



Special Meeting of the Board of Education
Board Room, Administration Building, 900 W Choctaw Ave, Chickasha, Oklahoma 73018
Monday, October 12, 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 via videoconference: 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/UCBKIST0nRRawummdv0cpTHA>

1. Call Meeting to Order
President
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 October:
Certified: Amy Adams - Grand Avenue
Support: Marcie Adkisson - Grand Avenue
President
6. Recognition of the Support Employee of the Quarter
Jennifer Stegman
7. Discussion and possible board action to pass 2021 School Election Resolution
Rick Croslin
8. Discussion and vote to approve or not approve Board Meeting Dates for the year 2021
Rick Croslin
9. Discussion and vote to approve or not approve Board Policy BH - Sexual Harassment (updated)
Rick Croslin
10. Discussion and vote to approve or not approve Board Policy BI - Civil Rights Policy (updated)
Rick Croslin
11. Discussion and vote to approve or not approve CPS Title III English Learner Handbook
Pam Ladyman and Angie Morgan
12. Discussion and vote to approve or not approve Student Affiliation Agreement between University of St. Augustine For Health Science and Chickasha Public Schools
Pam Ladyman and Seth Meier
13. Discussion and vote to approve or not approve Pre-Employment Transition Services Coordination (Pre-ETS) Collaborative Agreement FY2021
Pam Ladyman and Rhonda Snow
14. Discussion and vote to approve or not approve Chickasha Association of Support Employees (CASE) Negotiated agreement
Jennifer Stegman
15. Consent Agenda
The following items, which concern items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and approval of the following items:
 - a. Minutes of the September 2, 2020 special meeting
 - b. Minutes of the September 14, 2020 special meeting
 - c. Finance Report; 2020-2021
 1. General Fund Nos. 203-232
 2. Building Fund Nos 42-43

3. 2010 Bond #31 None
4. 2008 Bond #38 None
5. Sinking Fund #41 None
6. Gifts #81 None
7. BJ Clack Nos. 7
8. Athletic Fund Nos. 57-137
9. Activity Fund Nos. 86-203
10. Federal Program None
- d. E-Note Voice Upgrade
- e. Child and Adult Care Food Program Agreement Renewal with Washita Valley CAC
- f. Fundraising Approval Request - Chickasha Indian Education - Indian Taco Sale
- g. Fundraising Approval Request - Chickasha Indian Education/t-shirt sale
- h. Fundraising Approval Request - Chickasha High School Soccer
- i. Sanctioning Application - Chickasha FFA
- j. Chickasha FFA Chapter - North American International Livestock Exhibition in Louisville, KY November 11 - 16, 2020
16. Proposed Executive Session to Discuss:
 - a. Employment, hiring, appointment, promotion, demotion, disciplining, or resignation of individual salaried public officers or employees, listed on Exhibit A. Executive Session Authority: Okla. Stat. Tit. 25, 307(B)(1).
17. Motion and vote to convene or not convene into executive session.
18. Acknowledge return to open session and executive session compliance statement
19. Motion and vote to approve or not approve the hiring of individuals listed on Exhibit A
20. Motion and vote to approve or not approve the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A
21. Motion and vote to approve or not approve the resignations of individuals listed on Exhibit A
22. Motion and vote to approve or not approve the retirement of individuals listed on Exhibit A
23. 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)].
24. Superintendent's Report
25. Motion to Adjourn

This agenda was posted at 4:00 p.m. on the 9th day of October, 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 25th day of September, 2020

Rochelle Bowens
Board Clerk

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
October 12, 2020

TOPIC: 2021 Election Resolution for the Chickasha Board of Education seat # 1

ADMINISTRATIVE RECOMMENDATION: Approve

RATIONALE FOR RECOMMENDATION:

FISCAL NOTE: Election fees estimate of \$5000.00

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON: Rick Croslin, Superintendent

Implemented: April 2020



BOARD OF EDUCATION ELECTION RESOLUTION

TO: Grady County Election Board
FROM: The Chickasha School District, Independent School
District No. I-001 of Grady, County, Oklahoma

The Board of Education of the Chickasha School District has approved the following resolution calling for an election to be submitted to the voters of the district.

Date of the Election:

A Board of Education Primary Election shall be held on February 9, 2021, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 6, 2021, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

Board Member Position on Ballot:

The voters shall elect a board member for board position No. 1, which has a 5-year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

Home of the Fightin' Chicks

ADMINISTRATION	222-6500	BILL WALLACE ECC	222-6544	HEALTH SERVICES	222-6519
ADULT BASIC EDUCATION	222-6562	GRAND AVENUE	222-6524	MAINTENANCE	222-6500
ATHLETIC DEPARTMENT	222-6556	HIGH SCHOOL	222-6550	QUALITY ACADEMY	222-6507
FOOD SERVICES	222-6573	LINCOLN	222-6520	TRANSPORTATION	222-6570
		MIDDLE SCHOOL	222-6530		

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voters shall call for the voters to:

1. Select one candidate for Chickasha School Board Position No. 1:

Approved by the Chickasha Board of Education this 12th day of October, 2020.

President of the Board of Education

Clerk of the Board of Education

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
October 12, 2020

TOPIC: Board Meeting Dates for the year 2021

ADMINISTRATIVE RECOMMENDATION: Approve

RATIONALE FOR RECOMMENDATION:

FISCAL NOTE: N/A

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON: Rick Croslin, Superintendent

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

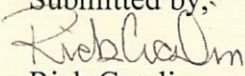
October 12, 2020

Chickasha Public School Regular Board of Education Meetings for 2021

Notice to the Grady County Clerk, that Chickasha Public Schools will have their 2021 regular meetings of the Board of Education for Chickasha Public Schools District I-001 of Chickasha, Oklahoma.

The following is a list of the regular board meetings that will be held in 2021. All regular meetings will start at 6:00pm. The meetings will be held in the boardroom at the Administration Building, 900 West Choctaw Avenue, Chickasha, Oklahoma.

- January 11, 2021
- February 8, 2021
- March 8, 2021
- April 12, 2021
- May 10, 2021
- June 14, 2021
- July 12, 2021
- August 9, 2021
- September 13, 2021
- October 11, 2021
- November 8, 2021
- December 13, 2021

Submitted by,

 Rick Croslin
 Superintendent
 Chickasha Public School

Home of the Fightin' Chicks

ADMINISTRATION	222-6500	BILL WALLACE ECC	222-6544	HEALTH SERVICES	222-6519
ADULT BASIC EDUCATION	222-6562	GRAND AVENUE	222-6524	MAINTENANCE	222-6500
ATHLETIC DEPARTMENT	222-6556	HIGH SCHOOL	222-6550	QUALITY ACADEMY	222-6507
FOOD SERVICES	222-6573	LINCOLN	222-6520	TRANSPORTATION	222-6570
		MIDDLE SCHOOL	222-6530		

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 sexual harassment. The Appeal Officer will not be the Compliance Officer, Investigator, or Decision Maker.
- B. **Complaint:** A written complaint alleging that a policy, procedure, or practice of District discriminates on the basis of gender, gender identity, or sexual orientation.
- C. **Complainant:** A student, an employee, or any other person who submits a Complaint as defined above.
- D. **Compliance Officer:** An employee who is designated to coordinate compliance efforts with Title IX and to investigate complaints under Title IX. The Executive Director of Personnel and Curriculum 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.
- 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.
 - 1. 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. **Decision Maker:** This person will determine sanctions and remedies after the investigation is completed. The Superintendent is designated as the Decision Maker.
- H. **Domestic Violence:** A felony or misdemeanor crime of violence committed by:

1. a current or former spouse or intimate partner of the victim;
 2. a person with whom the victim shares a child in common;
 3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state; or
 5. any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws.
- 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 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:
1. 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.
 2. 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.
 3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 4. Statutory Rape: Sexual intercourse with a person who is under the age of consent.
- L. Sexual Harassment: Sexual harassment includes:
1. Any instance of "quid pro quo" harassment by a school employee;
 2. 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;
 3. any instance of sexual assault, dating violence, domestic violence, or stalking as defined in this policy.
- 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:
1. verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances, and/or propositions of a sexual nature;
 2. touching, pinching, patting, or brushing against;
 3. unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines, or cartoons;
 4. sexual assault;
 5. comments regarding physical or personality characteristics of a sexual nature; and
 6. sexually-oriented kidding, teasing, double meanings, and jokes.

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:
 - 1. Identifies the allegations that potentially constitute sexual harassment;
 - 2. Describes the District's procedural steps taken from receipt of the Complaint to the determination;
 - 3. Includes Findings of Fact to support the determination;
 - 4. Includes Conclusions regarding applicable discipline;
 - 5. 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
 - 6. 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 Officer who is not the Compliance Officer, the Investigator, or the Decision Maker. The Appeal Officer cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The Appeal Officer will receive training as mandated by law. The decision of the Appeal Officer will be final and nonappealable. The written decision of the Appeal Officer 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: September 14, 2020
Revised: September 29, 2020

CIVIL RIGHTS POLICY

District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, 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. For complaints of sexual harassment, refer to policy BH. The Superintendent is designated by the Board to coordinate District's efforts to comply with this assurance.

Definitions:

- A. **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.
- B. **Complainant:** A student, an employee, or any other person who submits a Complaint as defined above.
- C. **Compliance Officer:** An employee designated to coordinate compliance efforts with the Civil Rights Laws listed above and to investigate complaints. The Executive Director of Personnel and Curriculum is designated as the Compliance Officer and may be reached at 900 W. Choctaw Ave., Chickasha, OK 73018 or by telephone at (405) 222-6500.
- 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 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.
- 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.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
Oct. 12, 2020

TOPIC:

CPS Title III English Learner Handbook

ADMINISTRATIVE RECOMMENDATION:

Please approve

RATIONALE FOR RECOMMENDATION:

We created A District Handbook addressing policies and guidelines related to our Title III – English Learners. We began with the OSDE handbook and adapted it to our district. It was reviewed and approved by the school attorney. It will assist us with the Federal Programs monitoring by having our procedures in one document.

FISCAL NOTE:

The only cost would be the attorney fee to review the documents.

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman and Angie Morgan

Implemented: April 2020



Chickasha Public Schools
Title III
English Learners Handbook
2020-2021

Rick Croslin-Superintendent
Jennifer Stegman-Asst. Superintendent
Pam Ladyman-Director of Special Services and Federal Programs

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INTRODUCTION

The purposes of Title III, Part A are:

1. To help ensure that English learners, including immigrant children and youth, attain English proficiency and develop high levels of academic achievement in English;
2. To assist all English learners, including immigrant children and youth, to achieve at high levels in academic subjects so that all English learners can meet the same challenging State academic standards that all children are expected to meet;
3. To assist teachers (including preschool teachers), principals and other school leaders, State educational Agencies (SEAs), Local Educational Agencies (LEAs), and schools in establishing, implementing, and sustaining effective language instruction educational programs designed to assist in teaching English learners, including immigrant children and youth;
4. To assist teachers (including preschool teachers), principals and other school leaders, State Educational Agencies (SEA), and Local Educational Agencies (LEAs) to develop and enhance their capacity to provide effective instructional programs designed to prepare English learners, including immigrant children and youth, to enter all-English instructional settings; and
5. To promote parental, family, and community participation in language instruction educational programs for the parents, families, and communities of English learners.



Program Requirements

All LEAs (Chickasha Public Schools) serving English learners (ELs) are required to provide a number of services to these students and their families regardless of whether they receive a Title III, Part A allocation or not. Title III, Part A funds are meant to aid in achieving these goals, supplementing the State funds that all LEAs receive. Succinctly, these requirements are as follows:

- To identify and assess potential English learners in a timely manner;
- To increase English language proficiency and access to academic content through evidence-based language instruction educational programs;
- To provide staff who are sufficiently trained to meet student needs and to provide quality professional development of sufficient intensity and duration to have a lasting impact on classroom instruction;
- To provide parent, family, and community engagement activities and other effective activities and strategies that enhance or supplement language instruction for English learners;
- To provide equal opportunity for students to meaningfully participate in all school activities without unnecessary segregation;
- To address the language needs of English learners who have been classified under project 504/IDEA and served with an Individualized Education Program (IEP);
- To address the needs of English learners who opt out of supplemental language services;
- To monitor the progress of English learners both within the English Language Academic Program and after having reached proficiency and exited supplemental language services;
- To evaluate the effectiveness of the English Language Academic Program;
- To provide meaningful communication with parents of English learners in a language they can understand.



Title III, Part A grant awards, then, come with three specific requirements:

1. Provide effective supplemental language programs that meet the needs of ELs and demonstrate successes in increasing English proficiency and student academic achievement.
2. Provide effective professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals and other school leaders, administrators, and other school or community-based organizational personnel that is:
 - designed to improve the instruction and assessment of ELs;
 - designed to enhance the ability of such teachers, principals, and other school leaders to understand and implement curricula, assessment practices and measures, and instructional strategies for English learners;
 - effective in increasing children's English language proficiency or substantially increasing the subject matter knowledge, teaching knowledge and teaching skills of such teachers; and
 - of sufficient intensity and duration (which shall not include activities such as 1- day or short-term workshops and conferences) to have a positive and lasting impact on the teachers' performance in the classroom.
3. Provide and implement other effective activities and strategies that enhance or supplement language instruction educational programs for ELs, which shall include parent, family, and community engagement activities.



Identification

Chickasha Public Schools is required to identify and assess potential English language learners in a timely manner. This process begins with the Home Language Survey (HLS) and, depending on the information gathered there, continues with the administration of a screening assessment.

The Home Language Survey (HLS)

The Home Language Survey (HLS – see Appendix A) should be administered as part of the enrollment process for every student. If a student indicates a language other than English on any of the first three questions of the HLS, that student must be screened for EL status using one of the approved state screening assessments (OKPKST, WIDA Screener, K W-APT, WIDA Model).

If the potential EL enrolls in the school within the first thirty calendar days from the start date of school, CPS has thirty days from the date of enrollment to administer a placement test and identify the student as eligible for EL services and accommodations. If the student enrolls after the first thirty calendar days from the start date of school, the student must be given a placement test and identified within fourteen days of enrollment.

Since there is no longer a requirement to collect a new HLS for every student every year, the following procedures must be implemented:

- CPS must include the HLS in student enrollment packets. The intent and purpose of the HLS should be explained and interpreted to parents/guardians by CPS personnel overseeing student enrollment.
- If a parent does not return or declines to complete the HLS, CPS personnel must date and include a brief notation written on the HLS form and place it in the student's cumulative folder.
- Students who left the district for longer than one school year or students new to the district on or before October 1st of each year will be required to complete a new HLS upon enrollment.
- CPS must develop procedures for collecting, maintaining, and preparing the HLS documents to be audited by the assigned district Regional Accreditation Officer (RAO).
- CPS must maintain a copy of the HLS in each student's cumulative folder.



CPS Home Language Surveys and ELL Enrollment Process

Every student enrolled in the District must have a Home Language Survey on file. In the past, each student would need a new form every year. Now a student only needs one form on file. A new form does not need to be completed each year.

