vendor Address: 900 West Choctaw Avenue, Chickasha, OK 73018

Date: _____ _____
Certified this date Authorized Vendor Signature

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

Date: _____ _____
Joy Hofmeister
State Superintendent of Public Instruction

Revised: 04/10/2020

Supplier Performance Evaluation

Complete this form in evaluating the level of performance of an awarded supplier when doing business with the State of Oklahoma. Please verify all information to ensure accuracy, as all necessary details must be furnished to ensure proper monitoring of supplier performance to achieve an informed and equitable evaluation of services provided. Performance evaluations become a permanent record of the supplier and to serve as a reference for a contractor's performance.

References related to performance evaluations are: Title 74 O.S. § 85.7.(C); 74 O.S. § 85.39.(C), 74 O.S. § 85.41.(B), and OAC 260:115-1-2, OAC 260:115-7-32.(g), OAC 260:115-9-1.(h)

AGENCY INFORMATION

Name: Oklahoma State Department of Education Agency number: 265

Address: 2500 N. Lincoln Blvd. City/State/Zip: Oklahoma City, Ok 73105

Contact Person: Elizabeth Suddath, Project Director Email Address: Elizabeth.suddath@sde.ok.gov

SUPPLIER INFORMATION

Name: Chickasha Public Schools PeopleSoft ID number:

Address: 900 West Choctaw Avenue City/State/Zip: Chickasha, OK 73018

Contact Person: Rick Croslin, Superintendent Email Address: rcroslin@chickasha.k12.ok.us

ORDER INFORMATION

Acquisition Type: Service(s) ☒ Product(s) ☐

This evaluation covers the acquisition period from: 10 / 1 / 2019 to 9 / 30 / 2020

Acquisition process: ☐ Fixed Rate ☐ Sole Source ☐ Agency Bid ☐ OMES Bid ☒ Interagency

☐ GSA ☐ Statewide

Statewide Contract #:: Item number:

Delivery Date of Last Shipment: 9/30/2020 Purchase Order # 2650007552

LEVEL OF SERVICE (If "No" please explain in the comments section.)

1. Did the deliverable meet the specifications? ☒ Yes ☐ No

2. Was the deliverable on time?	☒ Yes	☐ No
3. Was the deliverable on budget?	☒ Yes	☐ No
4. Was the contractor responsive to your needs?	☒ Yes	☐ No
5. Were there any issues after the fact?	☐ Yes	☒ No
6. Would you use the contractor again?	☒ Yes	☐ No

Comments:

Chickasha Public Schools (Bill Wallace Early Childhood Center) is a participating school site (Cohort 1) in the Oklahoma School Climate Transformation (OKTransform) grant and has met the deliverables of year 2 services as outlined in the contract deliverables.

Desired resolution and include any additional supporting data :

Submission of this form and questions shall be sent to: CP.Feedback@omes.ok.gov

Appendix A - Budget for Year 3
Oklahoma School Climate Transformation

Personnel		
	Year 3	**Justification**
Site Coordinator(s)	$1,000.00	Stipends for 1-2 site coordinators at the distract for extra duty stipend of $1,000 to coordinate activities
Site Coordinator(s) Fringe Benefits	$500.00	Fringe Benefits for full-time personnel amd stipends at 50% of total personnel costs to include Insurance, Teacher Retirement, FICA, SS, and Workers Comp.
Total Personnel	**$1,500.00**	
Total Direct Costs	**$1,500.00**	
GRANT TOTAL COST	**$1,500.00**	

Appendix B - Deliverables for Year 3
Oklahoma School Climate Transformation

Activity	Person Responsible	Timeframe
The building administrator actively leads and supports implementation of OK Transform-PBIS throughout the entirety of Cohort 1 timeline; which includes leadership input, meeting, and training attendance.	Building administrator	Ongoing throughout the 2020-2021 School Year
Internal site coordinator(s) responsibilities include attending state and school-wide School Climate training, direct communication with behavioral specialist, communication with external evaluators to analyze and review data, and coordinate monthly meetings	Building administrator/ School site coordinator	Ongoing throughout the 2020-2021 School Year
School site maintains and continues Sustainable Systems that includes a school-wide climate team consisting of an administrator, counselor, classroom teacher, parent, student, stakeholder, and representation or other that is committed to conducting ongoing meetings to plan, monitor, and assess multi-tiered systems of support (MTSS) activities. Team members are required to participate in training and technical assistance associated with the implementation of School Climate Transformation in 2020-2021 school year.	Building administrator/ School site coordinator	Ongoing throughout the 2020-2021 School Year
Sharing data with the external evaluators and OSDE on number of office discipline referrals, suspensions, attendance rate, graduation rate, screening, and progress monitoring data, and perceptions of progress.	School site coordinator	Ongoing throughout the 2020-2021 School Year
Establishing, defining, teaching and reinforcing school-wide expectations using PBIS and SEL s evidence-based practices and curriculum.	School-wide Team	Ongoing throughout the 2020-2021 School Year
School site will provide training, communication, resources, time, materials and personnel to support implementation of positive behavior intervention supports, social-emotional, and prevention practices.	School-wide team School staff	Ongoing throughout the 2020-2021 School Year
School-wide participation in assessments, that include but are not limited to: *School Climate Survey, Tiered Fidelity Inventory, Safety and Threat Assessments, Social-Emotional Screeners,* and other evidenced-based behavior screening tools.	All school staff	Ongoing throughout the 2020- 2021
Provide universal behavior and social-emotional screenings for tier 2 and 3 students.	School site coordinator	Ongoing throughout the 2020-2021 School Year
School site will provide parent training and communication, resources, time, materials on positive behavior supports, social-emotional, and prevention practices.	School-wide team	Ongoing throughout the 2020-2021 School Year

Site Coordinator Role
Oklahoma School Climate Transformation

Description

Title: **MTSS Site Coordinator**
Location: Assigned School Site in District
Works with: Oklahoma School Climate Transformation Staff and School/District-Wide MTSS Team
Stipend: $1000

Summary

The Site Coordinator is responsible for communicating with external site coaches, school climate specialist, school-wide team and evaluators. The site coordinator will serve as the primary school or district-wide team member that communicates directly with the Oklahoma School Climate Transformation regarding meetings, data, interventions, Multi-tiered Systems of Support (MTSS) and other needs related tthe grant.

Responsibilities for Internal Coaching

- Assist site in updating school-wide handbooks to reflect updated practices and procedures related to positive behavior, social-emotional learning, and discipline policies.
- Assist the school-wide team in establishing yearly goals based off school data.
- Serve as a liaison between external site coach, school staff, parents, and stakeholders
- Establish a monthly meeting schedule and communicate the date, time, and location to all external and internal participants. Which includes sending out meeting reminders and minutes to all team member and attending team meetings
- Collaborate with external site coach/behavior specialist to create meeting agendas
- Input paper or digital ODRs into the graphing system (Google, SWIS, EC-SWIS, PBIS Rewards-Advanced Referral System)
- Lead and coordinate site PD plans based on site needs and data.
- Assist other school staff in teaching behavioral expectations (i.e., planning PBIS kickoff, teaching behavior lesson plans, and social-emotional and prevention curriculum implementation, etc.)
- Monitor and analyze school-wide data (academic, behavioral, fidelity, school climate survey)
- Collaborate with site coach and team to create goals for the site action plan
- Collaborate with school-wide team to facilitate teacher buy-in
- Assist team in defining meeting roles (note taker, timer, facilitator, etc.) and model meeting facilitation of school/district-wide and data team meetings.
- Assist data/PLC teams in reviewing school-wide behavior and SEL data to make informed decisions for prevention and intervention needs/supports across all three tiers..

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
Sept. 14, 2020

TOPIC:

Annual Renewal of the OSDE Contract for the Chickasha Middle School OK Transform Grant

ADMINISTRATIVE RECOMMENDATION:

Recommend Approval of the contract

RATIONALE FOR RECOMMENDATION:

This is year 3 of a 3-year OK Transform Grant. Chickasha Middle School has benefited from Professional Development, assistance in implementing PBIS strategies and instructional resources.

FISCAL NOTE:

No cost to the District.

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman
Debby Davis

Implemented: April 2020

OSDE CONTRACT

This contractual agreement is entered into between the State of Oklahoma ex rel, Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Oklahoma City, OK 73105, (hereafter "OSDE") and Chickasha Middle School, Chickasha Public Schools hereafter "Vendor"), whose mailing address and contact information for the purpose of this contract is: Rick Croslin, Chickasha Public Schools, 900 West Choctaw Avenue, Chickasha, OK 73018.

1. PURPOSE

1.1 The purpose of this contract is to implement a statewide Multi-tiered Systems of Support (MTSS) through Oklahoma School Climate Transformation (OKSCT) project training and technical assistance. The OKSCT implementation of a multi-tiered behavioral framework supports schools in improving school climate and student behavioral, social-emotional wellbeing. Training and technical assistance will be provided to selected school sites that will include information on how to transform school climate by building local capacity to implement a sustained, school-wide multi-tiered behavioral framework that integrates the Positive Behavioral Interventions and Supports (PBIS) and Social Emotional Learning (SEL), evidence- based practices that incorporates a set of procedures and policies designed to improve behavior by employing positive and systematic techniques.