A copy of the HLS form is kept in three (3) places:

- The student's cumulative folder-The contents of the cumulative folder are sent to districts if the student moves. This means the HLS form will be sent to the next school.
- Site and grade level binders kept at the Administration Building.
- Eduskills-an online resource

New enrollees after the start of school or enrollment confirmation will be as follows:

1. Parents/guardians will complete all enrollment forms at the Administration building.
2. Administrative staff will look at the forms to make sure all components are completed. It is important that the HLS survey be filled out completely and has a parent signature and date.
3. The HLS form will be given to the Special Services/Federal Programs Office
4. The form will be scanned into Eduskills.
5. A copy of the form will be forwarded to the site designated secretary or Federal Programs Teacher who will place the form in the student's cumulative file.
6. The original will be filed in the site notebook at the Administration Building.

Eduskills will review the form and determine if the student meets the criteria for an ELL screener (WIDA).

1. District EL contact will notify the site EL contact when a screener is needed.
2. EL contact will give the screener.
3. The District EL contact will check Eduskills to determine if the student qualifies as EL and will work with the Federal Programs Teacher to develop an ELAP if the student qualifies as EL .
4. A student's status will be updated in the Student Information System.



Screening Assessments

Any student who answers a language other than English on any of the first three questions on the Home Language Survey (HLS) must be given a placement test (screener) to verify whether the student needs English language services and is to be identified as an English Learner (EL). Oklahoma is a member of the WIDA consortium and uses the suite of WIDA Screener tests to determine whether students need English language services and to establish EL status.

Designated staff will complete the required Screener training through WIDA and will send a copy of his/her certificate to the office of Special Services / Federal Programs.

Screening Pre-K Students

Since Pre-K students rarely have any literacy skills to assess, they take a “placeholder” test, the Pre-K Screening Tool (PKST). The PKST is a 10-question oral language screener developed by OSDE, as there is not a WIDA assessment for Pre-K students.

Screening Kindergarten Students

Students being placement tested in fall of their kindergarten year should be given the Oral (Speaking/Listening) domains of either the Kindergarten W-APT or Kindergarten MODEL. If students are being placement tested in spring of their kindergarten year, it is a district level decision whether or not students are administered all four domains of placement testing, or if they, too, take only the Oral domains. All kindergarteners taking only the Oral domains of either the Kindergarten W-APT or Kindergarten MODEL qualify as ELs for their kindergarten year if the test results indicate so.

NOTE: All kindergartners and first semester first-graders who assess with the K W APT, regardless of the number of domains assessed, qualify as EL for the remainder of the school year.

Screening Students in Grades 1-12

Students in the second semester of first grade through the twelfth grade should be given the WIDA Screener appropriate to the student’s grade level. The WIDA Screeners are designed for “grade level clusters,” grouping together grades 2 and 3, 4 and 5, 6 through 8, and 9 through 12. Students in the first semester of the first grade in a given grade level cluster should be given the prior grade level cluster’s placement test. For example, first semester 4th graders should be given the 2-3 cluster of WIDA Screener.



This is because a student who has just begun a grade at the beginning of a grade level cluster usually has not yet acquired the language skills associated with that grade.

Remote Screeners

WIDA has now made available a Remote Screener. Each of our staff will complete this training and certification. Once a student returns to onsite services, they will participate in the regular onsite screener.

Qualifying Scores

All students who are in kindergarten or the first semester of first grade and who qualify to be placement tested based on the answers to their Home Language Surveys are automatically considered ELs, regardless of placement test scores. For all other grades, students with a composite score of 4.7 or lower qualify as ELs. These students should be coded as ELs in the WAVE and served as such. They should also be given the WIDA Access proficiency test each Spring until they reach proficiency. Students with a composite score of 4.8 or higher should not be considered ELs and are not eligible for EL services.

EL/Bilingual Status

While Bilingual and English Learner status are not the same thing, the same individual students often fall into both categories. And while bilingual status, being a category in the Oklahoma state funding formula, is not directly related to Title III funding or programs, the identification process overlaps with the process for identifying ELs, so it will be dealt with briefly below.

EL Status

The answers provided on the HLS do not determine EL status. They do, however, indicate which students are to be screened with one of the screening assessments as explained above. All ELs are automatically conferred Bilingual status, although not all students with Bilingual status will be identified as ELs (see below).



Bilingual Status

Bilingual status, and therefore bilingual funding of a student is determined by the HLS. If two or more of the three language responses are a language other than English, the student is considered “more often” and automatically qualifies as bilingual on the accreditation report. If a language other than English is indicated only once on the three language responses, the student is considered “less often” and only qualifies for bilingual funding if they also meet one of the following criteria:

- a score on the screening assessment qualifying the student for EL status;
- a score of “Basic” or “Below Basic” on the previous year’s OSTP English Language Arts assessment;
- a score at or below the 35th percentile composite reading score from the Spring of the previous school year on a state approved norm-referenced test.

LEAs receiving bilingual funds through the state funding formula will be responsible for completing the yearly Bilingual Audit process. Any questions regarding the specifics of this audit should be referred to the LEA’s assigned Regional Accreditation Officer (RAO).

In the case of students qualifying for Bilingual status through a “less often” response on the HLS coupled with a qualifying assessment score, the eligible assessment score is to be attached to the HLS in the student’s cumulative folder.

A student’s status will be updated in the Student Information System.

The site Federal Programs Teacher will be provided a list of all monitored ELS students in the current school year, who reached English proficiency and are no longer identified as ELs. This list will be generated from WIDA ACCESS composite scores of 4.8 and above. Districts may provide additional supporting information based on Oklahoma State Assessment Scores.



The English Language Acquisition Plan (ELAP)

The English Language Acquisition Plan, in conjunction with a completed parental notification letter, fulfills the LEA reporting requirements for identified ELs outlined in ESSA.

Under the provisions of the law, LEAs are required to provide parents with the following information:

- The reasons for identifying their child as an English Learner in need of placement in a language instruction educational program;
- The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
- How such a program/programs will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such programs into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such programs) if funds under this part are used for children in high schools;
- In the case of a child with a disability, how such programs meet the objectives of the child's Individualized Education Program (IEP), as described in the Individuals with Disabilities Education Act (IDEA).

Chickasha Public Schools has opted to use the ELAP form provided by Eduskills. It is designed to gather and convey all required information and is aligned with the Title I parental notification requirements outlined in Section 1112(e)(3)(A) of ESSA. It outlines the demographic information, testing history, educational goals, allowable instructional interventions, and testing accommodations that will apply to an EL student for a given year. Any student classified as an EL is required to have a completed ELAP available



upon request. LEAs are not required to use the form provided by OSDE: LEAs are free to develop their own form or to use one of a number of available electronic forms. Regardless of the form used though, the required information must be contained and be accessible for each identified EL.

ELAPs must be completed within the first thirty days of enrollment and provided annually to the parents or guardians of EL students.

CPS English Language Academic Plan (ELAP) Procedure

Every English Learner (EL) student must have an English Language Academic Plan (ELAP). The ELAP should be designed to help the student make English Language gains. The plan should include academic and assessment supports needed.

The district EL contact monitors EduSkills daily/periodically to see the list of any students requiring the screener. These student names are shared with the appropriate site EL contacts so that they may complete the screener within the first 30 days of school or the two-week window following the student's arrival.

The site Federal Programs Teacher will notify the district office as each screening is completed. The district EL contact generates a report in WIDA AMS/Insight and enters the information into the EduSkills program.

Using the state's guidelines, EduSkills indicates whether the student qualifies as EL. (This will include all Pre-K students screened, all Kindergarten and 1st-semester of 1st-grade students screened, and any online testers with a Composite score of less than 4.8.)

The district EL contact notifies:

- The Director of Special Services and Federal Programs to update the student's status in WenGAGE.
- The site Federal Programs Teacher will coordinate with appropriate staff in the development of an ELAP; including but not limited to the classroom teachers, IEP Case Manager, GT teachers, McKinney-Vento liaison, and administrators to determine appropriate classroom modifications, WIDA ACCESS accommodations, and state testing accommodations needed for the student.



The Federal Programs Teacher will be invited to participate in IEPs of dual qualified students. The team will coordinate IEP and ELAP services and accommodations.

- Provide appropriate accommodations for ELs with an active IEP on the ELAP assessment.

Each Federal Programs Teacher has been given access to EduSkills to enter information and develop plans. The plans will be distributed to parents and all applicable teachers. If at any time the team believes adjustments should be made to the ELAP, the team member will reach out to the site Federal Programs Teacher to convene a meeting to make necessary changes.

The Federal Programs Teacher has access to enter all information into EduSkills. The Federal Programs Teacher will generate the finished ELAP. EduSkills draws upon the student's current WIDA scores/proficiency level and the embedded bank of WIDA English Language Development (ELD) standards. The goals reflected on the ELAP are offered according to:

- the student's language proficiency level (Entering, Beginning, Developing, Expanding, Bridging, or Reaching);
- the four language domains (Listening, Speaking, Reading, and Writing); and
- the five areas encompassed (social/instructional language, the language of Language Arts, the language of Mathematics, the language of Science, and the language of Social Studies).

Parents-Right-To-Know:

The site Federal Programs Teacher generates a Parent Notification letter in EduSkills. The parent letter reflects the proficiency category from the recent screening as well as general information about EL status and the type of support offered by the district. This letter may be generated in the family's home language (indicated on the HLS) in addition to English.

The site Federal Programs Teacher will print at least four copies of each:

- one copy to be mailed home to parent/guardian;
- one copy for teachers who instruct the student, particularly the Language Arts teacher;
- one copy to be filed in the student's cumulative folder; and
- One copy to be sent to the Office of Special Services / Federal Programs.



The Office of Special Services / Federal Programs will house a binder holding all of the active ELAPs and parent letters for the district's EL students.

The district will monitor the evidence of former EL student performance including tracking the Graduation Status of identified students.



The Language Instruction Education Program (LIEP)

The Language Instruction Education Program (LIEP) is the overarching English language program designed to meet the language instruction requirements listed above.

In the State of Oklahoma, the LIEP is embedded in the Title I, Part A section of the Consolidated Application and consists of a number of narrative responses that allow the LEA to describe the nature and scope of EL services offered in the district. The LIEP narrative questions are designed to cover all of the mandated language instruction requirements. LEAs serving one or more ELs are required to complete the LIEP section of the Consolidated Application.

Chickasha Public Schools will offer services through a variety of methods including but not limited to:

1. Lexia Literacy program,
2. Exact Path,
3. Acellus,
4. Edmentum,
5. Direct services based on WIDA ACCESS scores provided by site Federal Programs teacher,
6. Services and modifications identified in the student's ELAP and/or IEP if appropriate, and
7. Tutoring/Intervention services provided by Title I/Title III Tutors.



Professional Development

All CPS Certified staff will participate in annual English Learner Professional Development. This professional development will be evidenced through district GCN certificates, agenda and sign-in sheets and provider invoices if appropriate.

WIDA ACCESS

The office of Special Services and Federal Programs will monitor and document the completion of WIDA ACCESS assessments for all students identified as EL and who have failed to successfully complete the required assessment with a score of 4.8. Or a combined score including state assessments.

Parents will be notified annually of their child's participation in the assessment. The notification will be provided in the parent's preferred language of communication.

Parent and Family Engagement Education Activities

Chickasha Public School sites will organize family engagement activities. This may also include recording and posting demonstration videos on the CPS Website. Notification of meetings will be sent in the parents requested language documented on the Home Language Survey. Agendas and minutes from meetings including parents, site and district staff, higher education staff and community agencies/groups will be included.

Classroom teachers have been encouraged to utilize TalkingPoints App. This app is free to teachers and translates messages into preferred languages. In addition, the district has contracted with Propio Language Services to translate documents and provide interpretation services by phone and in meetings.



Title III Consortium

We have joined the Title III Consortium led by Shawnee Public Schools. The fiscal agent/lead LEA also accepts the following responsibilities:

- Maintenance of written MOU or agreement regarding consortium members' participation;
- Ensuring that Title III, Part A funds are shared and spent to the benefit of all consortium members equitably;
- Control of all fiscal transactions of the consortium;
- Maintenance of records of all financial transactions and inventory lists relative to the consortium; and
- Monitoring the expenditures of all participating LEAs to ensure compliance with Title III, Part A supplement, not supplant requirements.

LEAs and Consortia can use up to 2% of their allocation on administrative costs.

Examples of allowable use of Title III, Part A administrative costs:

- Title III, Part A Program Director or Coordinator's salary;
- Title III, Part A Assistant to Program Director;
- Data entry clerk for Title III, Part A;
- Costs of supplies associated with running the program (ink cartridge and paper); and
- Postage exclusively for Title III, Part A specific mailings.

Technology can be purchased using Title III, Part A funds (as long as that same technology is not being provided to non-EL students with other state and/or federal funds) as technology can upgrade the program and instructional capacity of the LEA.

Title III, Part A funds may not be used by the LEAs to administer State English Language Proficiency (ELP) assessments, as the assessment for English Language Proficiency is a required state-level activity under Title I, Part A.

Translating and Interpreting:

LEAs and schools are required by federal statute to provide meaningful access to information and services provided to the parents or guardians of EL students.

Therefore, Title III, Part A funds may only be used for supplemental translation and interpretation activities that are not provided by the LEA for all students, and for translation activities that are specific to Title III, Part A.



For example:

- If the LEA has a contract with a translation company that provides translated notices for Federal programs, then only the portion of the contract that pertains to Title II, Part A notices may be paid for with Title III, Part A funds.
- If the LEA or school communicates with all parents about their child's educational progress by mail, it would not be appropriate to use Title III, Part A funds to pay for the postage for EL students, as this communication is paid for by the LEA or school for all students, and is not Title III, Part A - specific.
- If the LEA or school communicates on a weekly basis with all parents about school activities, it would not be appropriate to use Title III, Part A funds to pay for translation or interpretation of these documents or activities, as this LEA and school are obligated to provide meaningful access to information and services provided. Title III, Part A funds could be used to pay for supplemental translation or interpretation.

Title III, Part A - Immigrant Grant

We do not currently have any students who qualify as Immigrants.



Due Dates

There are 5 different programs/resources to navigate.

- WIDA Secure Portal
- WIDA-AMS / DRC
- DRC - student testing side
- EduSkills
- OSDE's Title III page

General Timeline:

- Upload/scan Home Language Surveys (HLSs) into EduSkills for all students NEW to the district or those returning who have been gone more than one year. Resolve all issues with missing/incomplete information on the HLSs as EduSkills "skips" or marks them as "incomplete". As HLSs have been scanned in, EduSkills will continually generate a list of students who require WIDA screening. The standing requirement has been that all new students requiring the screener get screened **within the first 30 days of school**. After the beginning of the school year, move-in students who require screening are supposed to be screened **within 14 calendar days of their arrival**.

The designated person in the district is responsible for scanning in the HLSs and monitoring the status daily in EduSkills to see which students may have been marked for screening. It needs to be done promptly and consistently so the sites can stay on top of any needed screenings.

- Ensure that EduSkills is communicating properly with WenGAGE and has uploads of all the data needed. This is important so that generated letters and plans will be accurate. It's also crucial as it's part of the documentation for accreditation.
- Complete all of the necessary trainings in WIDA Secure Portal to be able to administer the appropriate levels of WIDA Screeners and WIDA ACCESS. CPS gives the online version for 1-12. Kindergarten has a separate training process. Pre-K has a separate training process. Students who are



OAAP/Portfolio assessed may require the ALTERNATE ACCESS and that is a separate training too. If the assessments have been administered continually, there will not be a need to recertify each year . When the Screener is administered, the tester must go into WIDA-AMS and assign scores to the Speaking parts. The certification is to ensure that these are scored consistently. For the spring WIDA ACCESS, all of the scoring is done externally.