1.2 The OSDE **will not** share student data with the Vendor for performance of this agreement.

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1.4 The building administrator actively leads and supports implementation of OK Transform-PBIS throughout the entirety of Cohort 1 timeline; which includes leadership input, meeting, and training attendance.

1.5 Internal site coordinator(s) paid through grant funds responsibilities include attending state and school-wide School Climate training, direct communication with behavioral specialist, communication with external evaluators to analyze and review data, and coordinate monthly meetings.

1.6 School site maintains and continues Sustainable Systems that includes a school-wide climate team consisting of an administrator, counselor, classroom teacher, parent, student, stakeholder, and representation or other that is committed to conducting ongoing meetings to plan, monitor, and assess multi-tiered systems of support (MTSS) activities. Team members are required to participate in training and technical assistance associated with the implementation of School Climate Transformation in 2020-2021 school year.

1.7 Share data with the external evaluators and OSDE on number of office discipline referrals, suspensions, attendance rate, graduation rate, screening, and progress monitoring data, and perceptions of progress.

1.8 Establishing, defining, teaching and reinforcing school-wide expectations using PBIS and SEL evidence-based practices and curriculum

SDE REQ #: _____

1.9 School site will provide training, communication, resources, time, materials and personnel to support implementation of positive behavior intervention supports, social-emotional, and prevention practices.

1.10 School-wide participation in assessments, that include but are not limited to: *School Climate Survey, Tiered Fidelity Inventory, Safety and Threat Assessments, Social-Emotional Screeners,* and other evidenced-based behavior screening tools.

1.11 Provide universal behavior and social-emotional screenings for tier 2 and 3 students.

1.12 School site will provide parent training and communication, resources, time, materials on positive behavior supports, social-emotional, and prevention practices.

2. PAYMENT TERMS & CONTRACT DURATION

In consideration of satisfactory performance of this contract, the OSDE agrees to pay Vendor a total amount of $1,500.00 payable in arrears. It is further agreed by both parties that this Agreement shall be in effect from **October 1st, 2020** and ending **June 1st, 2021.**

3. INVOICING AND PAYMENT

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

Invoices shall be submitted to the Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Suite 415, Oklahoma City, OK 73105-4999 or by email to SDEAccountsPayable@sde.ok.gov

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

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

4. TAX EXEMPTION

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

5. AUDIT AND RECORDS CLAUSE

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

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

6. CONTRACTS OPEN TO PUBLIC DISCLOSURE

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information Vendor submits as part of or in connection with a contract are public records and subject to disclosure. Vendors claiming any portion of their contract as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Superintendent of OSDE shall make the final decision as to whether the documentation or information is confidential.

7. ENTIRE AGREEMENT

This instrument contains the full understanding and agreement of the parties as to the subject matter hereof and may not be altered or amended except by written agreement signed by the parties. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Agreement.

Either party may initiate a request to amend this agreement. Request for any amendment must be made in good faith and in compliance with Applicable Law. All such amendments shall be in writing, dated, signed by the Parties and identified as an amendment.

8. CONTRACT MODIFICATION

Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the OSDE in writing, or made unilaterally by the Vendor, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the Vendor shall not be entitled to any claim under this Contract based on those changes.

9. NON-APPROPRIATION CLAUSE

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

10. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any dispute or controversy arising under or in relation to this Agreement shall be litigated exclusively in a court of competent jurisdiction in the State of Oklahoma. The state and federal courts and authorities with jurisdiction in the State of Oklahoma shall have exclusive jurisdiction over all controversies which shall arise under or in relation to this Agreement.

11. CHOICE OF VENUE

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

12. TERMINATION FOR CAUSE

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

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

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

13. TERMINATION FOR CONVENIENCE

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

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

14. COUNTING OF DAYS

Except where otherwise specifically provided, any reference in this Agreement to a period of "days" means calendar days, not business days.

15. SEVERABILITY

Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction only, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions thereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

16. CAPTIONS

The captions of the paragraphs of this Agreement are for convenience only and shall be disregarded in construing the terms of this Agreement.

17. INSURANCE

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

18. TRAVEL EXPENSES

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

19. EMPLOYMENT RELATIONSHIP

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

20. COMPLIANCE WITH THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007

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

21. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBLE MATTERS

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

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

22. COMPLIANCE WITH APPLICABLE LAWS

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

23. UNAUTHORIZED OBLIGATIONS

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

24. ASSIGNMENT

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

25. EQUAL OPPORTUNITY AND DISCRIMINATION

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

26. LOBBYING

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

27. ENVIRONMENTAL PROTECTION

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

28. DRUG-FREE WORKPLACE

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

29. FORCE MAJEURE

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause. If an event of force majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies: (a) to terminate this agreement in whole or in part; or (b) to suspend the Agreement, in whole or part, for the duration of the force majeure circumstances. The party experiencing the force majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of force majeure on the injured party.

30. SUPPLIER CONTRACT CERTIFICATION

The supplier named herein certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

If this contract is for professional services as defined in 74 O.S. § 85.2, and if the final product is a written proposal, report, or study, the supplier named herein further certifies that (s)he has not previously provided the state agency or any other state agency with a final product that is a substantial duplication of the final product of the proposed contract

31. NON-COLLUSION CERTIFICATION

I am the duly authorized agent of the above named Supplier submitting the documentation herewith, for the purpose of certifying the facts pertaining to the existence of collusion between the Supplier and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract;

I am fully aware of the facts and circumstances surrounding the making of this contract to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such contract; and

Neither the Supplier nor anyone subject to the Supplier's direction or control has been a party:

to any collusion among Suppliers in restraint of freedom of competition by agreement to contract at a fixed price or to refrain from submitting supplier contract information,

to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor

in any discussions between the awarded Supplier and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor

to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Title 74 O.S., Section 85.45j.1.

I certify, if awarded the contract, neither the Supplier nor anyone subject to the Supplier's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

32. EXECUTION BY COUNTERPARTS

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

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

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

Vendor Name: Chickasha Public Schools
Vendor Address: 900 West Choctaw Avenue, Chickasha, OK 73018ress:

Date: _____ _____
Certified this date Authorized Vendor Signature

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

Date: _____ _____
Joy Hofmeister
State Superintendent of Public Instruction

Revised: 04/10/2020

Supplier Performance Evaluation

Complete this form in evaluating the level of performance of an awarded supplier when doing business with the State of Oklahoma. Please verify all information to ensure accuracy, as all necessary details must be furnished to ensure proper monitoring of supplier performance to achieve an informed and equitable evaluation of services provided. Performance evaluations become a permanent record of the supplier and to serve as a reference for a contractor's performance.
References related to performance evaluations are: Title 74 O.S. § 85.7.(C); 74 O.S. § 85.39.(C), 74 O.S. § 85.41.(B), and OAC 260:115-1-2, OAC 260:115-7-32.(g), OAC 260:115-9-1.(h)

AGENCY INFORMATION

Name: Oklahoma State Department of Education Agency number: 265

Address: 2500 N. Lincoln Blvd. City/State/Zip: Oklahoma City, Ok 73105

Contact Person: Elizabeth Suddath, Project Director Email Address: Elizabeth.suddath@sde.ok.gov

SUPPLIER INFORMATION

Name: Chickasha Public Schools PeopleSoft ID number:

Address: 900 West Choctaw Avenue City/State/Zip: Chickasha, OK 73018

Contact Person: Rick Croslin, Superintendent Email Address: rcroslin@chickasha.k12.ok.us

ORDER INFORMATION

Acquisition Type: Service(s) ☒ Product(s) ☐

This evaluation covers the acquisition period from: 10 / 1 / 2019 to 9 / 30 / 2020

Acquisition process: ☐ Fixed Rate ☐ Sole Source ☐ Agency Bid ☐ OMES Bid ☒ Interagency

☐ GSA ☐ Statewide

Statewide Contract #:: Item number:

Delivery Date of Last Shipment: 9/30/2020 Purchase Order # 2650007553

LEVEL OF SERVICE (If "No" please explain in the comments section.)

1. Did the deliverable meet the specifications? ☒ Yes ☐ No

2. Was the deliverable on time?	☒ Yes	☐ No
3. Was the deliverable on budget?	☒ Yes	☐ No
4. Was the contractor responsive to your needs?	☒ Yes	☐ No
5. Were there any issues after the fact?	☐ Yes	☒ No
6. Would you use the contractor again?	☒ Yes	☐ No

Comments:

Chickasha Public Schools (Chickasha Middle School) is a participating school site (Cohort 1) in the Oklahoma School Climate Transformation (OKTransform) grant and has met the deliverables of year 2 services as outlined in the contract deliverables.

Desired resolution and include any additional supporting data :

Submission of this form and questions shall be sent to: CP.Feedback@omes.ok.gov

Appendix A - Budget for Year 3
Oklahoma School Climate Transformation

Personnel		
	Year 3	**Justification**
Site Coordinator(s)	$1,000.00	Stipends for 1-2 site coordinators at the distract for extra duty stipend of $1,000 to coordinate activities
Site Coordinator(s) Fringe Benefits	$500.00	Fringe Benefits for full-time personnel amd stipends at 50% of total personnel costs to include Insurance, Teacher Retirement, FICA, SS, and Workers Comp.
Total Personnel	**$1,500.00**	
Total Direct Costs	**$1,500.00**	
GRANT TOTAL COST	$1,500.00	

Appendix B - Deliverables for Year 3
Oklahoma School Climate Transformation

Activity	Person Responsible	Timeframe
The building administrator actively leads and supports implementation of OK Transform-PBIS throughout the entirety of Cohort 1 timeline; which includes leadership input, meeting, and training attendance.	Building administrator	Ongoing throughout the 2020-2021 School Year
Internal site coordinator(s) responsibilities include attending state and school-wide School Climate training, direct communication with behavioral specialist, communication with external evaluators to analyze and review data, and coordinate monthly meetings	Building administrator/ School site coordinator	Ongoing throughout the 2020-2021 School Year
School site maintains and continues Sustainable Systems that includes a school-wide climate team consisting of an administrator, counselor, classroom teacher, parent, student, stakeholder, and representation or other that is committed to conducting ongoing meetings to plan, monitor, and assess multi-tiered systems of support (MTSS) activities. Team members are required to participate in training and technical assistance associated with the implementation of School Climate Transformation in 2020-2021 school year.	Building administrator/ School site coordinator	Ongoing throughout the 2020-2021 School Year
Sharing data with the external evaluators and OSDE on number of office discipline referrals, suspensions, attendance rate, graduation rate, screening, and progress monitoring data, and perceptions of progress.	School site coordinator	Ongoing throughout the 2020-2021 School Year
Establishing, defining, teaching and reinforcing school-wide expectations using PBIS and SEL s evidence-based practices and curriculum.	School-wide Team	Ongoing throughout the 2020-2021 School Year
School site will provide training, communication, resources, time, materials and personnel to support implementation of positive behavior intervention supports, social-emotional, and prevention practices.	School-wide team School staff	Ongoing throughout the 2020-2021 School Year
School-wide participation in assessments, that include but are not limited to: *School Climate Survey, Tiered Fidelity Inventory, Safety and Threat Assessments, Social-Emotional Screeners,* and other evidenced-based behavior screening tools.	All school staff	Ongoing throughout the 2020- 2021
Provide universal behavior and social-emotional screenings for tier 2 and 3 students.	School site coordinator	Ongoing throughout the 2020-2021 School Year
School site will provide parent training and communication, resources, time, materials on positive behavior supports, social-emotional, and prevention practices.	School-wide team	Ongoing throughout the 2020-2021 School Year

Site Coordinator Role
Oklahoma School Climate Transformation

Description

Title: **MTSS Site Coordinator**
Location: Assigned School Site in District
Works with: Oklahoma School Climate Transformation Staff and School/District-Wide MTSS Team
Stipend: $1000

Summary

The Site Coordinator is responsible for communicating with external site coaches, school climate specialist, school-wide team and evaluators. The site coordinator will serve as the primary school or district-wide team member that communicates directly with the Oklahoma School Climate Transformation regarding meetings, data, interventions, Multi-tiered Systems of Support (MTSS) and other needs related tthe grant.

Responsibilities for Internal Coaching

- Assist site in updating school-wide handbooks to reflect updated practices and procedures related to positive behavior, social-emotional learning, and discipline policies.
- Assist the school-wide team in establishing yearly goals based off school data.
- Serve as a liaison between external site coach, school staff, parents, and stakeholders
- Establish a monthly meeting schedule and communicate the date, time, and location to all external and internal participants. Which includes sending out meeting reminders and minutes to all team member and attending team meetings
- Collaborate with external site coach/behavior specialist to create meeting agendas
- Input paper or digital ODRs into the graphing system (Google, SWIS, EC-SWIS, PBIS Rewards-Advanced Referral System)
- Lead and coordinate site PD plans based on site needs and data.
- Assist other school staff in teaching behavioral expectations (i.e., planning PBIS kickoff, teaching behavior lesson plans, and social-emotional and prevention curriculum implementation, etc.)
- Monitor and analyze school-wide data (academic, behavioral, fidelity, school climate survey)
- Collaborate with site coach and team to create goals for the site action plan
- Collaborate with school-wide team to facilitate teacher buy-in
- Assist team in defining meeting roles (note taker, timer, facilitator, etc.) and model meeting facilitation of school/district-wide and data team meetings.
- Assist data/PLC teams in reviewing school-wide behavior and SEL data to make informed decisions for prevention and intervention needs/supports across all three tiers..

SECTION IX

BLOODBORNE PATHOGENS

EXPOSURE CONTROL PLAN

CHICKASHA PUBLIC SCHOOLS
I-1, Grady County
Chickasha, Oklahoma

Adopted September 2020

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Appendix Items and Required Forms

BLOODBORNE PATHOGENS

Exposure Control Plan

Chickasha Public Schools, District I-1

I. PURPOSE

The purpose of this plan is to eliminate or minimize employee exposure to surfaces, equipment, and body fluids that potentially are contaminated with blood-borne pathogens. This plan is designed to comply with 29 CFR 1910.1030 and will be reviewed and updated annually. The plan is available for public inspection.

II. DEFINITIONS

Bloodborne Pathogens means pathogenic micro-organisms that are present in human blood and can cause disease in humans, including Hepatitis B Virus and Human Immunodeficiency Virus (HIV), etc.

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on any item or surface.

Sharps mean any object that can penetrate the skin including needles, staples, broken glass, exposed ends of dental wire, etc.

Decontamination means the physical or chemical removal, inactivation, or destruction of bloodborne pathogens on a surface.

Exposure means reasonably anticipated skin, eye, mucous membrane, or membrane, or parental contact with infectious materials.

III. GENERAL PROGRAM MANAGEMENT

A. Responsible Persons

There are three "Categories of Responsibility" that are central to the effective implementation of the Exposure Control Plan: These are:

- The Superintendent of Schools and/or Designee,
- Supervisors/Principals, and
- Employees

The following sections define the roles played by each of these groups in carrying out the plan. Throughout this written plan, employees with specific responsibilities are identified. If, because of promotion or other reasons, a new employee is assigned any of these responsibilities, the Superintendent of Schools or Designee is to be notified of the change, so that he/she can update the records.

Superintendent and/or Designee

The School Superintendent and/or Designee will be responsible for the overall management and support of our district's Bloodborne Pathogens Compliance Program. Responsibilities typically include, but are not limited to:

- Overall responsibility for implementing the Exposure Control Plan for the entire district including planning for the provision of staff training.
- Working with administrators and other employees to develop and administer any additional bloodborne pathogens-related policies and practices needed to support the effective implementation of this plan.
- Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.

- Collecting and maintaining a suitable reference library on the Bloodborne Pathogens Standard and bloodborne pathogens safety and health information.
- Knowing current legal requirements concerning bloodborne pathogens.
- Acting as facility liaison during OSHA inspections.
- Conducting periodic school audits to maintain an up-to-date Exposure Control Plan.
- The Director of Maintenance, and personnel from health services will assist the Superintendent in carrying out the mandated duties for exposure control.

Principals/Supervisors

Principals/Supervisors are responsible for exposure control in their respective schools and areas. They work directly with the Superintendent, health services staff, our employees, and our students to ensure that proper exposure control procedures are followed.

Employees

As with all of our school's activities, our employees have the most important role in our bloodborne pathogens compliance program, for the ultimate execution of much of the Exposure Control Plan rests in their hands. In this role they must do such things as:

- Identify tasks performed that have occupational exposure.
- Attend the bloodborne pathogens training sessions.
- Plan and conduct all operations in accordance with our work practice controls.
- Develop good personal hygiene habits.

B. Availability of the Exposure Control Plan to Employees

To help them with their efforts, our district's Exposure Control Plan is available to our employees at any time in each building's administration office. Employees are advised of this availability during their education/training sessions.

C. Review and Update of the Plan

It is important to keep the Exposure Control Plan up-to-date. To ensure this, the plan will be reviewed and updated under the following circumstances:

- Annually before each school year.
- Whenever new or modified tasks and procedures are implemented which affect occupational exposure of our employees.
- Whenever our employees' jobs are revised such that new instances of occupational exposure may occur.
- Whenever new functional positions are established within our district that may involve exposure to bloodborne pathogens.

IV. EXPOSURE DETERMINATION

With respect to procedures, requirements, and training, **all** members of the following job classifications will be treated as if they are subject to occupational exposure.

Primary/High Risk

School Nurses

Teachers/Aides of the Multi-handicapped

School Maintenance Personnel

Collateral Duty

School Secretaries

Playground Aides

Custodians/Bus Drivers

Teachers

V. METHODS OF COMPLIANCE

A. General

Universal Precautions

A general rule requires the treatment of all body fluids and waste products as if they are known to be infectious for any bloodborne pathogen. In order to protect themselves, all staff members will follow the following universal precautions at all times while on the job:

1. Handle the blood and body substances of all people as potentially infectious.
2. Wash hands thoroughly with soap and running water before and after all person or specimen contact, even when gloves are used.
3. Wear disposable gloves for all potential contacts with blood and body substance. Discard gloves immediately after each use.
4. Treat all linen and clothing soiled with blood or body substance as infectious.
5. Change gloves after each contact, as glove integrity cannot be assured with washing and repeated use.
6. Wear a waterproof dressing and gloves if you have cuts, abrasions, or other skin lesions.
7. Clean up and disinfect all spills or contamination immediately using the established procedure described in part D.
8. Follow exposure reporting and follow-up procedure as established in Part VI (B).