- Complete the "Band Committee" process for students who qualify. WIDA gives a Composite score between 1.0 and 6.0. The mark to be proficient and exit EL status (i.e., become First Year Proficient) is scoring at least a 4.8 on the spring WIDA ACCESS. However, students in grades 3 and higher who score in the "band" of 4.3 - 4.7 can be exited if you can put together documentation according to a rubric provided by OSDE. **This band committed documentation last year had to be completed by September 10.** Each site contact works on gathering the documentation, but the designated person needs to communicate it to OSDE then let the site know when/if the exit is granted. If granted, the student status needs to be updated in WenGAGE to "First Year Proficient".
- **Within the first 30 days of school,** communicate with parents. This involves generating (in EduSkills) a parent information letter and a plan (ELAP) for all current EL students. Those need to be mailed home along with any paper score reports for parents from the previous spring. These letters and plans cannot be generated until all the information is complete/updated in EduSkills. It will generate based on the info that has been provided . . . scores, testing modifications, instructional supports, etc. . . this takes communication beforehand with teachers and any IEP teams in place. Copies of the ELAPs also need to be shared with teachers and filed in the cumulative folders.
- Twice each year, follow up with a Progress Monitoring process for all of the students designated as First Year Proficient and Second Year Proficient. There is a form to generate and then populate in EduSkills. This involves each site contact conferring with classroom teachers (and possibly IEP team) to ensure that these exited students are making satisfactory progress as far as language development. If not, then they can be considered for "redesignation" as EL.



- Complete all of the data checks and procedures the OSDE sends out ahead of the spring's WIDA ACCESS testing window. There will be a myriad of trainings, data checks with the WAVE, documents to review/verify, materials to order, etc. From the technology side, communicate with the district's IT about any needed attention to the testing devices. Administer all four domains of the ACCESS to all current EL students. Return booklets and testing materials as required.

A general timeline that would apply mostly to each site contact:

- **Complete all the necessary trainings/certifications in WIDA Secure Portal at the very beginning of school.** These can be tremendously time-consuming to work through, so do not delay.
- Once you have the necessary certification, you can **give the WIDA Screener to any new students who have been designated** (by EduSkills) as "Needs Screener". This typically has been required to be done **within the first 30 days of school--or within 14 days if they arrive later in the school year.** Let the district contact know when the Screeners are complete as they may need to update the student's designation in WenGAGE based on the result. If the student is designated as EL, they will need a plan (ELAP). The ELAP is generated in EduSkills based on information (in collaboration with teachers and any IEP teams) indicated.
- Be prepared to complete "Band Committee" rubrics for students who did not score high enough last spring to Exit automatically (Composite 4.8) to First Year Proficient, but who scored in the 4.3 - 4.7 band and who can be considered for exit. **This is typically due around September 10.**
- **Once each semester,** complete a Progress Monitoring form for all First Year Proficient and Second Year Proficient students. Stay tuned for the timeline and form.
- Be prepared to carry out the WIDA ACCESS (online for grades 1-12) during the spring testing window. **The window opens mid-January.** Students will take 4 domains (Listening, Reading, Writing, Speaking). Some of which need to be administered individually.



Explanation of each site/resource:

- **WIDA Secure Portal** - This is the place that has all the information related to timelines, training, quizzes to get certified, certificates, testing materials, etc. etc.

Once logged in to WIDA Secure Portal, you can choose Oklahoma to see some state-specific details. Here is the timeline, but you can see they've left it up in the air for this upcoming year.

From that page above, you can see the link to ACCESS for ELLs Checklist. This is last year's but it will give you an idea of all the considerations and procedures before the ACCESS testing in the spring.

- **WIDA-AMS / DRC Insight** - This is the site where you actually set up test sessions for Screener or ACCESS, score Screener elements, generate score reports, etc.
- **DRC - student testing side** - This will have an icon on some designated devices at each site. It is the student's view of the testing.
- **EduSkills** - This is the platform that communicates with WenGAGE and consolidates all of our student/HLS/testing/planning information. EduSkills is helpful in generating reports, assisting with record-keeping and accreditation, and so much more.
- **OSDE's Title III page** - Accessed through Federal Programs, then Title III - A collection of documents, webinar lists, resources, and guidance in many areas.



Sources for this document:

- *Oklahoma State Department of Education - Title III, Part A Handbook*
- *FY21 Consolidated Monitoring OK State Plan*
- *FY21 Federal Programs Monitoring Tool Kit*
- *FY21 Monitoring Tool Checklist*
- *Oklahoma WIDA*
- *Oklahoma ACCESS*
- *EduSkills*



ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
October 12, 2020

TOPIC:

Student Affiliation Agreement between University of St. Augustine For Health Sciences and Chickasha Public Schools

ADMINISTRATIVE RECOMMENDATION:

Please Approve

RATIONALE FOR RECOMMENDATION:

This University is a provider of education for PT, OT, SLP and Nursing students in master and doctorate entry level, and post-professional master, doctorate, graduate certificate, and clinical residency programs. They have an intern who would like to work with Janella Mendenhall a SLP at BWECC for the Spring Semester. We have not worked with this university before but we are always willing to accept interns. It is a great way to find quality educators.

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 - *Seth Meier*

Implemented: April 2020



UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

Student Affiliation Agreement

- Between -

Chickasha Public Schools
900 West Choctaw Avenue
Chickasha, OK 73018

- And -

The University of St. Augustine for Health Sciences

- Physical Therapy (PT)
- Occupational Therapy (OT)
- Speech Language Pathology (SLP)*
- Nursing (MSN, DNP)

This Agreement is made and entered into this 23rd day of September, 2020
(Effective Date) by and between Chickasha Public Schools
hereinafter known as the Facility and the University of St. Augustine for Health Sciences, hereinafter known as the University.

- RECITALS -

The University is a provider of education for PT, OT, SLP, and Nursing students in master and doctorate entry level, and post-professional master, doctorate, graduate certificate, and clinical residency programs. Such programs require in-depth, clinical experience for the students under supervision of competent health care providers in actual clinical conditions.

The Facility is a health care provider, health care practitioner or academic institution and recognizes a benefit in fashioning an environment of collegiality, mentoring and respect for continuing academic efforts and research.

Now therefore, the parties agree as follows,

IT IS AGREED:

1. Duties of the University

- (a) Assume responsibility for continuing compliance with the educational standards of the appropriate accreditation and licensing bodies.

*The Master of Science in Speech-Language Pathology at the University of St. Augustine for Health Sciences is a Candidate for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700. Candidacy is a "preaccreditation" status with the CAA, awarded to developing or emerging programs for a maximum period of 5 years. However, while the SLP program has achieved candidacy status, it is not considered CAA-accredited but will be pursuing accreditation in accordance with the CAA process. In order to be in candidacy status, a program must meet all institutional and programmatic eligibility requirements and must comply with the CAA Standards in a logical sequence over several years. The CAA's decision to award candidacy status is based on the program's submission of a comprehensive development plan and the program's and institution's demonstrated commitment and ability to implement the program fully. Applying for accreditation does not guarantee that CAA will grant accreditation.

It is the intent of the USAHS MS-SLP program to comply with Candidacy status requirements and to seek full accreditation.

- (b) Designate a member of the faculty or staff to communicate with the Facility on all items pertinent to clinical education. This includes: Academic Fieldwork Coordinator and Doctoral Coordinator (OT), Academic Coordinator of Clinical Education (PT), Clinical Educator (SLP), and Nursing Practicum Coordinator (Nursing).
- (c) Notify the Facility about the planned schedule of student assignment, level of academic preparation, length and dates of internship assignments.
- (d) Refer to the Facility only those students who have completed the prerequisite didactic portion of the curriculum applicable to the Facility.
- (e) Inform the student of any specific requirements of the Facility for acceptance, uniform requirements if applicable and the necessity to conform to the standards, practices, policies and procedures of the Facility.
- (f) Require students to complete training on the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. 1320 through d-8 (“HIPAA”), and the requirements of any regulations promulgated there under, including, without limitation, the federal privacy regulations as contained in 45 C.F.R. Part 142 (collectively, the “Regulations”) to the extent such laws and regulations apply during the term hereof. University shall not use or further disclose any protected health information, as defined in 45 C.F.R. 164.504, or individually identifiable health information, as defined in 42 U.S.C. 1320d (collectively, the “Protected Health Information”), other than as permitted by this Agreement and the requirements of HIPAA or the Regulations.
- (g) Require each student to carry a current medical insurance policy and be certified in CPR and first aid (first aid is required for OT, PT and SLP programs) by the American Heart Association, and complete mandatory training in blood borne pathogens (OSHA).
- (h) Obtain and maintain at its own expense during the term of this Agreement, and any renewal hereof, a comprehensive liability policy including professional liability insuring the University against all claims for personal and bodily injury or death and property damage resulting from the performance of services by the University, its employees and students participating in the clinical training program on the Facility premises. Such insurance shall be in the amount of not less than \$1,000,000 per incident and \$3,000,000 in the aggregate. University shall give immediate notice to Facility if any changes or lapse in policy should occur.
- (i) Obtain and maintain evidence that each student is in good general health, as determined by a physical examination, and that s/he is free from a health impairment, which is of potential risk to a patient or which might interfere with the performance of his/her duties, or any other condition which would interfere with ability to satisfy the requirement(s) of this Agreement and/or potentially create a risk to the health and safety of the Facility, its patients, staff, visitors, and other Affiliates and the student, him/herself.
- (j) Obtain and maintain evidence that each student has received (i) vaccination for measles, mumps and Rubella (MMR) or evidence of immunity through screening blood test and documentation of serologic evidence of immunity; (ii) Hepatitis B series vaccination or written declination, (iii) negative PPD (Mantoux) skin test or chest x-ray (when indicated) for tuberculosis, and yearly thereafter; (iv) vaccination for Varicella or evidence of immunity screening blood test and documentation of serologic evidence of immunity; (v) Tdap vaccine, (vi) flu shot, and (vii) Texas campus - bacterial meningitis according to the Texas Higher Education Coordinating Board.

- (k) Post professional OT and PT students must maintain a current license to practice in the state in which the residency is occurring. Nursing students must maintain a current unrestricted registered nurse (RN) license to practice nursing in the state in which the practicum is occurring
- (l) Obtain and maintain evidence that each student has received a (i) fingerprint report; (ii) background check; and (iii) drug screen.
- (m) The University reserves the right to remove students from the affiliation when the learning experience does not meet the objectives of the University or if appropriate supervision and mentorship is not provided.

2. Duties of the Facility

- (a) Maintain standards for appropriate health care services, which are conducive to sound educational experiences for students participating in the affiliation.
- (b) Designate an individual who will be responsible for the coordination of services with the University, assisting in maintaining contracts and providing student orientation. Orientation shall include but is not limited to addressing appropriate facility/site specific security and safety measures.
- (c) Designate an individual who is the primary mentor to the student and is responsible for evaluation of student performance and planning clinical experiences. This clinical supervisor shall have at least one year of clinical experience in the area to be supervised. The student will work under the immediate and direct supervision of this individual.
 - i. Nursing preceptors will have a minimum of a master's degree and one year's experience.
- (d) Students may be assigned to more than one clinical supervisor/preceptor. The facility is responsible for continuity and effective communication between the supervising clinicians to assure an appropriate learning environment and student performance evaluation.
 - i. Nursing: Designate or approve an individual who is the primary preceptor to the student and is responsible for planning practicum experiences and evaluation of student performance along with the Practicum Course Faculty. This preceptor shall have a minimum of a master's degree and at least one year of specialty experience in the specialty area of the student (e.g., a preceptor serving as a preceptor for a nurse executive student must have at least one year of experience as a nurse executive). The student will work under the supervision of the preceptor.
- (e) Make available to the students the space, facilities, equipment and supplies necessary for rendering Facility directed patient care and treatment, including appropriate PPE as required by the facility and/or by state and federal guidelines.
- (f) Assist students with obtaining emergency medical care if they become ill or injured during their clinical affiliation, if medically appropriate and necessary. The student shall arrange for medical care beyond that of emergency nature. The student shall be responsible for the cost of emergency care and for the cost of any additional medical care beyond that.
- (g) Advise the University of any serious deficits noted in the ability of assigned students to progress toward achievement of the stated objectives of the internship.

- (h) Reserves the right to terminate students from the affiliation who do not comply with the Facility rules and regulations, policies and procedures or who endanger patient health, welfare or safety.
- (i) Will provide the University with a written description of the objectives and the experience being offered. For post-professional students, these objectives are developed by mutual efforts of the facility, the University and the student.
- (j) Permit the student to participate in patient care services to the extent of their skill and training.
- (k) Will assure that equitable practices will be evident when assessing and evaluating student performance.

3. Mutual Duties of the University and the Facility

- (a) Establish the educational objectives for the fieldwork/internship/clinical practicum experience and continually evaluate the effectiveness of the fieldwork/internship/clinical practicum.
- (b) Agree that there shall be no unlawful discrimination concerning the affiliation based upon race, color, ancestry, religion, gender, sexual orientation, age, disability, or veteran status.
- (c) A dispute involving the discipline of a student while participating in a clinical experience shall be jointly addressed by the University clinical education faculty member, clinical supervisor/preceptor and student. The University Student Handbook and Clinical Education Handbook shall be used as the standard for policies and procedures for any unresolved disputes.
- (d) Each party reserves the right to control the use of any of its copyrighted materials, symbols, trademarks, service marks, and other proprietary rights presently existing or hereafter established. Each party agrees that it will not use such works, symbols, trademarks, service marks, or other devices in advertising, promotional materials or otherwise and that it will not advertise or display such devices without the prior consent of the other party and will cease all such usage immediately upon termination of this Agreement.
- (e) No failure by either party to insist upon strict performance of any covenant, term or condition of this Agreement or to exercise a right or remedy shall constitute a waiver. No waiver of any breach shall affect or alter this Agreement, but each covenant, condition, and term of this Agreement shall continue in full force and effect with respect to any other existing or subsequent breach.
- (f) Nothing in this Agreement shall be construed as creating or giving rise to any right in any third parties or other persons other than the parties hereto.
- (g) Each party shall indemnify, defend and hold the other party harmless from all claims, loss, damage or injury of any kind or character (including, without limitation, attorney fees and costs of defense) to any person or property arising from the performance of the terms and responsibilities under this Agreement caused by the negligent act or omission of the indemnifying party, its agents or employees. Nothing herein is intended or shall be construed to waive the Facility's entitlement to sovereign immunity, if applicable.
- (h) If either the University or the Facility becomes aware of any alleged injury arising out of the care or treatment of any patient in connection with the Program, each party has a duty to give the other party written notice containing the particulars sufficient to identify the name and address of the alleged person, place and circumstances of the alleged incident and addresses of the available witnesses.
- (i) Students assigned to the Facility shall not be considered employees of the Facility.