9. Discard disposable items including tampons, used bandages, and dressings in non-reusable bags which line waste containers, and close bags with ties.
10. Use utility gloves for general cleaning.
11. Use disposable gloves for all housekeeping chores involving potential contact with body fluids.

B. Engineering and Work Practice Controls

Scheduled Updating

All practices, equipment, and supplies will be examined, maintained, and updated on a regular schedule, as needed.

Information on the use of these procedures will be provided to all employees.

Disposal Procedures:

1. Other contaminated disposable items or bodily products will be placed in the custodian's closet for appropriate disposal on a regular basis. Biohazard disposal bags will be provided.
2. All containers for disposal will be color coded and marked with the appropriate biohazard symbol (see appendix). Collection points will be in areas not generally accessible to all building occupants.
3. Sharps containers are to be double bagged with a trash can line, biohazard bag place in a box and taken to the Grady County Health Department

Hand Washing Facilities

1. Each site at which exposure can reasonably be expected will have hand washing facilities with soap an running water within easy access.

Areas which have a slight potential for contamination without hand washing facilities (such as buses) will have an ample supply of towelettes, disinfectant, gloves, first aid supplies, etc.

Isolation of Contaminated Areas

1. Signs will be posted at entrance to areas with a high potential for contamination. Signs will be posted at sites used for storage of potentially contaminated articles.

Clean Up Kits For Removing Bodily Fluids

1. For contamination with larger amounts of bodily fluids such as vomitus, blood, etc., kits will be providing for cleanup by designated trained personnel. Kits that gell the liquid will make cleanup possible without any exposure to the cleaning personnel. Training will be provided in the use of kits to bus drivers, custodians, and any other personnel designated as responsible for cleanup. Other personnel will be instructed no to clean up any body fluids unless designated as part of this plan.

Marking of Areas with Contaminated Products

1. All areas and containers with contaminated products will be marked by labels, colors, or signs.

C. Personal Protective Equipment

1. The Chickasha Public Schools has a written Board Policy that requires all Personnel to use gloves when handling any potentially infectious materials, objects, or surfaces.
2. Gloves are available at every school campus. Additionally, all staff herein

identified as at risk of exposure are provided ample supplies at no costs to the employee.

D. Housekeeping

1. Cleaning after contamination with body fluids.

a. General

1) All employees must wear disposable gloves before making any contact with body fluids. This includes, but is not limited to, care and first aid treatment of a person as well as cleaning procedures for objects contaminated with body fluids.

2) Use only disposable items provided.

3) Discard disposable articles from each contact or clean up into plastic trash bags that are marked for placement into the bio-medical waste bags.

b. Hand-washing

1) Use soap and running water. Soap helps to remove dirt and bacteria.

2) Rub hands together for 15 seconds to work up a lather.

3) Scrub between fingers, knuckles, back of hands, and around nails.

4) Rinse hands under running water.

5) Dry hands with paper towel.

6) Use paper towel to turn off water, then discard in trash.

(If you are in an area where water is not available, such as on the bus, field field trip, etc. use the antiseptic towelettes in the clean-up kits until you get to running water.

c. Floors, bus interiors, and all washable surface use Lysol IC.

1) Put on disposable gloves, if needed.

2) Cover the fluid (vomit, blood, or other body fluid) with absorbent powder. This will absorb 80-90 times its own weight. Allow it to congeal. Pick up the congealed waste matter with the cardboard scoops and put into plastic bag. Put scoops into the bag.
3) Squirt the disinfectant solution evenly over the spill area.
4) Wipe this solution form the spill area with the absorbent towel and place the towel and empty bottles into the plastic bag.
5) Remove gloves and place into the plastic bag.
6) Wash hands. Place towel into plastic bag.
7) Clean area with a disinfectant for Hepatitis B (Tuberculocidal, HIV) and allow to air dry.
8) Twist tie around plastic bag and place into bio-medical waste bag.
9) Wash hands with soap and running water.

d) For carpet and upholstery

1) Put on disposable gloves and cover with the absorbent powder.
2) Use scoops, if necessary, to pick up congealed material.
3) Apply rug or upholstery shampoo as directed.
4) After area is cleaned and re-vacuumed, clean with Lysol IC or an equivalent disinfectant for Hepatitis B (Tuberculocidal, HIV). Let air dry.
5) Place in bio-medial waste bag. Clean and disinfect shampooer and hoses.
6) Remove gloves and place in plastic bag with congealed material and scoops.
7) Clean hands and place towels in plastic bag.
8) Tie off plastic bag and place in bio-medical waste bag.
9) Wash hands with soap with running water.

e. Laundry for washable materials

1) Wear disposable gloves while handling laundry. Rinse laundry under cold running water.
2) Place laundry in plastic bag that can be sealed until it can be put into the washer.
3) Wipe sink with paper towel and place it into plastic bag for bio-medical waste.
4) Remove gloves and place into plastic bag.
5) Wash hands with towelette and place in plastic bag. Put bag in bio-medical waste.
6) Clean sink with a disinfectant.
7) Wash hands.
8) Wear gloves and any other appropriate personal protective equipment when handling laundry to be placed into washer.
9) Follow manufacturer's instructions for laundry detergent.
10) Remove gloves and place into plastic bag for bio-medical waste.
11) Wash hands.

f. For washable surfaces such as walls, changing tables, counter tops, desks etc.

1) Apply disposable gloves.
2) Use clean-up kit if large amounts of fluid need to be congealed.
3) Follow kit instructions if it is needed.
4) For small amounts of fluid that need to be cleaned up, wipe with dry towel and place into plastic disposable bag.
5) Clean with Lysol IC disinfectant.

6) Rinse with water.

7) Dry with disposable towel.

8) Place soiled towels into plastic bag.

9) Remove gloves and place into plastic bag.

10) Use towelette to clean hands.

11) Place into plastic bag and tie off.

12) Discard bag into bio-medical waste bag.

13) Wash hands with soap and running water.

g. Small amounts of blood on floors in shop areas, etc. may be washed down the floor drain and followed by a Lysol IC solution disinfectant for Hepatitis B (Tuberculocidal) and HIV.

h. Cleaning Schedule

1) Areas in which regular contamination may be expected will be cleaned daily as well as after each know contamination.

2) All other areas will be cleaned following each known contamination.

i. Broken glassware

1) Sweep up all broken glass with broom and dust pan.

2) DO NOT pick up any broken glassware with fingers, with or without gloves. Prongs or tweezers are recommended.

j. Reusable sharps

1) Knives and other sharps will be immediately disinfected upon contamination and reported to the supervisor/principal immediately.

2) Contaminated reusable sharps **will not** be stored in containers which require reaching by hand into the container.

3) Disinfecting includes washing with running water, spraying or soaking with disinfectant, and air drying.

k. Other regulated wastes will be disposed of as described earlier in Disposal Procedures.

VI. HEPATITIS B VACCINATION, POST EXPOSURE REPORTING, EVALUATION, AND FOLLOW –UP

A. Hepatitis B vaccine will be made available at no cost to all employees in targeted jobs within ten days of assignment. Employees, after Bloodborne Pathogen Training, will be given a full description of the vaccination series and side effects. The employee will sign a consent/ declination form (see appendix). Those consenting (see appendix), will be scheduled and given time off for the vaccination series. Records of the vaccination will be maintained. Appropriate follow up boosters will be scheduled as medically prescribed.

B. **Post-exposure reporting, evaluation and follow-up**

All Chickasha Public School employees, whether under the plan or not, are required to report to their supervisor immediately **all** exposures to bodily fluids Using the District's *Communicable Disease Risk Exposure Report and Employee Exposure Evaluation Form* (see appendix). All exposed employees, both under the plan and not under the plan, will receive full follow up.

Follow-up to a report of exposure:

1. An exposed employee will be immediately referred to the designated district

healthcare professional, Southern Plains Medical Clinic, for confidential medical evaluation, follow-up, and completion of Physician's Evaluation Form. The physician will be provided a copy of this plan.

2. The healthcare professional will inform both the district and the employee, within five days and in writing, whether the incident is defined as an exposure incident under the standard.
3. If the incident **is not** defined as an exposure, the employee will be counseled and no further action will be taken. The reporting form with the physician determination will be placed in the employee's supplemental file.
4. If there **is a defined exposure,** the physician will immediately provide follow-up activities at no cost to the employee including:
    a. Documentation of the circumstances and routes of exposure.
    b. Identification and documentation of the source individual.
    c. Collection and testing of the source individual's blood with consent, or
    e. Establishment that legally required consent cannot be obtained.
    f. Testing of the employee's blood per U.S. Public Health Services protocol including immediate, 3 month, 6month, and 1-year tests.
    g. With employee permission, immediately begin the Hepatitis B vaccination series and within 24 hours administer an HBIG inoculation.
    h. Post-exposure prevention treatment and evaluation of reported illness.
    i. Appropriate counseling as determined by the healthcare professional.
    j. Any other activities deemed appropriate by the physician.
5. No reports, other than the initial determination, will be made by the physician to the district. The physician will maintain records for the appropriate time.