- (j) The parties in this Agreement are independent contractors and agree and stipulate that this Agreement in no way creates a partnership, joint venture, employment or agency relationship between the parties.
- (k) This Agreement may not be assigned by either party without the express written consent of the other.
- (l) The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed and enforced under and in accordance with the laws of the State.
- (m) Whenever any notice, demand or consent is required or permitted under this Agreement, such notice, demand or consent shall be written and shall be deemed given when sent by certified mail, return receipt requested.
- (n) The University provides continuing education opportunities to affiliated sites and employees who provide supervisor for students. The clinical site and employees warrant that payments and other things of value provided by the University under this Agreement will be used for the professional benefit of the site or employee and not for the personal benefit of any individual who might influence the awarding of clinical positions for USAHS students.

4. **Insurance**

University and Facility shall always each secure and maintain during the Term of this Agreement, at their respective sole expense, workers’ compensation and employers’ liability insurance covering their respective employees. Such coverage provided by University and Facility may be afforded via commercial insurance or self-insurance at the following limits:

Workers’ Compensation:	Statutory limits
Employers’ Liability:	\$1,000,000 each accident; \$1,000,000 disease policy limit; \$1,000,000 disease each employee
Commercial General Liability	\$1,000,000/\$2,000,000
Business Automobile Liability:	\$1,000,000 per accident for bodily injury and property damage
Professional Liability:	\$1,000,000/\$3,000,000

Both University and Facility agree to endorse such policy to (1) waive subrogation in favor of each other, and (2) have a 30-day notice of cancellation. Such coverage shall be primary and non-contributory. Upon either party’s request, the other party shall provide a certificate of insurance evidencing such coverage.

5. **Renewal, Termination, and Modification**

- a. This term of this Agreement shall commence on the Effective Date and continue for a period of five (5) years from the Effective Date (“Initial Term”) unless earlier terminated in accordance with this Agreement. This Agreement will auto-renew at the end of the Initial Term, and each term thereafter, for additional five-year periods (each a “Renewal Term,” and together with the Initial Term, the “Term”) until terminated in accordance with this Agreement.
- b. This Agreement may be amended at any time by mutual agreement of the parties, provided that before any amendment shall be operative and valid, it shall have been reduced to writing and signed by both parties.

AS TO THE UNIVERSITY:

By: DocuSigned by:
Brian Goldstein
61F415548BCE4B4... _____

Brian Goldstein, Ph.D.
Chief Academic Officer (CAO),
Executive Dean, College of Rehabilitative Sciences
University of St. Augustine for Health Sciences

Execution Date:

9/25/2020

AS TO THE FACILITY:

By: _____

Name: _____

Title _____

Execution Date: _____

By: _____

Name: _____

Title _____

Execution Date: _____

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
October 12, 2020

TOPIC:

Pre-Employment Transition Services Coordination (Pre-ETS) Collaborative Agreement FY2021

ADMINISTRATIVE RECOMMENDATION:

Please approve

RATIONALE FOR RECOMMENDATION:

This is our 3rd year to have this service for our CHS students. Pre-ETS is designed to assist students with disabilities however a student is not required to have a current IEP or 504 plan. A legal guardian's written consent is required. The University of Oklahoma transition specialist works in collaboration with school personnel and other community partners to provide Pre-Employment Transition Service activities. See the attached Pre-ETS Fact Sheet for more details.

FISCAL NOTE:

No Cost to the District or students

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman - Rhonda Snow

Implemented: April 2020



Pre-ETS

FY21

PRE-EMPLOYMENT TRANSITION SERVICES

Fact Sheet

The National Center for Disability Education and Training, University Oklahoma Outreach, through a grant from the Oklahoma Department of Rehabilitation Service is making available **Pre-Employment Transition Service** (Pre-ETS) activities to high school students with disabilities. The activities described below are introductory services and are intended to help students with disabilities get an early start in identifying career interests to achieve community integration, independence, post-secondary education and/or competitive integrated employment.

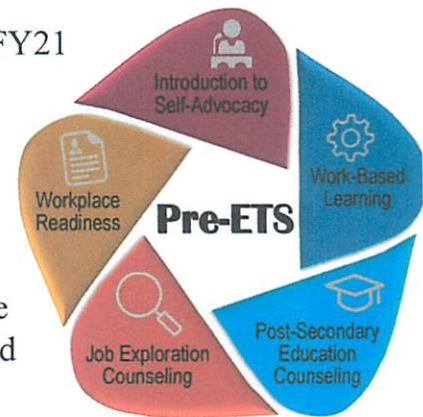
Pre-ETS are the career-focused preparation activities outlined below:

- **Job Exploration:** Exploring the world of work and career options; skills-assessments and interest inventories, labor market and in-demand occupation information
- **Work-Based Learning:** Explore appropriate workplace behaviors, participate in work-site tours and job shadowing experiences
- **Workplace Readiness:** Preparing students for the workplace; soft skills training, peer mentoring, independent living skills, and accessing transportation
- **Self-Advocacy:** Helping the student learn more about themselves, their disabilities, and how to present themselves responsibly; recognize their strengths and how to advocate for their needs and develop strategies for goal setting, time management and problem solving
- **Post-Secondary Counseling:** Exploring options for students seeking careers that require post-secondary education

Pre-ETS coordination:

- Pre-ETS activities are designed to supplement and enhance, **not** replace, a local education agency's transition program.
- Pre-ETS is designed to assist *students with disabilities* **however** a student is **not** required to have a current Individual Education Plan (IEP), 504 plan, or have been determined eligible or ineligible for Vocational Rehabilitation services to participate in Pre-ETS activities.
- There is **no cost** for Pre-ETS to individual's receiving the services, their families or the school.
- A legal guardian's written consent **is** required to provide Pre-ETS.
- Participation in Pre-ETS does **not** qualify an individual for VR services. *If a student is interested in VR services, please contact your local VR counselor.*

FY21



Who can participate?

One or more Pre-Employment Transition Service activities can be provided to students with disabilities who have been determined eligible or are potentially eligible for DRS services and who have identified need for Pre-Employment Transition Services.

When and where do Pre-ETS take place?

The University of Oklahoma transition specialist works in collaboration with school personnel and other community partners to provide Pre-Employment Transition Service activities. These activities may be provided individually or in groups. They may take place during or after school hours, depending on the activity, duration, availability of student and coordination with partners.

How do I request Pre-ETS?

Student with a disability, who are potentially eligible or already eligible for DRS services, must complete a “Request for Pre-Employment Transition Services Authorization” form. The form must be signed by his/her parent or legal guardian and school staff.

How can Pre-ETS specialists support you?

- Conduct regularly scheduled school visits to deliver Pre-ETS activities
- Attend IEP meeting when invited
- Assist schools in enhancing established Pre-ETS student services
- Assist in developing clear communication between DRS and Education
- Identify and address community needs related to student skill development
- Partner with VR counselors and other community members in the provision of career development and work experiences
- Align curriculum and programs vertically across grade levels and content areas
- Structured communication and intervention regarding student needs

Benefits to the high school student?

- ✓ Identification of student career interests and needs
- ✓ Awareness of the variety of options and the role of post-secondary education and training
- ✓ Development of plan with outcome-oriented goals and activities
- ✓ Awareness of the variety of careers available and the variety of jobs within career fields
- ✓ Broaden perspective of personal skills to utilize, reinforce and develop for work
- ✓ Increased communication with family about student’s progress and needs
- ✓ Broaden self-awareness, including how to request accommodations or services and supports

To request more information about Pre-ETS contact: Judi Goldston at jgoldston@ou.edu

Pre-Employment Transition Services

pre-ets@ou.edu

Student Authorization Form

Note to Parent/Guardian: Your student has been referred by his/her high school to participate with the University of Oklahoma's Pre-Employment Transition Service program. Pre-employment transition service activities are provided in collaboration with the Oklahoma Department of Rehabilitation Services. In this no-cost program, pre-employment transition specialists from the University of Oklahoma, will regularly visit your student's school to provide activities to assist with successful transition from high school to post-secondary training/education or work upon graduation. The following pre-employment transition service activities may be provided based on individual need and interest:

- **Job exploration** counseling
- **Work-based learning** activities
- Counseling on opportunities for enrollment in **post-secondary educational** programs
- **Workplace readiness** training to develop social skills and independent living
- Instruction on **self-advocacy**

Legal First Name		Middle	Legal Last Name		
Date of Birth		Gender	Anticipated Graduation Date		
School			Race		
Mailing Address		City	Zip Code	Phone	
<input type="checkbox"/> Yes, this student is an individual with a disability and/or has a barrier to employment or post-secondary education/training. He/she may be eligible for and/or receiving special education or related services.					
Put a ✓ beside the item(s) the student has difficulty completing on his/her own:					
Hearing	Learning	Seeing	Talking	Using Hands	Mobility
Interacting with Others		Other:			
<p>I give permission for _____ to participate in the Pre-ETS program at his/her school. I understand the program is voluntary and reserve the right to withdraw from the program at any time. I give permission for student record information to be shared with the University of Oklahoma, Pre-ETS Specialist and data to be reported to the Oklahoma Department of Rehabilitation Services. I understand this information is confidential and will not be disclosed beyond the Oklahoma Department of Rehabilitation Services without an additional signed release.</p>					
<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Adult Student SIGNATURE		Printed Name		Date	
		Email Address			
Teacher/School staff SIGNATURE:		Printed Name		Date	
		Email Address			

The University of Oklahoma – National Center for Disability Education and Training

This authorization form is available online in different languages at:

<https://form.jotform.com/OUPreETS19/Year2020>

**Pre-Employment Transition Services Coordination
Pre-ETS
COLLABORATIVE AGREEMENT
FY 2021**

SECTION I - PURPOSE

This Collaborative Agreement (“Agreement”), effective as of the latest date of signature of all Parties or the 1st day of July, 2020 whichever is later, is entered into by and between the following Parties, also referred to herein as “Team Members” to promote collaboration in the delivery of Pre-Employment Transition Services (also referred to herein as Pre-ETS) for students with disabilities transitioning from secondary school to post-secondary education programs and/or competitive employment; for individuals with disabilities who are enrolled in secondary education and are eligible, or potentially eligible, to receive VR services.

- **Chickasha Public Schools** (also referred to herein as “Host School”);
- The Board of Regents of the University of Oklahoma, by and through University Outreach/College of Continuing Education’s **National Center for Disability Education and Training** (also referred to herein as “NCDET” or “University”).

The Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA), and the Individuals with Disabilities Education Act (IDEA), as amended, all require a formal mechanism in place to ensure coordination of transition services that are needed to provide a free appropriate public education to students with disabilities and to ultimately transition students with disabilities to competitive integrated employment or post-secondary education.

The OBJECTIVE of this Agreement seeks to:

- Increase coordination between the Parties to identify and prepare students with disabilities to move to post-secondary education and/or competitive integrated employment; based on student need, considering strength, preferences and interests.
- Improve transition planning by DRS and LEAs for student with disabilities to facilitate the development and implementation of individual’s education program.
- Strengthen relationship between OSDE, OOWD, LEAs, higher education entities, and businesses to facilitate successful outcomes for students with disabilities.
- Engage, involve and educate families to increase student success in post-school activities.
- Increase the number of students reaching their IEP and IPE goals.
- Increase professional learning opportunities and share resources.
- Increase job training and education opportunities for people who have traditionally faced barriers.

TERM

The Parties agree that the effective period of this Agreement shall be the latest date of signature of all Parties, or July 1, 2020, whichever is the latter, through June 30, 2021.

This Agreement may be renewed for two (2) additional twelve-month periods. Any renewals are contingent upon the Department of Rehabilitation Services renewing the Pre Employment Transition Services Agreement with the University.

SECTION 2 – DEFINITIONS (for the purpose of this agreement):

2.1 **Workforce Innovation and Opportunity Act (WIOA):** Reauthorizes the Rehabilitation Act of 1973 as amended, that established VR (29 U.S.C. § 701 et seq.) and creates the Pre-ETS set-aside (29 U.S.C. § 730 (d)).

2.2 **Vocational Rehabilitation (VR):** a federal program which promotes, assesses, plans, develops and provides services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, so they may prepare for and engage in gainful employment, as required by the Rehabilitation Act.

2.3 **Oklahoma Office of Workforce Development (OOWD):** carries out the vision of the Governor's Council for Workforce and Economic Development, provides technical assistance and coordinates strategic priorities and plans across education, training and economic agencies. Works to align and connect education and workforce resources, remove workforce barriers and better support Oklahoma employers and jobseeker.

2.4 **Individual Education Plan (IEP):** a written statement of the educational program required by IDEA for a student with a disability designed to meet the student's individual needs. The IEP has two general purposes: to set appropriate, measurable goals for the student and to describe the specialized instruction and services the school district will provide for the student.

2.5 **Individual Plan for Employment (IPE):** is required by the Rehabilitation Act, and is the roadmap developed jointly by the student and the Vocational Rehabilitation counselor to help the student with a disability reach a specific competitive, integrated employment goal.

2.6 **Individuals with Disabilities Education Act (IDEA):** is designed to ensure that all students with disabilities have available to them a Free and Appropriate Public Education (FAPE) that provides special education and related services designed to meet their unique needs and to prepare them for further education, employment and independent living; federal act codified at 20 U.S.C. § 1400 et seq.

2.7 **Local Education Agency (LEA):** a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district or counties recognized in a state as an administrative agency for its public elementary schools or secondary schools; codified at 20 U.S.C. §1401 (19).

2.8 **A student with a disability:** is an individual who is in an educational program; and

meets certain age requirements; and is eligible for and receiving special education or related services under IDEA; or is an individual with a disability for purposes of section 504 of the Rehabilitation Act.

2.9 Potentially Eligible: students with disabilities, including individuals ages 14-24 who have not applied or been determined eligible for VR services.

2.10 Competitive Integrated Employment: employment for an individual with a disability that is, among other things, compensated at a rate not lower than the minimum wage and is customary for the occupation and where the individual interacts with other persons without disabilities.

2.11 Pre-Employment Transition Services (Pre-ETS): activities provided through a subset of transition services, in partnership with LEAs, to help students, and potentially eligible students, with disabilities develop skills leading to success in employment and independent living after high school. These learning experiences are designed within an outcome-oriented process that promotes movement from school to post-school activities, including postsecondary education, vocational training, competitive integrated employment, financial literacy, and self-advocacy education to improve social and independent living skills. Pre-ETS are defined and authorized in accordance with 29 U.S.C. § 733.

The following are examples of activities that fall into the five required *Pre-ETS* categories:

- **Job Exploration Counseling:** discussion, activities, vocational evaluations or assessments on in-demand job opportunities intended to foster motivation and informed decision-making.
- **Work-Based Learning** – informational interviews to research employers, work site tours, job shadowing, mentoring opportunities in the community, internships, apprenticeships, short-term employment, fellowship, and on-the-job trainings located in the community;
- **Counseling on Postsecondary Opportunities**—discussion and activities regarding college and other -post-secondary opportunities, academic and occupational training needed to succeed in the workplace, and providing resources that may be used to support individual student success in education and training, such as disability support services and financial aid;
- **Workplace Readiness Training** (can be in a simulated or "real" work setting) - teaching social skills and independent living skills necessary to prepare for eventual employment, such as communication and interpersonal skills, financial literacy, transportation training, job-seeking skills, understanding employer expectations for punctuality and performance, and other "soft" skills necessary for employment; and
- **Self-advocacy**—training on rights and responsibilities; how to request accommodations or services and supports; communicating thoughts, concerns, and needs; peer-mentoring opportunities; and participating in leadership activities offered in educational or community settings.