C. Information and Training

1. All employees designated as part of this plan will be give complete training at the time of initial assignment and annually thereafter. Training records will be kept for three years.
2. Training will include:
    a. Bloodborne Pathogens Standard.
    b. Epidemiology and symptoms of bloodborne diseases.
    c. Modes of transmission of bloodborne pathogens.
    d. Our District's Exposure Control Plan (and where employees/students can obtain a copy).
    e. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
    f. A review of the use and limitations of methods that will prevent or reduce exposure, including:

        Engineering Controls

        Work practice controls

        Personal protective equipment
    g. Selection and use of personal protective equipment including:

        Types available

        Proper use

        Location within the facility

        Removal

        Handling

        Decontamination

        Disposal

h. Visual warnings of biohazards within our district including labels, signs, and “color-coded” containers.

i. Information on the Hepatitis B Vaccine, including its:

Efficiency

Safety

Method of Administration

Benefits of Vaccination

Our district’s free vaccination program

j. Consent form for Hepatitis B vaccine

k. Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

l. The procedures to follow if an exposure incident occurs, including incident reporting.

m. Information on the post-exposure evaluation and follow-up, including medial consultation that our district will provide.

n. Time to answer specific questions/concerns of attendees.

3. All employees not a part of this plan will be given information on avoiding contamination.
4. All training will be given at no cost and during working hours.
5. Should regulations, procedures, or potential for hazard change, update training will be provided.

VII. RECORDKEEPING

A. Medical Records

1. Records concerning Bloodborne pathogen exposure and follow-up will be

kept in the personnel office in the employee's supplemental personnel folder. Records will be kept for 30 years following end of employment in accordance with 29 CFR 1910.30.

2. Exposure records include:
    a. Name
    b. Copy of employee's Hepatitis B vaccination status and record.
    c. A copy of the results of the follow-up examination.
    d. The healthcare professional's written opinion.
    e. A copy of the information provided to the healthcare professional.
3. Only the physician, District Superintendent and/or Superintendent Designee, appropriate personnel, and those listed in 29 CFR 1910.30 will have access to records. All records will be strictly confidential.
4. No other disclosure will be made without written consent of the employee.

B. Training Records.

1. Training records will be maintained for at least three years.
2. Records will include:
    a. Date of training session.
    b. Contents of the session.
    c. Names and job description of persons attending.
    d. Names and qualifications of trainer(s).

C. Availability

1. Records are available to:
    a. The Superintendent of Schools.
    b. Appropriate healthcare professionals.
    c. Appropriate personnel staff.

d. Those identified in 29 CFR 1910.30.

e. The employee upon request.

f. Anyone with written consent from the employee.

D. District Exposure Evaluation Form

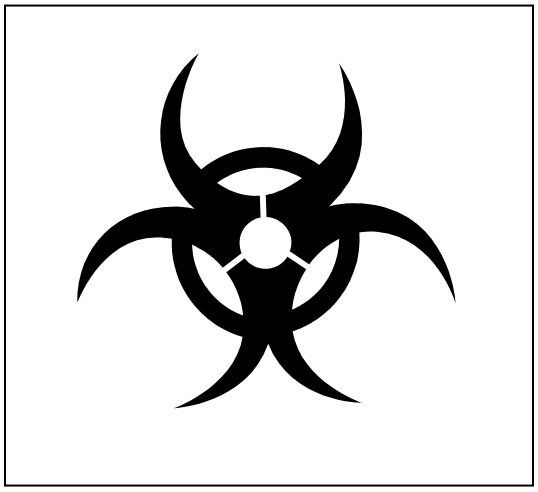
1. Actual exposure will be reported on District Exposure Evaluation Form. This form shall serve to document the route of exposure and the circumstances under which the exposure incident occurred.

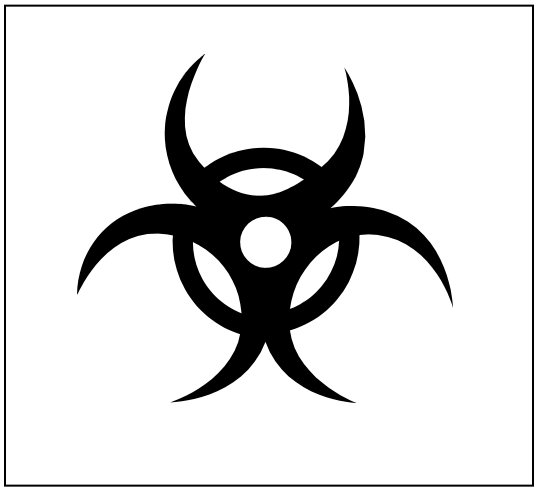
E. Transfer of Records

1. If the employer ceases to do business, records will be passed to its successor.
2. If there is no successor, the Director of the Department of Labor will be notified three months prior to their disposal. Should the Department of Labor request, they will be transmitted to the Department of Labor within three months.

F. An accessible copy of the regulatory text of 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens, Federal Register, will be kept in the Office of the Superintendent, Chickasha Public Schools, 900 W. Choctaw, Chickasha, Oklahoma, 73018.

BIOHAZARD LABELS





(RED – ORANGE)

APPENDIX

OSHA BLOODBORNE PATHOGENS
HEPATITIS B VACCINE CONSENT FORM

HEPATITIS B VACCINE DECLINATION FORMS

COMMUNICABLE DISEASE EXPOSURE REPORT
CHICKSAHA PUBLIC SCHOOLS

EMPLOYEE EXPOSURE EVALUATION FORM
CHICKASHA PUBLIC SCHOOLS

PHYSICIAN EVALUATION FORM
CHICKASHA PUBLIC SCHOOLS

BIOHAZARDS LABELS

FEDERAL REGISTER
BLOODBORNE PATHOGENS 1910.1030

2020-2021 Instructional Calendar

July '20

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '20

Su	M	Tu	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					12

September '20

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						21

October '20

Su	M	Tu	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31
						20

November '20

Su	M	Tu	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						16

December '20

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						13

January '21

Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30
31						19

February '21

Su	M	Tu	W	Th	F	S
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28						
						20

March '21

Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18

April '21

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21

May '21

Su	M	Tu	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15

June '21

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School and offices Closed/ Holidays

Teacher in-Service Day (no school for students)

Snow Days (if needed) May 24-28

First and Last Day of School: August 20 – May 20 (CHS Graduation: May 21, 2021)August

FIRST DAY OF VIRTUAL SCHOOL: August 27

Parent Teacher Conference (school for students)

Last Day of Nine Weeks

Calendar Template © calendarlabs.com

Pom- MS

Chickasha Public Schools

Sanctioning Packet Checklist

Submitted by: Mallory Karns

Date submitted: 8-13-20

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- Submitted by deadline for board agenda — X
- Application page completed & signed (both sides) — X
- Forms
  - Financial statement (unaudited) — X
  - List of Officers — X
  - Financial statement — N/A
  - Bank statements (last fiscal year) — X
- Spelling / Grammar — X
- Legible — X

Approved X Denied _____ Returned _____

If denied or returned, please state why:

Reviewed by: _____ Date: 8/13/20

Date submitted for board agenda to board clerk: 9/4/20

POM-MS

CHICKASHA BOARD OF EDUCATION	CFBB-E

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Chickasha Board of Education, 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: Chickasha Middle School Pom

List of Officers: President - Joanie McDonald
Treasurer - Maecie Selzer
Secretary - Abby Bauman

Applicant's Address: 1208 S. 17th Chickasha, OK 73018

Applicant's Taxpayer I.D. Number: N/A

Applicant's Representative from whom additional information may be obtained:
Mallory Kams - Head Coach
Shannon Gibson - Asst. Coach

Applicant's Telephone Number: 405-802-2102 (Coach Kams)

Applicant's Purpose, Goals, and Organizational Structure:
The purpose+goals are to increase school spirit through an athletic sport. Our parent booster club has three officers and they raise money to support CMS Pom.

Describe how the school district and its students will benefit if the Applicant is sanctioned:
CMS Pom provides a group of spirited individuals to cheer on and represent Chickasha Public Schools in all events. This offers an opportunity for students to be involved in our community.

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 the board of education is final and nonappealable. 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 nonappealable,

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.

Applicant also acknowledges that their organization has not given any monetary gift or stipend to any coach/sponsor during the current school term.

Mallory Kerr — Signature of Applicant

8/11/20 — Date

All monetary gift or stipends must be processed through the Chickasha Public School's Finance Department to meet Internal Revenue guidelines.