SECTION 3 – RESPONSIBILITIES:

The Host School:

The school plays a significant role in the success of providing and coordinating transition services, specifically employment readiness instruction for students with disabilities. Schools are bound by the specific content in the Individuals with Disabilities Education Act (IDEA) for the provision of secondary transition services and by coordinating services with other agencies who will pay for or provide transition services. *Pre-Employment Transition Services are not meant to reduce the responsibility of schools to provide transition services. The intent is to enhance the resources available to students with disabilities through collaboration. Host School understands and agrees that they will not be reimbursed by the University for any costs incurred as part of the Pre-ETS program.*

The Host School will:

- allow the NCDet Pre-ETS staff access to students with disabilities and/or VR clients (in a group setting or one-on-one) to whom they can provide Pre-ETS instructional activities;
- work with the local VR counselors to identify, recruit, and refer students for vocational rehabilitation services;
- be responsible for collecting written parent authorization to allow their student to participate in Pre-ETS activities;
- ensure school staff is present and assisting to ensure the highest engagement of the students;
- communicate to the NCDet Pre-ETS staff and VR (if applicable) any concerns brought forth by a student;
- provide information to assist staff providing Pre-ETS activities that will support the learning needs, adaptations, and/or modifications of program participants;
- assist with outreach to identify students with disabilities and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for students with disabilities to participate in skill development in community settings;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with VR and Pre-ETS staff;
- work collaboratively to increased number of students obtaining their IEP and IPE goals;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

NCDDET:

The University of Oklahoma Outreach is a lifelong learning organization dedicated to helping individuals, businesses, groups, and communities transform themselves through knowledge. *Established in 1965*, the **National Center for Disability Education and Training** seeks to advance independent living, employment, and career opportunities for people with disabilities through innovative training and direct service.

NCDDET will:

- work in collaboration with VR counselor, school transition personnel, and other persons supporting students with disabilities, potentially eligible students and/or VR clients to provide Pre-ETS instructional activities in groups and/or individually;
- ensure its staff are trained and experienced in working with students with disabilities as well as developing business relationships;
- ensure its staff have successfully passed a background check;
- support the host school staff in planning for the transition of students with disabilities from school to post-school activities;
- work in collaboration with the teacher and current transition curriculum;
- work to increase employment and/or post-secondary student success;
- work with local school districts to create greater access for students with disabilities and remove barriers into transition programs and activities;
- assist with outreach to identify students with disabilities and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for students with disabilities to participate in skill development in community settings;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with VR and school staff;
- work with the local VR counselors to identify, recruit, and refer students for vocational rehabilitation services;
- communicate to Host School staff and VR (if applicable) any concerns brought forth by a student;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

Section 4 Special Terms and Assurances

A. Insurance

Each party is hereby required to carry liability insurance or State of Oklahoma self-insurance adequate to compensate, in accordance with the limits of the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended, persons for injury to their person

or property occasioned by an act of negligence by the party to be bound, its agents or employees. The parties shall timely renew the policies to be carried pursuant to this section throughout the term of the Agreement, and provide evidence of such insurance and renewals upon request.

B. Equal Opportunity/Non-Discrimination

The Host School shall at all times comply with all federal laws relating to nondiscrimination, including, but not limited to, Presidential Executive Order 11246, as amended, and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.*; and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity, both to those seeking employment and those seeking services, without regard to race, color, religion, sex, national origin, age, or handicap.

The Host School is 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 Host School represents 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.

C. Drug-Free Workplace

The Host School represents compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part § 85.600 *et seq.*

D. Modification

The Agreement may only be modified by mutual consent of the parties in writing.

E. Cancellation

1. With Cause: In the event the Host School fails to meet the terms and conditions of the Agreement, or fails to provide services in accordance with the provisions of the Agreement, the University may, upon written notice of default transmitted via Certified Mail to the Host School, cancel the Agreement effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the University mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law.

1. Without Cause: It is further agreed that the Agreement may be canceled by either party by providing thirty (30) days prior written notice.

F. Access to and Retention of Records

The Host School shall maintain adequate records regarding the Pre-ETS program and student participation. Authorized personnel of the University, U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, and other appropriate state entities shall have the right of access to records of Host School which are pertinent to the performance of the Agreement, in order to audit, examine, make excerpts and/or transcripts. The Host School shall be required to maintain all records for three (3) years after all pending matters are closed.

G. Compliance with State and Federal Laws

The HOST SCHOOL shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the HOST SCHOOL, without reliance on or direction by the University.

Each party hereto agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended.

If the University notifies the Host School of a possible compliance issue, the Host School must submit an explanation to the University within forty-five (45) days of the notification. If upon receipt of the explanation the University determines the Host School is out of compliance, the Host School will have 30 days to remedy the non-compliance. If after that time the University determines the Host School has not resolved the compliance issue, the University may take any or all, but not limited to, the following options:

1. suspension of the Contract;
2. withholding of additional Contracts;
3. requiring an immediate audit of all records pertaining to the Contract;
4. the University, within 21 days of receipt of reports, shall complete review;
5. the University may choose to make an allowance on any compliance issue if appropriate documentation for the non-compliance action can be furnished.

Neither Party shall be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Parties.

H. FERPA

Host School agrees to abide by the limitations on redisclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (34 CFR 99.33(a)(2))

I. Clean Air Act

The Host School agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Host School agrees to report each violation to the University, and understands and agrees that the University will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

J. Employment Relationship

This Agreement does not create an employment relationship. Individuals performing services required by the Agreement are not considered employees of the University. The Host School's employees shall not be considered employees of the University for any purpose, and as such shall not be eligible for benefits accruing to University employees.

The University shall provide access to staff as needed to meet the requirements contained herein.

K. Contract Jurisdiction

The Agreement will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the Host School or the University to enforce or to interpret provisions of the Agreement.

This Agreement is the product of negotiations between the parties, each of which has had the opportunity to consult counsel prior to the execution hereof. Therefore, the parties agree that if this Agreement needs to be interpreted by any court (or other tribunal) having jurisdiction, no conclusions or inferences of the law shall be drawn in favor of or against either party on the basis of which party drafted the term or provision at issue.

L. Severability

If any provision under the Agreement, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Agreement or its application that can be given effect without the invalid provision or application.

M. Ownership and Copyrights

All curriculum, instructional materials, software, reports, and videos (hereinafter "Intellectual Property") are being developed exclusively for the University or purchased by the University and shall be the property of the University. Intellectual Property created and copyrighted or trademarked by the other Party outside of the Contract shall be retained by same. This article shall not be construed to alter or diminish ownership rights provided under state or federal law or regulations.

N. Accessibility

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-22 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance. EIT Standards may be found at www.ok.gov/DCS/Central_Purchasing. Upon request, the Host School shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document.

O. Entire Agreement

This Agreement constitutes the entire Agreement and understanding between the parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or oral, of the parties relating to the work to be performed.

In the coming year, the University of Oklahoma will be conducting a review of all grants and contracts to consider their future viability for the University. The review will have three components: a full-cost accounting; an evaluation of the alignment with the institutional mission; and an institutional risk assessment. Renewal of the current agreement does not constitute any guarantee of continuation beyond FY20.

Section 5 Signatures

For the faithful performance of the terms of the Agreement, the parties hereto, in their official capacities stated, affix their signatures. The parties hereto agree that they may conduct the transaction by electronic means and hereby state that electronic signature shall have the same force and effect as an original signature.

University

**MICHAEL
PURCELL**

Digitally signed by
MICHAEL PURCELL
Date: 2020.07.24
10:32:07 -05'00'

Michael Purcell

Interim Executive Director, Office of Research Services
Associate Vice President for Research & Partnerships

Date

Host School

Signature

Date

Print Name and Signatory Title

ITEM OF CONSIDERATION
Board of Education
October 12, 2020

TOPIC: Chickasha Association of Support Employees (CASE) Negotiated agreement.

ADMINISTRATIVE RECOMMENDATION: Accept agreement

RATIONALE FOR RECOMMENDATION: This is an annual approval between the Chickasha Board of Education and Chickasha Association of Support Employees. School Year 2020-2021

FINANCIAL IMPACT AND FUNDING: None

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

CONTRACT AGREEMENT

By and between

THE CHICKASHA BOARD OF EDUCATION

And

THE CHICKASHA ASSOCIATION OF

SUPPORT EMPLOYEES

SCHOOL YEAR 2020-2021

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ARTICLE I: NON-DISCRIMINATION CLAUSE

- 1.1 Non-Discrimination: The Board and CASE agree to abide by applicable state and federal laws and regulations pertaining to non-discriminatory practices.

ARTICLE II: SAVINGS CLAUSE

- 2.1 In the event that any provisions of this agreement be declared invalid by statute or by a court of competent jurisdiction, now or hereinafter, then such provisions shall no longer be operative, but all other provisions of this agreement shall continue in effect. Upon request by the Board or CASE, the teams representing the Board and CASE shall within twenty (20) working days commence negotiations of a legally permissible replacement for the provisions affected.
- 2.2 If a change in statute or decision of a court of last resort results in a change in benefits to the employee, the change will be incorporated (*Revised 2019*).

ARTICLE III: PRINTING AND DISTRIBUTION OF THE CONTRACT

- 3.1 For the parties to discuss responsibility for the master agreement and assuring, that within a reasonable time following approval of annual changes or additions to the master agreement, a final agreement is prepared, timely circulated, and available to the respective parties. The Superintendent will designate a primary contact for the Association Officers to communicate with to comply with this expectation of completion within a timely period.
- 3.2 The negotiating teams (The Association Team and the Board Team) will collaboratively proof a draft copy of the master contract prior to closing negotiations. Following ratification by both parties, the Superintendent (under the direction of the Board) will provide a proof perfect copy for posting. (*Revised 2020*)
- 3.3 The ratified CASE Master Contract/ Agreement will be posted to the Chickasha Public Schools website within ten (10) days following approval by the Board. (*Revised 2020*)

ARTICLE IV: ORGANIZATION RIGHTS AND PRIVILEGES

- 4.1 Organization Meetings: Upon approval of the Superintendent or his/her designee, CASE may hold meetings in District-owned buildings.
- 4.2 Mail: Upon approval of the Superintendent or his/her designee, CASE may use the inter-school mail service to communicate with its members.
- 4.3 Printing and Email: Upon approval of the Superintendent or his/her designee, CASE shall be permitted to use (District) Email, District-owned printing and copying equipment. Supplies used for CASE publications shall be furnished or paid for by CASE. A usage charge may be mutually agreed upon by the Superintendent and CASE President.
- 4.4 Bulletin Board: CASE will be permitted to use bulletin board space in a designated area of each school site for posting of materials, provided such materials have been approved by the Superintendent or his/her designee prior to the posting.
- 4.5 Board Packet: The Board shall provide the CASE President a copy and/or email of the complete general public record information agenda packet of every Board meeting at the time the agenda packet is distributed to the School Board members. (*Revised 2020*)
- 4.6 Board Minutes: The Board shall provide the CASE President a copy and/or email of official minutes of each Board meeting at the time approved by the Board.
- 4.7 Board Policy Updates: Updates to the Board Policies will be maintained on the district website and will be available to CASE via District website. The Superintendent and his/her designees will make every effort to ensure that all updated District Policies and Procedures are posted on the district website as soon as possible after they are approved/ adopted by the Chickasha School Board of Education.

ARTICLE V: REPRESENTATION ON COMMITTEES

- 5.1 Case shall have at least one representative of its choosing on all committees established by the Board, for the purpose of making recommendations which will affect change in compensation and/or working conditions of support employees.

ARTICLE VI: PAYROLL DEDUCTIONS

6.1 In addition to those deductions required by state and federal law, each support employee may, upon written authorization, initiate the following payroll deductions:

Oklahoma Educators Credit Union/ Focus Credit Union

- 1) District approved insurance programs
- 2) OEA/NEA/CASE Dues
- 3) U.S. Savings Bonds
- 4) Tax-Sheltered Annuities
- 5) Political Action Committee Contributions

6.2 Additional payroll deduction programs may be added based on approval of the Board and availability of computer slots.

ARTICLE VII: SAFETY AND HEALTH

7.1 Working Conditions: Chickasha School Support Employees are protected in regard to working conditions and safety, according to state and federal statutes and regulations, and by Chickasha District Policies. (These include and not limited to the following regulatory agencies: OSHA, FLSA, State Workers Compensation Regulations, and State and Federal Homeland Security Regulations).

7.2 Uniforms and Clothing Allowances:

- 1) The District shall provide a \$200.00 (two hundred dollars) stipend per year uniform allowance for all food service personnel. The stipend will be provided in the October pay check. All cook/ servers MUST wear uniforms, including non-skid leather shoes. NO SHORTS ALLOWED. (*Revised 2020*)
- 2) The District shall provide \$150.00 (one hundred fifty dollars) per year uniform allowance for security guard personnel required to wear uniforms. This includes appropriate shoe wear. Reimbursement will not be made unless the person applying has a signed itemized receipt showing what was purchased. Also, reimbursement can only be made one time per year, per employee.
- 3) The District will provide district-designated shirts for maintenance, grounds, and custodial staff. The shirts will be directly purchased through the District at a rate of \$65.00 (sixty-five dollars) per relevant employee.
- 4) The District will provide appropriate outerwear for employees assigned outdoor work tasks in inclement weather and in extreme conditions such as sewer cleaning, Mail Person, etc.

- 5) Bus Monitors Rain Gear: The District will provide rain gear for bus monitors to be used while on duty getting on and off the buses during inclement weather. Each bus monitor will be responsible for maintaining the rain gear in useable condition for a minimum of one school year.
- 6) As per standards of the Internal Revenue Service, uniform reimbursements of uniform costs will be calculated as additional compensation with appropriate withholdings.

7.3 Site Level Professional Development for Custodial Procedures and Processes: Each building site will schedule a meeting prior to the opening of the school, to include certified and support employees, to discuss the cleaning procedures and processes for the facilities. The meeting date, time and place will be determined by each site's Building Principal. Suggested items to discuss (but not limited to) will include: procedures for cleaning; materials to be used and not to be used for cleaning; whom to contact when there are needs, safety and health issues, and classroom procedures for collaborating and communicating between the building site employees and the building site custodians.

ARTICLE VIII: POSTING OF VACANCIES

- 8.1 The administration shall cause notices of vacancies for any support positions to be posted on the vacancy list on the Chickasha Public Schools Website and designated bulletin boards at each work site. Any new positions will be posted in the same manner. These notices shall be posted at least five (5) working days, ten (10) days if the vacancy occurs during the time when school is not in session, prior to the application deadline. In case of internal bus route opening created by a driver taking a different route, this route opening shall be posted for no less than twenty-four (24) hours if school is in session and not less than five (5) days if school is not in session.
- 8.2 These notices shall contain job title and date. Interested parties or applicants may contact the Superintendent's office for more information.
- 8.3 Any employee who is on leave or for some reason away from his/her job may submit a letter of interest or transfer request form for any vacancy which may occur during his/her leave.
- 8.4 SUPPORT PERSONNEL POSIITON TITLES:
 - Child Nutrition Personnel: Assistant Leader, Department Head, Cook/ Server

- Secretaries: Building Secretary
- Deputy Treasurer, Board Clerk, Director’s Assistant and Activity Lunch Fund: Deputy Treasurer, Board Clerk, Director’s Assistant, Activity/ Lunch Fund Custodian
- Custodians: Head Custodians, Regular Custodians, Security Guards, Child Nutrition Delivery
- Grounds Maintenance:
- Maintenance Personnel: Unlicensed, Licensed I, Licensed II, Licensed III, and Maintenance Supervisor
- Bus Mechanic and Mechanics’ Helper: Mechanic’s Helper, Mechanic I, Mechanic II, and Mechanic III
- Skilled Labor: Helper, Level I, Level II and Level III
- Building Assistant, Library Assistant, Teacher Assistant Mail Delivery Person, In-School Suspension (ISS), Bus Monitor, Nurse Assistant, Paraprofessional I, Teacher Assistant, Bus Drivers and Interpreters:

8.5 EMPLOYEE OF THE QUARTER

(8.5.1) The Employee of the Quarter selection process:

- 1) the selection will be decided by the District’s team and CASE.
- 2) the recipient will receive a \$300 stipend to be included in the following month’s pay period and will be recognized at the next regular board meeting.

(8.5.2) Employee of the Quarter Form Rules:

- 1) one submission per person per quarter.
- 2) submissions deadline is the end of each quarter.
- 3) all nominations must be in sealed envelopes.
- 4) all sealed envelopes will be opened only at the selection meetings.
- 5) no anonymous entries; all anonymous entries will be discarded.
- 6) any Chickasha Public School Employee may make a nomination.
- 7) nominations may be delivered or sent to the Superintendent’s office.
- 8) reminders, promotion and scheduling committee meetings of the Employee of the Quarter shall be initiated by CASE.
- 9) if no Employee of the Quarter is nominated for a specific quarter, none will be recognized in the future for that quarter. (Note: Possibly set committee meeting dates on Google Calendar for all quarters)

ARTICLE IX: INDIVIDUAL CONTRACT

9.1 Contracts: Each support employee shall enter into an individual contract with the Board.

This contract shall give details as to salary, hours and contract days. Such contract will be consistent with the terms of this agreement. In addition:

- All Support Staff will have his/her employment contract ready to sign not later than November 15th of the current school year.
- 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.
- If Collective bargaining/ negotiations are pending, the employment contracts will be signed within thirty (30) days following ratifications and approval of the Board, of the Master Contract/ Agreement. *(Revised 2020)*

9.2 All terms of this agreement shall be considered as terms of the individual contract between the Board and the support employee.

9.3 Full Time and Part Time Personnel:

- a) Definition of Support Personnel: Full-time employees of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employees who are employed a minimum of six (6) hours per day for a minimum of one hundred seventy-two (172) days or a minimum of six (6) hours per day for one thousand thirty-two (1,032) hours per year and provide services not performed by certified personnel, which is necessary for the efficient and satisfactory functioning of the school district, and shall include but not limited to: cooks, custodians, maintenance personnel, bus drivers, non-certified or non-registered nurses, non-certified librarians, and clerical employees of the school district {70 O.S. §26-103(4)}.
- b) Definition of Part-Time Support Personnel: Any individual who does not meet the definition of a full-time support employee, as defined in the above paragraph, and who meets all definitions on the basis of less than a minimum of six (6) hours per day, and/or less than one hundred seventy-two (172) days, and less than one thousand thirty-two (1,032) hours per year will be considered as “Part-time Support Personnel.”

9.4 On the day each contract is signed, a detailed job description will be attached.

9.5 On November 2001 support employees hired in the district for the first time begin on “Step 0” of the appropriate salary schedule with the following exception provision:

The employee may on the recommendation of the site leader where the vacancy exists, be advanced one (1) additional step for every two years of verified non-school experience from the most immediate employer to a maximum placement of “Step 5.” A letter on company letterhead from the previous immediate employer must be provided with the following information: the classification of employment, a brief description of duties, a general comment on quality of service, beginning date and ending date.

9.6 Right to Representation: Support staff members are entitled to have a representative of their choice present during a scheduled conference with an administrator. The nature of the meeting shall be disclosed in writing at the time the meeting is scheduled if it is a meeting for disciplinary action of any kind. If during a conference between a support employee and an administrator either the administrator or the employee 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 on a mutually agreeable date/ time, and when a representative may be present and within two (2) business days. The nature of the meeting shall be disclosed in writing at the time the meeting is rescheduled. The Right to Representation will not supersede or override any part of the Grievance Articles and Processes (*Revised 2020*).

9.7 Dignity: While individual behavior cannot be negotiated or set into policy, it is nevertheless the desire of both the administration and support employees to state herein that they intend to treat each other with civility, dignity and respect. Administrators and support employees agree to make every effort to ensure 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. By doing so the district is working toward its goals of strengthening community relations and improving the quality of education in Chickasha.

ARTICLE X: BREAK ROOM FACILITIES

10.1 Break and Lunch Periods: All support employees shall have break and lunch periods as defined by Board Policy.

ARTICLE XI: TELEPHONE FOR PRIVATE USE

11.1 Telephone Access: All support employees shall have access to a telephone for use during breaks and lunch periods.

ARTICLE XII: HEALTH EXAMINATION OF SCHOOL EMPLOYEES

12.1 Health Examinations: All support employees who are required by the school to have a physical examination after being offered employment by the district will do so at the school district's expense.

ARTICLE XIII: ACTIVITY BUS DRIVING

13.1 OPPORTUNITY TO DRIVE: The opportunity to drive activity buses will be given to both full time drivers and substitute drivers who are employed within the district for less than forty hours per week as long as driving does not interfere with any other duties in the District. In scheduling activity trips every effort shall be made to schedule trips in such a manner that a driver's total hours will be under forty (40) hours per week. Within the first year of a new driver's employment, the opportunity to drive activity routes is at the discretion of the route coordinator and transportation director. This is dependent on the type of trip, destination and driving performance.

13.2 TRIP ROSTER: Upon the first day of each school year a sign-up roster will be posted for all full-time drivers and substitutes to indicate if they are interested in driving activity trips. This roster will remain posted for the school year allowing any driver to add or remove his/her name from the roster at any time. Once a driver has removed his/her name from the roster, it must be entered at the bottom upon the driver's decision to be placed on the trip roster list again.

13.3 TRIP ROTATIONS & TRIP POSTING: When an approved activity trip is received by the Director of Transportation it shall be posted for forty-eight (48) hours (if time allows) in the bus barn office. Any driver wishing to take this trip should sign the trip posting. The trip will be assigned to the person who has indicated that he/she wishes to take the trip who is closest to the top of the trip roster. Upon assignment of an activity trip the driver's name will be moved to the bottom of the activity trip roster for future rotation. If a bus driver has indicated he/she wishes to take more than one trip that has been posted simultaneous, the assignment will be made on the basis of the trip that is to be taken first with the driver

(who has indicated a desire to take the trip) closest to the top of the list receiving the first trip.

- 13.4 OVERNIGHT ACTIVITY TRIPS: The Board shall be responsible for providing lodging and meal(s) when drivers are assigned to overnight trips. On the first day of an overnight trip, time starts when the driver picks up the bus and ends when the bus is parked for the night. On the second and all subsequent days of overnight trips, driver time starts at the time the bus leaves the parking lot in the morning. Drivers are guaranteed eight (8) hours of time on these days. Time ends when the bus is parked for the night. Since meals are reimbursed, time is to be deducted for meals. The maximum time allowed per day is to be sixteen (16) hours.
- 13.5 ACTIVITY DRIVER PAY: Activity drivers will be paid Ten Dollars (\$10.00) per hour. The hourly rate for activity drivers applies to total time spent on the activity trip in which the driver is on duty (i.e. from the time of pick up at the school, through the arrival at destination and any wait time, to the time of drop-off at the school). For trips that encompass six or more hours, the sponsoring organization will provide a meal.
- 13.6 ACTIVITY ROUTES: Activity routes would include a field trip of students or staff members during the fiscal year. It could also include any extracurricular activity that could include athletics, vocal and instrumental music, drama, academic teams, robotics, FFA and other career tech classes. These routes will be paid according to the negotiated contract. The school district will calculate overtime by utilizing the blended rate if a support employee has received time in two pay scales during the week and went over forty (40) hours.
- 13.7 SHUTTLE ROUTES: Shuttle routes include transporting students during the school day from one site to another. Examples of shuttle routes would include delivering and picking up students at Canadian Valley Technology Center, delivering students to the Middle School from the High School including athletes and FFA members, transporting Lincoln students to the Middle School for Band, transporting Middle School athletes to the High School after school, transporting special needs students to and from school during the

school day if their class schedule has been reduced to a partial day. (The driver will receive regular bus driver wages for driving shuttle routes).

13.8 CONFLICT OF INTERPRETATION OF TRIPS: Should a driver have a conflict with the interpretation of activity or shuttle routes (13.6 or 13.7), they must submit a written request explaining their conflict to their immediate supervisor for clarification. The supervisor will give a written explanation of how the trip is classified within two (2) working days.

13.9 WORKING EXTRA-CURRICULAR EVENTS OUTSIDE THE REGULAR CONTRACTED DUTIES: Non-certified support staff members working at extra-curricular events outside their regular contract duties shall be paid Ten Dollars (\$10.00) per hour for specific assignments as authorized by the Superintendent and/or his/her designee(s). These positions include gatekeeper, concession workers, scorer, and clock-keepers.

ARTICLE XIV: PERSONNEL FILE

14.1 The Board shall maintain an official personnel file at the Board office for each support employee.

14.2 Upon request, an employee may inspect his/her personnel file subject to the following:

- a) Inspection shall be conducted at a time mutually agreed upon by the employee and the Superintendent or his/her designee.
- b) Upon request, an employee may have his/her representative present during inspection.
- c) Copies of material in an employee's personnel file shall be provided upon request.

14.3 The employee will be given a copy of any material placed in his/her personnel file when the employee requests a copy.

14.4 The employee shall have the right to submit a written response to such material and have said response attached to the material to which it responds.

14.5 Reprimands and/or admonishments may be removed from the employee personnel file at any time by mutual agreement between employee and the Superintendent.

14.6 Contents of the personnel file shall be kept confidential, to the extent provided by law.

ARTICLE XV: TRANSFERS

- 15.1 A request for a transfer shall be made in writing to the person(s) listed on the posted vacancy as the person to whom application is to be made. The request shall include the job title to which the support employee desires to be transferred.
- 15.2 Should a vacancy occur during the school year, requested transfers to this position will be considered at the time of the vacancy.
- 15.3 In filling vacancies, the administration will give first consideration to requested transfers prior to employing any new applicant. In considering the request for a support employee's transfer, the receiving supervisor must be apprised of the transfer request.
- 15.4 If a transfer is denied, a written explanation of the denial will be forwarded to the support employee.
- 15.5 When an employee has been transferred and it has been determined by the administration that the position vacated is to be retained, the vacancy shall, when feasible, be filled by a substitute until a permanent employee is hired for that position.

ARTICLE XVI: INVOLUNTARY TRANSFER

- 16.1 The district will solicit volunteers before starting the process of filling a vacancy with an involuntary transfer. Seniority will be considered, but not the final determining factor in selecting the employee to fill the open position. If it becomes necessary to fill a vacancy by an involuntary transfer or reassignment, a letter of notification of initial in keeping with the right to representation time frame will be sent to the employee. The meeting will be held between the support employee and the supervisor. If the employee objects to the transfer, reasons for the objection will be written to the supervisor. A copy of administrative remarks will be given to the support employee. A written letter stating the results of the meeting should be given to the employee, with a copy placed in the employee file at administration. These letters should come from Superintendent's/Personnel Office.
(Revised 2021)

ARTICLE XVII: DISMISSAL PROCEDURES

17.1 In order to comply with Title 70 of the Oklahoma Statutes, sections 24-132 through 24-136, the Board hereby adopts the following procedure for the suspension, demotion or termination of support employees.

17.2 For the purpose of this policy a “support employee” is defined as an employee of a school District who provides those services, not performed by professional educators or licensed teachers that are necessary for the efficient and satisfactory functioning of a school district.

17.3 A support employee who has been employed by the Chickasha School District for more than one (1) year shall be subject to suspension, demotion or termination only for cause, as designated by this policy. A support employee who has been employed by Chickasha School District for less than one (1) calendar year shall be an at-will employee.

17.4 Nothing contained in this agreement shall prevent the Board of Education from acting on its own volition in matters pertaining to suspension, demotion or termination of support employees.

17.5 Whenever the Superintendent of Schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the Superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten (10) days, the Superintendent of the District shall initiate proceedings for termination and shall follow procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Noting herein shall prevent proceedings against the employee during or after the suspension or termination as provided in this policy.

17.6 Prior to any demotion or termination the support employee shall receive notice of his or her right to a hearing, which if requested will be conducted by the Board. All notices shall be by certified mail, with the postmark used to determine the timeliness of such notice. The support employee must request a hearing within ten (10) working days of said notice or be deemed to have waived his or her right to a hearing.

17.7 If a support employee requests a hearing, the hearing will be conducted (at the next or next succeeding, regularly scheduled meeting) of the Board if the request is received by the clerk of the Board at least ten (10) working days prior to the aforesaid meeting. A special meeting may be conducted if requested by the employee or at the discretion of the Board. The special meeting shall be conducted no sooner than ten (10) working days nor later than thirty (30) calendar days after receipt of employee's request. The decision of the Board shall be final. Nothing in the above stated policy shall be construed to prevent layoffs for lack of funds or lack of work.

17.8 In order to comply with Title 70 of the Oklahoma Statutes Sections 24-132 and 24-136, The Board hereby adopts the following causes for suspension, demotion or termination.

- a) Excessive failure to be at work site at starting time.
- b) Leaving work site during working hours without permission.
- c) Walking off the job.
- d) Unexcused absenteeism.
- e) Excessive wasting time or loitering during working hours.
- f) Falsification of personnel or other records, (such as time sheets).
- g) Possession of weapons on the premises at any time.
- h) Removing District property, records or confidential information from premises without proper authority.
- i) Willful abuse, misuse, defacing, sabotage or destruction of District property, including tools, equipment or the property of other employees.
- j) Theft or misappropriation of property of employees, students, or of the District.
- k) Insubordination of any kind.
- l) Unauthorized operation of machines, tools or equipment.
- m) Operating machines or equipment without safety devices provided.
- n) Threatening, intimidation, coercing or interfering with employees or supervisor at any time.
- o) The making or publishing of false statements concerning any employee, supervisor or the District.
- p) Creating disturbances on the premises at any time.
- q) Creating or contributing to unsanitary conditions.
- r) Possession, consumption or reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances.
- s) Disregard of known safety rules or common safety practices.
- t) Unsafe operation of district owned motor vehicles.
- u) Unauthorized distribution of literature, written or printed
- v) matter of any description on district property.

- w) Posting or removing notices or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
- x) Immoral conduct or indecency including abusive and/or foul language.
- y) Smoking in an unauthorized area.
- z) Failure to follow district dress code.
- aa) Abuse of “breaks” (rest periods) or meal period policies.
- bb) Poor workmanship.