Instructions for Completing Application:

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

Chickasha Public Schools Attn:
Superintendent's Office 900
W. Choctaw
Chickasha, OK 73018

Mallory Kerr — Signature of Applicant

8/11/20 — Date

Wrestling

CHICKASHA PUBLIC SCHOOLS

SANCTIONING PACKET CHECKLIST

SUBMITTED BY: Tandi Carlile

DATE SUBMITTED: 8-20-20

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- SUBMITTED BY DEADLINE FOR BOARD AGENDA — X
- APPLICATION PAGE COMPLETED & SIGNED (BOTH SIDES) — X
- FORMS
  - FINANCIAL STATEMENT (UNAUDITED) — X
  - LIST OF OFFICERS — X
  - FINANCIAL STATEMENT — N/A
  - BANK STATEMENTS (LAST FISCAL YEAR) — X
- SPELLING / GRAMMAR — X
- LEGIBLE — X

APPROVED X DENIED _____ RETURNED _____

IF DENIED OR RETURNED, PLEASE STATE WHY:

REVIEWED BY: [signature] DATE: 8/26/20

DATE SUBMITTED FOR BOARD AGENDA TO BOARD CLERK: 9/4/20

Wrestling

CHICKASHA BOARD OF EDUCATION	CFBB-E

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Chickasha Board of Education, 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: Tandi Carlile / Wrestling Booster

List of Officers: Tandi Carlile, Katria Bohannon

Applicant's Address: 4

Applicant's Taxpayer I.D. Number:

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

Tandi Carlile

Applicant's Telephone Number: 405-819-0772

Applicant's Purpose, Goals, and Organizational Structure:

Chickasha Takedown Club's purpose is to help facilitate needs of Chickasha's wrestling program that extends beyond the Schools capacity.

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

Students that participate in Chickasha Wrestling will benefit in ways including - food and drink provided on trips, gear provided for those not able to purchase themselves.

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 the board of education is final and nonappealable. 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 nonappealable,

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.

Applicant also acknowledges that their organization has not given any monetary gift or stipend to any coach/sponsor during the current school term.

Kandi Carlile — 8/19/2020

Signature of Applicant — Date

All monetary gift or stipends must be processed through the Chickasha Public School's Finance Department to meet Internal Revenue guidelines.

Instructions for Completing Application:

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

Chickasha Public Schools Attn:
Superintendent's Office 900
W. Choctaw
Chickasha, OK 73018

Kandi Carlile — 8/19/2020

Signature of Applicant — Date

Cheer- MS

CHICKASHA PUBLIC SCHOOLS

SANCTIONING PACKET CHECKLIST

SUBMITTED BY: Nicole Fewell

DATE SUBMITTED: 8-25-20

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- SUBMITTED BY DEADLINE FOR BOARD AGENDA — X
- APPLICATION PAGE COMPLETED & SIGNED (BOTH SIDES) — X
- FORMS
  - FINANCIAL STATEMENT (UNAUDITED) — X
  - LIST OF OFFICERS — X
  - FINANCIAL STATEMENT — N/A
  - BANK STATEMENTS (LAST FISCAL YEAR) — X
- SPELLING / GRAMMAR — X
- LEGIBLE — X

APPROVED X DENIED _____ RETURNED _____

IF DENIED OR RETURNED, PLEASE STATE WHY:

REVIEWED BY: _____ DATE: 8/26/20

DATE SUBMITTED FOR BOARD AGENDA TO BOARD CLERK: 9/4/20

Cheer-III.5

CHICKASHA BOARD OF EDUCATION	CFBB-E

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Chickasha Board of Education, 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: CMS Cheer Booster Club

List of Officers: Mandy Brooks - President, Raylee Butler - VP, Katrina Marchbanks - Secretary, Nicole Fewell - treasurer, Melinda Rambo - fundraising

Applicant's Address: _____

Applicant's Taxpayer I.D. Number: _____

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

Nicole Fewell

Applicant's Telephone Number: (608) 512-7480

Applicant's Purpose, Goals, and Organizational Structure:

The purpose is to support the Middle School Cheer program and to assist the coach in extra duties that enable the cheer programs success.

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

This club is beneficial to the district and students because it provides a positive support system to the Middle School cheer program, coach, and team.

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 the board of education is final and nonappealable. 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 nonappealable,

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.

Applicant also acknowledges that their organization has not given any monetary gift or stipend to any coach/sponsor during the current school term.

Signature of Applicant — Date: 8-24-2020

All monetary gift or stipends must be processed through the Chickasha Public School's Finance Department to meet Internal Revenue guidelines.

Instructions for Completing Application:

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

Chickasha Public Schools Attn:
Superintendent's Office 900
W. Choctaw
Chickasha, OK 73018

Signature of Applicant — Date: 8-24-2020

Grand

Chickasha Public Schools

Sanctioning Packet Checklist

Submitted by:

Date submitted:

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- Submitted by deadline for board agenda X
- Application page completed & signed (both sides) X
- Forms
  - Financial statement (unaudited) ____
  - List of Officers X
  - Bank statements (last fiscal year) X
    - Statements met requirements for purchasing
  - Financial statement (end of year) X

Approved X Denied _____ Returned _____

If denied or returned, please state why:

It is not recommended to write checks to individuals. When reimbursements are made, receipts should be included for documentation.

Reviewed by: _____ Date: _____

Date submitted for board agenda to board clerk: _____

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Chickasha Board of Education, 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: Grand PTO - President - Whitnee Brooks

List of Officers: Whitnee Brooks, Kori Avila, Jennifer Whoolerup, Kelly Wheeler

Applicant's Address: 1415 W. Grand Ave. Chickasha, OK 73018

Applicant's Taxpayer I.D. Number: _____

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

Dureth Harrison

Applicant's Telephone Number: Whitnee (405) 999-8923 Dureth (405) 802-9427

Applicant's Purpose, Goals, and Organizational Structure: The objective of this organization is to provide a medium through which the parents / teachers of children attending Grand School can work together to ultimately assist students' education

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

They will benefit through funds raised to support students, staff, & school's needs.

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 the board of education is final and nonappealable. 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 nonappealable,

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.

Applicant also acknowledges that their organization has not given any monetary gift or stipend to any coach/sponsor during the current school term.

W Brooks 4.27.20

Signature of Applicant Date

All monetary gift or stipends must be processed through the Chickasha Public School's Finance Department to meet Internal Revenue guidelines.

Instructions for Completing Application:

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

Chickasha Public Schools
Attn: Superintendent's Office
900 W. Choctaw
Chickasha, OK 73018

W Brooks 4.27.20

Signature of Applicant Date

Band

Chickasha Public Schools

Sanctioning Packet Checklist

Submitted by:

Date submitted:

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- Submitted by deadline for board agenda ~~X~~
- Application page completed & signed (both sides) X
- Forms
  - Financial statement (unaudited) X
  - List of Officers X
  - Bank statements (last fiscal year) X
    - ~~X~~ ▪ Statements met requirements for purchasing
  - Financial statement (end of year) ____

Approved X Denied ____ Returned ____

If denied or returned, please state why:

Checks were written to an ~~person~~ individual or persons without documentation for reimbursement. Future reimbursements to individuals should be avoided or receipt information should be included. Overall application was complete.

Band OK.

CHICKASHA BOARD OF EDUCATION	CFBB-E

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Chickasha Board of Education, 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: Chickasha Band Parent Association

List of Officers: President - Laura Young

Vice President - Neal Martin, Treasurer - Jason Shaw, Secretary - Dwight Yokum

Applicant's Address: P.O. Box 21 Chickasha, OK 73023-4725

Applicant's Taxpayer I.D. Number: 30 - 0990000

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

Laura Young

Applicant's Telephone Number: 222-6197

Applicant's Purpose, Goals, and Organizational Structure:

Our purpose is to support the students, faculty and CPS financially and tangibly. The goals are to provide needs for the students/faculty to be a successful organization. See by-laws for organizational structure.

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

All students will receive equal financial help for band camps, music, other musical needs to succeed and meals to lessen the burden to families. The district will benefit since this could allow more students to participate in a extra curricular activity.

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 the board of education is final and nonappealable. 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 nonappealable,

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.

Applicant also acknowledges that their organization has not given any monetary gift or stipend to any coach/sponsor during the current school term.

Laura Long — 6/29/20

Signature of Applicant — Date

All monetary gift or stipends must be processed through the Chickasha Public School's Finance Department to meet Internal Revenue guidelines.

Instructions for Completing Application:

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

Chickasha Public Schools Attn:
Superintendent's Office 900
W. Choctaw
Chickasha, OK 73018

Laura Long — 6/29/20

Signature of Applicant — Date

Lincoln

Chickasha Public Schools

Sanctioning Packet Checklist

Submitted by:

Date submitted:

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- Submitted by deadline for board agenda X
- Application page completed & signed (both sides) X
- Forms
  - Financial statement (unaudited) X
  - List of Officers X
  - Bank statements (last fiscal year) X
    - Statements met requirements for purchasing
  - Financial statement (end of year) X

Approved X Denied _____ Returned _____

If denied or returned, please state why:

Checks written to individuals should include receipts to document reimbursement. It is not recommended to write checks to an individual.