17.9 Job Abandonment: An employee shall have abandoned his/her job when the employee has failed to call in and directly notify the supervisor of the reason for absence from work for three (3) consecutive workdays. Job abandonment will also occur when an employee fails to return to work or directly notify the supervisor of the reason for absence within three (3) consecutive working days after any approved leave of absence, disciplinary suspension or extended medical leave. When an employee has abandoned his/her job, that employee shall be immediately terminated from Chickasha Public Schools employment. Such termination shall be a voluntary resignation and shall not be subject to the grievance procedure.

ARTICLE XVIII: REDUCTION SUPPORT PERSONNEL/ WORKFORCE

18.1 It is the policy of the Board that every reasonable effort shall be made to avoid a reduction in force at any level. However, when it becomes necessary to reduce the number of full-time or part-time support personnel employees due to lack of work or lack of funds in a particular area, the following criteria will govern their release. An employee is considered to be a full-time employee if the number of hours worked is the maximum number of hours customarily worked in that position if that position is designated as a full-time position by the Board. A reduction in force may occur for lack of work or lack of funds.

18.2 Whenever a reduction in force becomes necessary, all notices of layoffs shall be provided in the policy covering suspension, demotion or termination of support personnel. All notices shall be by written communication from the Board of Education or the designated representative of the Board to the concerned support personnel.

18.3 The number of people affected by a reduction in force will be kept to a minimum by not employing replacements for those who resign, retire or otherwise vacate a position in so far as is practical.

18.4 Any layoff shall begin by first dismissing any temporary or part-time employees, in that order, within the job categories affected. These employees shall be laid off at the discretion of the Board or the Board's designee. Job categories shall be the following; this is not to be considered the order for layoffs.

- | | | | |
|----|---------------------------|----|--------------------|
| a. | Building Assistants | g. | Secretaries |
| b. | Bus Drivers | h. | Custodial |
| c. | Maintenance | i. | Teacher Assistants |
| d. | Child Nutrition Personnel | j. | Deputy Treasurer |
| e. | Board Treasurer | k. | Activity Custodian |
| f. | Board Clerk | L. | Lunch Custodian |

18.5 If the normal attrition and the release of temporary or part-time employees does not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order they are listed.

- 1) History of good performance, with few or no reprimands.
- 2) Qualified for job training and experience.
- 3) History of good attendance and punctuality.
- 4) When all employees within a category meet the above qualifications, layoffs shall be on the basis of seniority within each general job category. Supervisors and directors shall serve at the pleasure of the Board and will not be subjected to the prescribed seniority order for reduction in force. Seniority shall be defined as continuous length of service as a support employee within the district. Employees who are laid off as a result of reduction in force and subsequently reinstated shall retain cumulative seniority for all periods worked since the last hire except for the period of layoff.

18.6 An employee who takes voluntary demotions or voluntary reduction in assigned time in lieu of layoff shall be returned to the original position, if a vacancy for which the employee is qualified occurs. The Employee, if returned to the former position, will receive a step-raise, if a step-raise has occurred since the employee's acceptance of a demotion. If an

employee's hours are increased due to a change in conditions resulting in a voluntary reduction in work hours – the employee shall receive the assigned pay rate for the position.

- 18.7 Support employees who have been dismissed as a result of reduction in force shall be recalled in reverse order of reduction (last to leave, first to be recalled) to fill any vacancy that occurs within their job category within the succeeding school year. (*Revised 2019*)

ARTICLE XIX: EVALUATION

- 19.1 At the time of employment all new employees will be advised as to evaluation procedure and instruments.
- 19.2 Evaluations shall be conducted by supervisory personnel who have the responsibility to make recommendations for renewal or non-renewal of the employee contract and shall be conducted openly.
- 19.3 Each employee shall be evaluated at least once each year after he/she has completed his/her probation period.
- 19.4 The support employee will be given a copy of the evaluation report during a conference with the evaluating supervisor.
- 19.5 The support employee may respond to an evaluation within ten (10) working days and such response will be attached to the evaluation report and made a part of the record. Evaluations shall be maintained in the support employee's personnel file. After one year the evaluation report may be removed from the file by mutual agreement between the support employee and the Superintendent or his/her designee.
- 19.6 Any complaint regarding an employee that may affect the support employee's continued employment shall be made in writing and shall be called to the attention of the employee. Said employee shall have the right to respond to the complaint if it is to be placed in the employee's personnel file.
- 19.7 If the supervisor considers the employee's work to be unsatisfactory in some area(s), a written statement detailing the problem(s) will be issued to the employee. The supervisor will discuss the problems(s) with the employee and offer written suggestions for

improvement. Failure to make the desired improvement within a reasonable amount of time that has been specified by the supervisor may result in dismissal.

19.8 The support personnel appraisal form is attached as an Appendix/ Attachment (to this Master Contract).

ARTICLE XX: SICK LEAVE AND ACCUMULATION

20.1 Full-time support personnel shall receive one (1) day sick leave for each month of service. Part-time support personnel shall receive an equal number of hours for sick leave per month as they work per day. Example; a person working four (4) hours per day will get four (4) hours of sick leave per month. Sick leave shall be cumulative to one hundred and twenty (120) days for purposes of the state's retirement system and for District severance pay. For personal need, sick leave is accumulative without limit.

20.2 Sick leave may be used for personal accidental injury, illness or pregnancy or accidental injury or illness of the support employee'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, grandchildren and grandparents of employee or employee's spouse or a person living in the support employee's home who is part of the family.

20.3 The number of days of accumulated sick leave, if possible, shall be shown on the Support Personnel's individual contract each year.

20.4 Upon retirement or leaving the District, each employee will be paid twenty (20) dollars per day for unused sick leave day accumulated within the District. This applies when the employee has given twenty (20) or more working days' notice. If the employee has given less than twenty (20) working days' notice, ten (10) dollars per day for each unused sick leave day will be awarded. If the employee is contracted for less than seven and a half (7.5) hours per day, the sick leave rate will be prorated according to the number of daily contracted hours.

20.5 For accumulation and buy-back purposes the amount of sick leave to be allowed in accumulation and subsequently in buy-back provisions of this contract, prior to July 1, 1987, shall not exceed the maximum accumulation allowed by board policy in effect at that

time. Example; an employee employed by the Chickasha Public Schools before the first contract was negotiated by CASE, was allowed to accumulate sick leave days only in the amount provided for in Board policy. If the Board allowed sixty (60) days accumulation, then the employee could accumulate sixty (60) days. Any days beyond the sixty (60) accumulated is lost at that time and cannot be recalled counting toward a higher accumulation amount that was negotiated later.

20.6 Sick leave summaries will be provided to employees each month on the internet-based employee portal.

ARTICLE XXI: EMERGENCY LEAVE

21.1 Each support employee will be granted five (5) 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:

- 1) Incidents or circumstances which result in significant damage by unexpected acts or forces;
- 2) Illness or injury presenting a substantial likelihood of loss of life, limb or significant bodily function to members of employee's immediate family as defined in "Sick Leave."
- 3) Inclement weather (*Revised 2020*)

ARTICLE XXII: PERSONAL BUSINESS LEAVE

22.1 The Board shall provide three (3) days personal business leave to each support employee each year. Support Employees with five (5) or more consecutive years of employment with the district shall have a total of four (4) days personal leave each year; and support employees with ten (10) or more consecutive years of employment with the district shall have a total of five (5) days personal leave year. Personal leave will be paid by the district.

22.2 Personal business leave may be used for personal business matters, such as: personal legal, household and/or business that must be conducted during normal working hours of the employee requesting the leave.

22.3 Personal business leave shall not be taken for pleasure trips, recreation or vacation, seeking or interviewing for other employment, performing a service for compensation, participation in professional activities, or participating in political activities. Except in cases

of emergency, personal business leave shall not be used during the first two days of school for students; likewise, personal business leave shall not be used immediately preceding or following a holiday period unless a request is submitted to the Superintendent of schools (or his/her designee) at least ten (10) working days before the requested day of leave and the request is approved.

22.4 Unused personal business leave will be transferred to sick leave at the end of each school year.

ARTICLE XXIII: LEAVES OF ABSENCE

23.1 Upon approval by the Board, support employees may be granted an unpaid leave of absence of up to one year. These leaves may include medical, educational, political, or other leave for legitimate reasons warranting an extended leave. Other leave allowances will not accrue or diminish while employee is on leave. The employee 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. All maternity, parental and illness leaves of absence that qualify for the Family Medical Leave Act will follow guidelines set forth for the FMLA program and will run concurrent with the aforementioned leave.

23.2 Notifications of return from leave of absence shall be filed with the Superintendent no less than thirty (30) calendar days preceding end of leave. Any support employee who fails to file a notification of return, terminates his/her employment with the Board at the expiration of his/her leave of absence.

23.3 Employee returning to work from leave will be reinstated at the same job classification held by the employee at the time leave was granted. Employees returning from leave will be reinstated without loss of benefits including accrued leave, seniority or status of pay scale.

ARTICLE XXIV: ASSOCIATION LEAVE

24.1 The Board shall provide CASE with fourteen (14) days paid leave for the purpose of conducting Association business. Employees taking Association Leave will not suffer any

loss of salary or benefits. The Association may carry over up to three (3) days of unused Association Leave each year.

24.2 The CASE President will advise the Superintendent of intent to use Association leave day(s) at least one (1) day prior to the day the leave is to be taken.

ARTICLE XXV: BEREAVEMENT LEAVE

25.1 Each support employee will be granted bereavement leave in each instance of the death of a member of the support employee's immediate family including spouse, mother, father, brother, sister, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandchildren and grandparents of the employee or employee's spouse or a person living in the support employee's home who is part of the family as follows:

- Within State 4 School Days
- Outside the State 6 School Days
- Spouse/ Immediate Children 10 School Days

25.2 One of the 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.

25.3 Support employees may use one (1) day of bereavement leave each year to attend funeral services of a person or persons who are not part of the immediate family as described in section 25.1 of this article.

ARTICLE XXVI: JURY DUTY LEAVE

26.1 Support employees shall be granted leave for jury duty or for services as a witness subpoenaed in a criminal, civil, or juvenile proceeding and shall pay the support employee during such service the full contract salary.

26.2 Any money paid to the support employee for jury duty or witness service may be required to be paid to the District by the employee; however, in instances where the employee makes an effort to be on duty as much as possible during such duty or service, this will not be required.

ARTICLE XXVII: HOLIDAYS

27.1 The Board will recognize the following paid holidays for full-time and part-time support employees.

- Labor Day (1 day)
- Thanksgiving (3 days)
- Christmas (3 days)
- New Year's Day (2 days)
- Martin Luther King Day (1 day)
- Friday before Easter (1 day)
- Memorial Day (1 day)
- Independence Day (1 day)

These days will be recognized for any employee whose contract is in effect during those days. For example, Independence Day will be a paid holiday for support employees on a twelve (12) month contract, and it will not be a paid holiday for support employees on a ten (10) month contract. An exception will be noted in an individual employee's employment contract for contract periods which are less than 10-month and/or which exclude any of the recognized holidays. *(Revised 2020)*

ARTICLE XXVII: VACATIONS

28.1 An employee shall be entitled to a vacation upon completion of one full year of continuous service to the district. Definition: *"A full-year of continuous service to the district is based on approved employment of a support employee from July 1 through June 30."*

- a) Twelve-month support employees employed for less than the full school year (July 1 – June 30) shall receive vacation on a prorated basis for the period of approved employment (For example: the first year of employment and/or the final year of employment). An employee shall complete an additional year of continuous service upon completion of each school year from July 1 – June 30) of employment within the District. *(Revised 2020)*
- b) In determining years of continuous service for vacations, only those years of continuous service as a twelve-month employee shall be used in determining the amount of vacation a support employee shall accrue, except as provided in Article 28.5.
- c) The employee will be entitled to one (1) week of vacation after completion of one full year of continuous service as a twelve-month employee.

- d) After an employee has completed three (3) years of continuous service as a twelve-month employee, the employee shall be entitled to two (2) weeks of vacation per year.
- e) After an employee has completed six (6) years of continuous service as a twelve-month employee, the employee shall be entitled to three (3) weeks of vacation per year.
- f) After an employee has completed fifteen (15) years of continuous service as a twelve-month employee, the employee shall be entitled to four (4) weeks of vacation per year.
- g) Vacations are earned each year upon completion of a full year of continuous service, thus the entry year constitutes the first year of service. *(Revised 2020)*

28.2 Vacations will be taken at a time mutually agreed upon by the employee and his/her supervisor, within the year immediately following the annual date of accrual.

28.3 Employees may carry-over a maximum of ten (10) days of unused vacation leave with approval of the Superintendent. Leave carried over must be used no later than August 31 of the next fiscal year to which leave was carried over. The employee should exercise restraint in requesting vacation days during the peak period of July 15 through August 31 in keeping with the core purpose of Chickasha Public Schools *(Revised 2020)*

28.4 Any vacation accrued but not taken by the employee shall be paid to the employee upon termination *(Revised 2020)*

28.5 Any employee who transfers from a position within the district after July 1, 2004, in which said employee works less than twelve-months-per-year, to a twelve-months-per-year position shall have their prior service in the former position(s) considered for vacation accrual. The formula for calculation shall be the total number of months worked for the district prior to transfer divided by twelve. The quotient shall be the number of years and months of service used to figure vacation accrual only.

ARTICLE XXIX: PAY PERIODS

29.1 Employees will be paid monthly for time calculated on the calendar month or the yearly salary divided by twelve (12) equal payments. Employees who opted for ten (10) or eleven (11) equal payments during the 2017-2018 school year, will have the option to remain on the same pay period plan for the 2018-2019 school year as a one-year “grandfather” clause. In no instance will support employees be paid before services are performed.

29.2 Employees will be paid on the fifteenth (15th) of each month worked, or on the Friday preceding the 15th, if/when the 15th falls on a weekend or Holiday.

29.3 Support employees will be required to participate in direct-deposit.

ARTICLE XXX: PAY SCALES (MOVED TO THE BACK OF THE AGREEMENT)

30.1 There will be no changes to the Contract Language or Pay Scales

without consultation with the CASE President or Negotiation Spokesperson or Team. *(Revised 2020)*

30.2 All Central Kitchen Substitutes will be at entry level of the Job Classification. *(Revised 2020)*

ARTICLE XXXI: MEDICAL, DENTAL, VISION, AND LIFE INSURANCE

31.1 The Board agrees to pay \$75.19 of the support employee's insurance premium, who by full-time contract works twenty (20) or more hours per week, as long as their monthly salary amount exceeds the amount of the insurance premium and their insurance premium deduction equals or exceeds the \$75.19 amount. To receive this benefit the employee must participate in the *Board adopted insurance program.

**Note: This only applies to employees receiving the Flexible Benefit Allowance (FBA). Employee's receiving the support in Lieu are not eligible for 31.1. However, employees who received this benefit prior to the 2020-2021 school year, regardless of FBA status, will continue to receive the benefit as long as they meet all other requirements. (Revised 2021)*

ARTICLE XXXII: RETIREMENT

32.1 The Board agrees to pay thirty (30%) percent of each employee's contribution to the Teachers' Retirement System of Oklahoma.

32.2 For retirement purposes, the Board agrees to establish and maintain a record of all sick leave days that each support employee could have accumulated if there has been no accumulation limit. The Board further agrees to provide verification of such accumulation to the Teachers' Retirement System of Oklahoma upon request of the retiring support employee.