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Chickasha Board of Education, 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: Lincoln Elementary PTO

Applicant's Address: 103 Dakota, Chickasha, OK 73018

Applicant's Taxpayer I.D. Number: _____

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

Kelly Merritt

Applicant's Telephone Number: (405) 226-6469

Applicant's Purpose, Goals, and Organizational Structure:

The Lincoln Elementary PTO was established for the purpose of supporting the education of the Children of Lincoln Elementary School by fostering relationships among the school, parents, and teachers.

Describe how the school district and its students will benefit if the Applicant is sanctioned:
The PTO believes parent involvement is essential to a students success. The PTO works to supplement the needs of the students and staff. This supplementation is not only done through fundraising but also with continued parental support and participation.

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 the board of education is final and nonappealable. 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 nonappealable,

APPLICATION FOR SANCTIONING (Cont.)

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.

Applicant also acknowledges that their organization has not given any monetary gift or stipend to any coach/sponsor during the current school term,

Kelly Merritt — Signature of Applicant

6/30/2020 — Date

All monetary gift or stipends must be processed through the Chickasha Public School's Finance Department to meet Internal Revenue guidelines.

Instructions for Completing Application:

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

   Chickasha Public Schools
   Attn: Superintendent's Office
   900 W. Choctaw
   Chickasha, OK 73018

Applicant

By

Date

Chickasha Public Schools

Sanctioning Packet Checklist

Submitted by:

Date submitted:

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- Submitted by deadline for board agenda _____
- Application page completed & signed (both sides) ↘ ____
- Forms
  - Financial statement (unaudited) ↘ ____
  - List of Officers on application ____
  - Bank statements (last fiscal year) ↘ ____
    - Statements met requirements for purchasing
  - Financial statement (end of year) ↘ ____

Approved ↘ _____ Denied _____ Returned _____

If denied or returned, please state why:

Reviewed by: Jennifer Stigman Date: 9/9/20

Date submitted for board agenda to board clerk: 9/10/20

CHICKASHA BOARD OF EDUCATION	CFBB-E

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Chickasha Board of Education, 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: Chickasha Archery Booster--Coach Antzen

List of Officers: Brian Geedes - Pres., Rachel Myrko - treasurer

Applicant's Address: 700 W Choctaw Chickasha OK 73018

Applicant's Taxpayer I.D. Number: _____

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

Brian Geedes/ or Coach Antzen
Cara Geedes

Applicant's Telephone Number: 405.306.2574

Applicant's Purpose, Goals, and Organizational Structure:

To raise money to support the needs of the archery team. Purchasing equipment, entering meets, repairing equipment and supporting

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

The School will benefit by being represented by a functioning archery team. The students will benefit by learning a skill and being part of a team.

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 the board of education is final and nonappealable. 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 nonappealable,

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.

Applicant also acknowledges that their organization has not given any monetary gift or stipend to any coach/sponsor during the current school term.

Signature of Applicant — Date: 9.10.20

All monetary gift or stipends must be processed through the Chickasha Public School's Finance Department to meet Internal Revenue guidelines.

Instructions for Completing Application:

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

Chickasha Public Schools Attn:
Superintendent's Office 900
W. Choctaw
Chickasha, OK 73018

Signature of Applicant — Date

B.M.

Chickasha Public Schools

Sanctioning Packet Checklist

Submitted by: Candace Nash

Date submitted: 9-8-20

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- Submitted by deadline for board agenda _____
- Application page completed & signed (both sides) X
- Forms
  - Financial statement (unaudited) X
  - List of Officers X
  - Bank statements (last fiscal year) X
    - Statements met requirements for purchasing
  - Financial statement (end of year) X

Approved X Denied _____ Returned _____

If denied or returned, please state why:

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Chickasha Board of Education, 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: Bill Wallace Early Childhood Center PTO

Applicant's Address: 2301 S. 16th

Applicant's Taxpayer I.D. Number: 20-3415055

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

Candace Nash, PTO Treasurer

Applicant's Telephone Number: 580-641-4377

Applicant's Purpose, Goals, and Organizational Structure:

PTO's purpose is to help teachers and students with support of additional funding as well as staff, through fundraising and donations. The structure is a PTO board.

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

Extra support and funding, Help promote community and family involvement, hold fun events and activities.

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 the board of education is final and nonappealable. 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 nonappealable,

APPLICATION FOR SANCTIONING (Cont.)

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.

Applicant also acknowledges that their organization has not given any monetary gift or stipend to any coach/sponsor during the current school term,

Signature of Applicant — Date: 9-8-20

All monetary gift or stipends must be processed through the Chickasha Public School's Finance Department to meet Internal Revenue guidelines.

Instructions for Completing Application:

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

   Chickasha Public Schools
   Attn: Superintendent's Office
   900 W. Choctaw
   Chickasha, OK 73018

Applicant

By — Date

PURPOSE OF ACCOUNT FORM
SCHOOL YEAR
2020-2021
Project #001-Program 901

(1) ACCOUNT NAME: Bill Wallace Office Account

(2) PURPOSE OF ACCOUNT: The purpose of this account is to accumulate and expend revenues collected for the enhancement of instructional services and enrichment of the educational program.

(3) REVENUE: Donations, proceeds from food booths, fundraisers, and participation in non-profit fundraising activities (jump rope for heart, ecology t-shirts and Math-a thon etc.) Field trip expenses.Scholastic orders School Pictures, Vending Machines, Yearbooks

(4) LIST FUNDRAISERS: (YOU MUST LIST SPECIFIC FUND RAISERS)
ie: (1) Candy sale (2) Car washes (3) School fairs/carnivals, (4) Auction dinners (5) Recycling, (6) Candle sales, (7) Hat day, (8) ArtShow (9)Yearbooks, (10) Folders (11) Donations for non-profit organizations (12) beef stick sales, (13) catalog sales (12) Donations from individuals 13) Fall, Spring, Class, Graduation, Santa Pictures (14) Cherrydale Fundraiser

EXPENSES: Teaching supplies, instructional materials and publications, in-service costs, Christmas parade supplies, donations which may include flowers for students/teachers, Assemblies/guest speakers, Maintenance of building and grounds supplies, donations which may include students and staff. Reimbursement to staff. Food for Staff and Students, Scholastic orders, PTO donations to be used for classroom supplies for teachers, garden supplies. Memorial/Get well flowers. Teacher of Year, staff/students, family in need of gifts. Professional Development/training expenses, positive incentives, awards, folders, car tags, Santa for pictures, yearbooks, graduation supplies, newsletter expenses, PPE, Reimbursement for various employee pay and donations.

FOR ACTIVITY OFFICE USE ONLY

_____ _____
CUSTODIAN'S SIGNATURE DATE

_____ _____
BOARD PRESIDENT DATE APPROVED

PURPOSE OF ACCOUNT FORM
SCHOOL YEAR
2020-2021
Project #002-Program 902

(1) ACCOUNT NAME: Bill Wallace Media Center

(2) PURPOSE OF ACCOUNT: To provide books Non print items, promotional items, supplies and/or equipment, repairs, rewards for students, decorating and beautification supplies.

(3) REVENUE: Lost or damaged book fees, fall, spring and summer book fairs, donations, promotional programs, t shirt sales

(4) LIST FUND RAISERS: Scholastic Book Fairs, Promotional Library Programs such as Reading Jamboree, etc Donors Choose Donations, t shirt sales, donations from public

(5) EXPENSES: Reimbursement for returned books, supplies for the center, rewards for students and equipment for the library. Reimbursement to staff, fundraising t shirt order

Reimbursement for various employee pay and donations.

FOR ACTIVITY OFFICE USE ONLY

_____ _____
CUSTODIAN'S SIGNATURE DATE

_____ _____
BOARD PRESIDENT DATE APPROVED

PURPOSE OF ACCOUNT FORM
SCHOOL YEAR
2020-2021
Project #008-Program 903

(1) ACCOUNT NAME: Bill Wallace Daycare Account

(2) PURPOSE OF ACCOUNT: The purpose of this account is to accumulate and expend revenues collected for the enhancement of daycare services and enrichment of the educational program.

(3) REVENUE: Daycare fees, Donations

(4) LIST FUND RAISERS: None

(5) EXPENSES: Reimbursement to the General fund to pay payroll for daycare staff, donations, after school daycare supplies/snacks, busses/drivers, student/teacher/office supplies and utilities cost for district, professional development/training expenses, in-service costs and positive incentive awards, Field trips for students. Security cost, building maintenance and flowers for students and teachers, supplies for craft show, assemblies and guest speakers. Gifts to teachers, patrons, Donations to CPS Foundation, Reimbursement to staff, Supplies for garden, building decorations, clothing for students. Food for students and luncheons for teachers in lieu of a banquet.

Reimbursement for various employee pay and donations.

FOR ACTIVITY OFFICE USE ONLY

_____ _____
CUSTODIAN'S SIGNATURE DATE

_____ _____
BOARD PRESIDENT DATE APPROVED

Chickasha Public School District
FUNDRAISING APPROVAL REQUEST FORM

Name of Organization: CMS Media Center . 2020-2021

School(s) or Student Activities intended to benefit from fundraising activity: CMS Student body

Brief description of fundraising activity an date(s) fundraising will occur:
The media center sells pencils, lead, erasers, highlighters, etc... as needed for school supplies and also bottled water for athletes on occasion - year-round

Will food be sold as a part of the fundraiser:
☒Yes only part of the time + fit healthy guidelines
☐No

Name of adult responsible for fundraising activity (sponsor): Shannon Gibson + Ann Dyer

Contact information for sponsor:

Tel# 222-6530 ext 5023

Email address sgibson@chickasha.k12.ok.us

Anticipated funds to be solicited .50¢/item or less

Anticipated profit from activity $50-$100 in a year

Signature of Principal/Athletic Director → Kelly Davis

School Board Approved Date _____

The Principal/Athletic Director will determine whether the following parent/guardian authorization is required for this fundraiser
Parent/Guardian Authorization
☐Required
☐Not Required

I have received information pertaining to the fundraising activity described above. By signing below, I give my permission for my child to participate in the fundraising activity.

Name of Child _____ Name of Parent/Guardian _____

Parent/Guardian Signature:
Home phone _____ Cell phone _____ Work phone _____

Chickasha Public School District
FUNDRAISING APPROVAL REQUEST FORM

Name of Organization: Grand PTO 2020-2021

School(s) or Student Activities intended to benefit from fundraising activity: students & teachers

Brief description of fundraising activity an date(s) fundraising will occur: *Big Kahuna - fall & spring, *fall Carnival - fall, *Grand Christmas Baskets - fall, *Grand-Go - spring, *Art Show/Baked Potato - spring, *Valentines Day Baskets - spring, *Pencils - all yr, *school dances - all yr, *snack sales - all yr, *T-shirt sales - fall & spring, *duct tape principal/teacher - fall/spri

Will food be sold as a part of the fundraiser:
☑ Yes
☐ No

Name of adult responsible for fundraising activity (sponsor): Whitnee Brooks | Hon Avila

~~Contact information for sponsor~~: (405) 999-8923 | (405) 779-4120

~~Test~~ Contact - Ruth Harrison (405) 222-6524

Email address dharrison@chickasha.k12.ok.us | whitneebrooks@yahoo.com

Anticipated funds to be solicited _____

Anticipated profit from activity _____

Signature of Principal/Athletic Director Ruth Harrison

School Board Approved Date _____

The AD will determine whether the following parent/guardian authorization is required for this fundraiser
Parent/Guardian Authorization
☐ Required
☑ Not Required

I have received information pertaining to the fundraising activity described above. By signing below, I give my permission for my child to participate in the fundraising activity.

Name of Child _____ Name of Parent/Guardian _____

Parent/Guardian Signature:
Home phone _____ Cell phone _____ Work phone _____

Chickasha Public Schools

Exhibit A

September 14, 2020

2020-21 Certified Temporary Hire(s)

CMS	Position	Effective Date
Amber Johnson	Spec Ed Teacher	8/13/2020

2020-21 Certified Extra Duty(s)

CHS	Position	Effective Date
Melissa Finck	Virtual Dean of Students	8/14/2020
Sharita Brown	Home Based Teacher	8/24/2020
CMS	**Position**	**Effective Date**
Amber Johnson	Home Based Teacher	8/24/2020
Bill Wallace	**Position**	**Effective Date**
Nancy Ragain	Daycare Teacher	8/14/2020
Jandi Howard	Daycare Teacher	8/14/2020
Melissa Josey	Daycare Teacher	8/14/2020
Nikkissiah Klipp	Daycare Substitute	8/14/2020
Brandi Mantooth	Daycare Substitute	8/14/2020
Brandi Mantooth	Home Based Teacher	8/24/2020
Grand	**Position**	**Effective Date**
Lisa Youngblood	Home Based Teacher	8/24/2020
Amy Adams	Virtual Dean of Students	8/14/2020
Lincoln	**Position**	**Effective Date**
Joanie McDonald	Home Based Teacher	9/1/2020
Christina Cook	Dept. Head 6th grade	10/1/2020
Katherine Friton	Dept. Head 5th grade	10/1/2020

2020-21 Support Hire(s)

Transportation/Maintenance	Position	Effective Date
Jeanetta Hill	4 hr. Bus Monitor /4 hr.Custodian at BW	8/19/2020

2020-21 Support Extra-Duty(s)

Bill Wallace	Position	Effective Date
Sarah Josey	Daycare Worker	8/14/20
Christina Reed	Daycare Worker	8/14/20
Valerie Keys	Daycare Substitute	8/14/20
Charlotee Moore	Daycare Substitute	8/14/20

2020-21 Support Resignation(s)

Central Kitchen	Position	Effective Date
Jodi Pratt	Leader Assistant	5/15/2020
Katherine Critten	Cook/Server	5/15/2020

2020-21 Support Retirement(s)

Transportation	Position	Effective Date
Harold Johnson	Transportation Manager	9/21/2020

2020-21 Support Transfers/Re-assignments/Workday Adjustments(s)

Central Kitchen	Position	Effective Date
Tamara Lynch	From: Cook/Server at MS To: Leader Assistant at MS	8/20/2020
Michael Mitchell	From: Para II at MS To: Custodian at Central Kitchen	9/8/20
Mary Hall	From: Para I at BW To: Nurse Assistant District	9/8/20

Judi Thomas	From: Teacher Asst. Pre-K at BW To: Teacher Asst.1st grade at BW	9/8/20
CHS	Position	Effective Date
Ann Berry	From: Para at CHS To: Para at CMS	8/20/2020
Bill Wallace	Position	Effective Date
Darla Williams	From: Para at BW To: Virtual Lunches at Central Kitchen	9/8/20
Administration	Position	Effective Date
Janet Dunavant	Aministrative Assistant Maintenance	9/14/2020

2020-21 Support Termination(s)

Maintenance	Position	Effective Date
Keyon Simon	Custodian at Central Kitchen	8/20/2020

2020-21 Coaching Hire(s) Spring/Summer

CHS Cross Country	Position	Effective Date
Angela Widener	CHS Head Coach Cross Country Boys and Girls	8/14/2020
CHS Baseball	Position	Effective Date
Jeff Brewer	CHS Head Baseball Coach	8/14/2020
Grant Middlebrooks	CHS Assistant Baseball Coach	8/14/2020
CMS Baseball	Position	Effective Date
Chase Johnson	CMS Head Baseball Coach	8/14/2020
Archery	Position	Effective Date
Regan Jantzen	CHS/CMS Archery Head Coach	8/14/2020
CHS Golf	Position	Effective Date
Chad Randle	CHS Head Coach Golf Boys and Girls	8/14/2020
CMS Golf	Position	Effective Date
Max Matthes	CMS Head Golf Coach Boys and Girls	8/14/2020
CHS Powerlifting	Position	Effective Date
Joe Molder	CHS Head Coach Power Lifting	8/14/2020
CHS Soccer	Position	Effective Date
Bethany Goble	CHS Head Coach Girls Soccer	8/14/2020
Bethany Goble	CHS Assistant Coach Boys Soccer	8/14/2020
Anthony Klipp	CHS Assistant Coach Boys Soccer	8/14/2020
CMS Soccer	Position	Effective Date
Regan Jantzen	CMS Head Coach Boys Soccer	8/14/2020
Bethany Goble	CMS Assistant Coach Girls Soccer	8/14/2020
CHS Softball	Position	Effective Date
Lauren Whatley	CHS Head Coach Softball	8/14/2020
CHS Tennis	Position	Effective Date
Zach Widener	CHS Head Coach Tennis Boys	8/14/2020
Angela Widener	CHS Assistant Coach Tennis Boys	8/14/2020
CHS Tennis	Position	Effective Date
Angela Widener	CHS Head Coach Girls Tennis	8/14/2020
Zach Widener	CHS Assistant Coach Girls Tennis	8/14/2020
CMS Tennis	Position	Effective Date
Chase Rodgers	CMS Head Coach Tennis Boys and Girls	8/14/2020
Michael Voyles	CMS Assistant Coach Tennis Boys and Girls	8/14/2020
CHS Track	Position	Effective Date
Wade Whatley	CHS Head Coach Boys Track	8/14/2020
Nancy Waters	CHS Assistant Coach Boys Track	8/14/2020
Nancy Waters	CHS Head Coach Girls Track	8/14/2020
Wade Whatley	CHS Assistant Coach Girls Track	8/14/2020
Lauren Whatley	CHS Assistant Coach Girls Track	8/14/2020
CMS Track	Position	Effective Date
Shane Richardson	CMS Head Coach Boys Track	8/14/2020

Carol Craven	CMS Assistant Coach Boys Track	8/14/2020
Carol Craven	CMS Head Coach Girls Track	8/14/2020
Shane Richardson	CMS Assistant Coach GirlsTrack	8/14/2020

2020-21 Lay Coaches

CHS Soccer	Position	Effective Date
Damon Mantooth	CHS Head Coach Boys Soccer	9/1/2020
Damon Mantooth	CHS Assistant Coach Girls Soccer	9/1/2020
CMS Baseball	**Position**	**Effective Date**
Chris Peschl	CMS Assistant Coach Baseball	9/1/2020