ARTICLE XXXIII: WORKERS COMPENSATION

33.1 The Board agrees to provide a comprehensive worker's compensation program at no cost to the employee. This program covers any injury/illness sustained as a result of and in the course of employment that requires medical treatment. Worker's Compensation coverage provides benefits subject to the Rules of the Worker's Compensation Court, Title 85 of Oklahoma Statutes. Any employee who sustains a compensable work-related injury/illness has the right to file a claim with the Worker's Compensation Court and should inform his/her supervisor immediately. No matter how minor an on-the-job-injury may appear, it is important that it be reported as soon as possible. This will enable the eligible employee to qualify for benefits as quickly as possible. An injured employee may be required to be examined by a doctor selected by the Chickasha Public Schools. Worker's Compensation will be disallowed for the first three (3) calendar days of a disability caused by an injury. Sick leave must be used for these days. Sick leave will not be paid for any day's absence for which the employee received compensation pursuant to the Worker's Compensation Act. Benefits will not be paid if the injury/illness is proven to be self-inflicted, fighting, the use of drugs or alcohol, a failure to use proper safeguards and/or equipment, or failure to observe proper safety precautions. Neither the Chickasha School District nor the insurance provider will be liable for the payment of worker's compensation benefits for injuries during an employee's voluntary participation in any off-duty athletic, recreational or social activities.

33.2 The Board agrees to abide by Section 720 of the School Laws of Oklahoma, entitled "Injuries Sustained by School Personnel in Performance of Duties – Continued Payment of Contract Salary." This section provides that any public-school personnel employee, 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:

- 1) Assault by a pupil, relative of a pupil or person of the pupil's household, or
- 2) Injury sustained as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity shall be paid his/her full contract

salary for the remainder of that school year or contract year/ period, whichever is applicable, or for such period of time thereof as he/she is prevented from working as a result of injuries sustained or job loss caused by such injuries during said school year or contract year or period for which he/she had been employed and during which he/she was injured not to exceed in any event the terms of the contract.

Example: "A custodian who is injured attempting to stop a fight or other disturbance on the school ground shall be paid his/her full salary for the time he/she is unable to do his/her job, due to the injury. The continued payment of salary shall not exceed the term of the employee's contract. The injury mentioned above must have been sustained in the reasonable performance of the employee's duties.'

ARTICLE XXXIV: ACTIVITIES PASSES

34.1 The employee, employee's spouse and his/her family members (children eighteen (18) years of age and under) will be granted free passes to all activities not sponsored by the Oklahoma Secondary Schools Activity Association.

ARTICLE XXXV: MILEAGE

35.1 The Board will reimburse support employees who are required to use their personal vehicle for transportation from one work location to another work location and then back to the original work location or who are required to use their personal vehicle for District business. The rate of reimbursement shall be the IRS rate in effect on the date the Board takes action on the request for reimbursement. Support employees must have authorization from their immediate supervisor prior to using their personal vehicle for District business or transportation between work locations that qualify for reimbursement.

ARTICLE XXXVI: EXTENSION OF THE WORK YEAR

36.1 The work year for support employees may be extended by mutual agreement between the employee involved, the immediate supervisor and the Superintendent.

ARTICLE XXXVII: GRIEVANCE PROCEDURE

37.1 Definitions:

- A "grievance" is a complaint by a support employee that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this agreement.
- The term "grievant" shall mean the person or persons making the complaint.

- The term “days” shall mean working days of the support employee. Outside of the contract year of the support employee, “days” shall mean the working days of the supervisor involved at the level that the grievance is being processed.
- A “party in interest” is the person or persons making the complaint, any person required to take action on the complainant or any person against whom an action might be taken to resolve the complaint.

37.2 Procedure for Filing a Grievance:

37.2.1 Informal Resolution:

- 1) A support employee with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made. The support employee and/or the immediate supervisor may have a representative present at this meeting if they so desire.
- 2) Any support employee 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.

37.2.2 Formal Resolution:

- 1) Level I:
 - a) 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.
 - b) 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 if the immediate supervisor so desires, a person of his/her own choosing.
 - c) The immediate supervisor will transmit his/her written decision with written reasons within five (5) days after the Level I meeting to the grievant.
- 2) Level II:
 - a) 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 receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.
 - b) 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 own choosing and witnesses.

- i) The Superintendent, or his/her designee, shall be free to admit any testimony, evidence or exhibits deemed relevant in order to build as complete a record as necessary before rendering a decision.
- ii) 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.
- iii) 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 grievant's immediate supervisor.

1) Level III:

- a) If the grievant is not satisfied with the decision rendered at Level II, he/she may submit to the Board Clerk, 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.
 - i) 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 Clerk 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.
- b) The Board of Education shall set a Level III Hearing on the agenda of a regular school 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 material. 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 grievant's immediate supervisor, and a representative of his/her own choosing.
 - i) 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.
 - ii) At the conclusion of the hearing, the Board shall give its decision 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.

37.3 General Provisions:

- a) If meetings and hearings involving the grievance procedure are held during the support employee'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.

- b) 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 support employee. Grievance, if properly filed by the Association will be filed at Level II.
- c) No reprisal of any kind will be taken by an party in interest because of his/her participation in any grievance procedure.
- d) If the time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

ARTICLE XXXVIII: ABSENCE NOT COVERED BY LEAVE

38.1 When a twelve-month (12-month) employee is absent from his/her duty and absence is not covered by approved leave, after it is determined that the unexcused leave is not cause for dismissal or suspension, the employee will the option of making up those hours if mutually agreed upon by the immediate supervisor and employee, to have those days deducted from his/her monthly payroll check or to have said days deducted from his/her vacation time.

ARTICLE XXXIX: OVERTIME

39.1 The Board agrees to abide by Board Policy and the Fair Labor Standards Act concerning overtime pay or compensatory time. However, no overtime will be worked without prior approval of the Superintendent or his/her designee.

ARTICLE XL: SECRETARIES WORKDAY

40.1 The regular work day for full-time secretaries employed by Chickasha Public Schools shall be seven and one-half (7.5) hours.

40.2 The workday for full-time secretaries employed by Chickasha Public Schools may be increased to eight (8) hours by mutual agreement between the secretary involved, the immediate supervisor and the Superintendent.

ARTICLE XLI: SITE-BASED DECISION MAKING

41.1 The Board and the Association agree to continue in its effort 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 of Chickasha Public School / NEA Learning Laboratory Initiative Site-Based School improvement document as adopted by the Board. 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 or Board Policy.

- 41.2 Support Employees Assignment of Immediate Supervisors: Prior to the first day of classes each year, the Superintendent or his/her designee, will notify each Chickasha School Support Employee who is assigned as his/her immediate supervisor. If the assignment changes during the school year or contract period, the same procedure of notification will occur from the Superintendent or his/her designee.

ARTICLE XLII: TERMS OF AGREEMENT

42.1 This agreement shall take effect upon ratification and signing by the Presidents of the respective parties and will be in full force and effect through 12:00 Midnight June 30th (current contract year). However, the provisions contained in this agreement will be in force retroactively to 12:01 a.m. July 1st (current contract year). Either party may commence negotiations for the terms of a successor agreement by written notification to the other party. If no notification is tendered prior to the expirations date set forth above, then all terms and conditions contained herein will be renewed for a period of one year from the expiration date shown. This agreement will be automatically renewed on a year-to-year basis thereafter unless either party submits notification that they desire to begin negotiations for the terms of a successor agreement.

In witness whereof, the Board has caused this agreement to be signed by its President and CASE has caused this agreement to be signed by its President.

President of the Board of Education

President of the Association

Date

Date

ATTACHMENTS

Note:

FORMS WILL BE UPDATED AS APPLICABLE TO REFLECT CHANGES IN AGREEMENT OR UPDATES TO PROCESS. (Superintendent to share with the President of Case prior to ratification)

SUPPORT EMPLOYEE SALARY SCHEDULES

Position	Position Code	Pay Scale	Contracted Days	Notes
Bus Driver	BU	O	178	Drivers will be paid an additional \$350.00 per year to perform the following duties: 1. Inspect bus daily 2. Attend monthly safety meetings 3. Fuel bus 4. Work with principals on bus rider problems 5. Help in transporting bus to shop 6. Washing and cleaning bus
Bus Driver/Grounds	BG	I	178	Substitute bus drivers will be paid \$10 an hour. Full time district employees who substitute will be paid time and a half of his/her regular pay for the time that exceeds 40 work hours during the week. Bus Mechanic and Mechanic Helper that are not hired as bus drivers that are asked on a regular basis to drive a bus shall receive the \$350.00 allowance per year for performing routine transportation duties on tract
Bus Monitor	BM-1	A	178	
Bus Monitor/Grounds	GM	B	178	
CN Assistant Leader	FA	G	180	
CN Cook/Server	FS	A	180	
CN Department Head	FL	D	180	
Custodian	CU	A	253	
Daycare		A	173	
Directors Assistant		J	253	The District will pay an additional \$1.00 per hour for each state approved certification held by the employee that pertains to that employees job function. Such certification may be obtained from Oklahoma Business Management, Oklahoma State Department of Vocational and Technical Education and the like. The certification must be a district approved certification. An employee may only accumulate \$2.00 over their scale amount. This would be equal to two district approved certifications. All classes must be pre-approved by the Superintendent.
Grounds Maintenance	GR	C	253	Summer Crew will receive \$10.00 per hour.
Head Custodian	CU-H	D	253	
ISS Support	IS	F	178	
Library Assistant	LBA	A	178	

2020-2021 Job Description and Pay Scale

Mail Delivery	MC	A	249	
Maintenance - Licensed I	MNI	Q	253	<p>The license referred to in the salary schedule is a journeyman's license. The District will pay an additional \$2.00 per hour for each contractor's license that the District requires. The District will reimburse the employee the cost of the annual renewal of these licenses.</p> <p>The district will pay an additional \$2.00 per hour for the Maintenance Supervisor's position.</p>
Maintenance - Licensed II	MNII	R	253	
Maintenance - Licensed III	MNIII	S	253	
Maintenance - Unlicensed	MN	I	253	
Mechanic I	MEI	M	253	
Mechanic II	MEII	N	253	<p>The mechanic will be paid on the level he/she consistently demonstrates his/her ability to perform. The level a mechanic is paid on will be determined by the Transportation Coordinator, Director of Transportation and Assistant Superintendent. The mechanic is required to furnish his/her own tools used in performance of his/her duties. The District will provide large specialty tools or equipment needed for the garage.</p> <p>LEVEL I: Change oil, filters, grease, change headlights, marker lights, belts, daily maintenance, valve cover gaskets, oil pan gaskets, water pumps, fuel pumps, alternators and starters.</p> <p>LEVEL II: Same as level I plus engine tune up, drive line repair, brake shoes, repair and overhaul small engines, vehicle inspection certificate.</p> <p>LEVEL III: Same as level II plus overhaul gas and diesel engines, repair transmissions, electrical systems, air brake systems, welding, head gaskets, total brake systems, rear axle, minor body repair, license air conditioning, vehicle inspection certification and any new requirement from state or federal level, etc.</p>
Mechanic III	MEIII	O	253	
Mechanics Helper	MH	H	253	
Nurse Assistant	SE	A	178	
Para Professional I	PAI	F	180	
Para Professional II	PAII	G	180	
Permanent Substitute	P-SUB	A	178	
Secretaries	SE	E	179	
Skilled Labor - Helper	SKL	A	253	<p>Skilled labor personnel will be paid on the level they consistently demonstrate their ability to perform. The level of pay will be determined by the Director of Maintenance and the Assistant Superintendent. Helper must be able to follow directions, have some knowledge of tools, knowledge of proper use of tools, have the ability to assist whenever needed.</p> <p>LEVEL I: Know names of tools, ability to do light framing and light trim carpentry, ability to</p>
Skilled Labor - Level I	SKL-I	K	253	

2020-2021 Job Description and Pay Scale

Skilled Labor - Level II	SKL-II	L	253	measure, hang drywall, ability to do general repair such as: hang bulletin boards, carpet repair, ceiling repair, tile repair and etc. LEVEL II: In addition to Level I skills - know how to do the following: tape and bed drywall, texture and finish drywall, hang doors and install hardware, build and repair shelving and cabinets, cut and replace glass, install and replace windows, rough framing and etc.
Skilled Labor - Level III	SKL-III	N	253	LEVEL III: In addition to Level II - have some knowledge of electrical, plumbing and asbestos. Know how to do the following: set forms and pour concrete, tie steel, install ceiling grid metal frame, repair door frames, repair roofs, finish carpentry and trim, and build or finish by blue prints.
Speech Language Assistant	SPLA	T	180	Stipends associated with the SPLA position are found in the CUTA agreement.
Teacher Assistant	TA	F	178	

2020-2021 Job Description and Pay Scale

PAY SCALES 2020-2021

Experience	PAY SCALES 2020-2021																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
0	\$9.40	\$9.45	\$9.50	\$9.60	\$9.65	\$9.95	\$10.00	\$10.40	\$10.95	\$11.00	\$11.05	\$11.80	\$12.45	\$12.55	\$13.05	\$13.20	\$13.95	\$14.70	\$15.45	\$24.53
1	\$9.40	\$9.45	\$9.50	\$9.60	\$9.65	\$9.95	\$10.00	\$10.40	\$10.95	\$11.00	\$11.05	\$11.80	\$12.45	\$12.55	\$13.05	\$13.20	\$13.95	\$14.70	\$15.45	\$24.53
2	\$9.65	\$9.70	\$9.75	\$9.85	\$9.90	\$10.20	\$10.25	\$10.65	\$11.20	\$11.25	\$11.30	\$12.05	\$12.70	\$12.80	\$13.30	\$13.45	\$14.20	\$14.95	\$15.70	\$24.82
3	\$9.90	\$9.95	\$10.00	\$10.10	\$10.15	\$10.45	\$10.50	\$10.90	\$11.45	\$11.50	\$11.55	\$12.30	\$12.95	\$13.05	\$13.55	\$13.70	\$14.45	\$15.20	\$15.95	\$25.12
4	\$10.15	\$10.20	\$10.25	\$10.35	\$10.40	\$10.70	\$10.75	\$11.15	\$11.70	\$11.75	\$11.80	\$12.55	\$13.20	\$13.30	\$13.80	\$13.95	\$14.70	\$15.45	\$16.20	\$25.41
5	\$10.40	\$10.45	\$10.50	\$10.60	\$10.65	\$10.95	\$11.00	\$11.40	\$11.95	\$12.00	\$12.05	\$12.80	\$13.45	\$13.55	\$14.05	\$14.20	\$14.95	\$15.70	\$16.45	\$25.71
6	\$10.65	\$10.70	\$10.75	\$10.85	\$10.90	\$11.20	\$11.25	\$11.65	\$12.20	\$12.25	\$12.30	\$13.05	\$13.70	\$13.80	\$14.30	\$14.45	\$15.20	\$15.95	\$16.70	\$26.00
7	\$10.90	\$10.95	\$11.00	\$11.10	\$11.15	\$11.45	\$11.50	\$11.90	\$12.45	\$12.50	\$12.55	\$13.30	\$13.95	\$14.05	\$14.55	\$14.70	\$15.45	\$16.20	\$16.95	\$26.30
8	\$11.15	\$11.20	\$11.25	\$11.35	\$11.40	\$11.70	\$11.75	\$12.15	\$12.70	\$12.75	\$12.80	\$13.55	\$14.20	\$14.30	\$14.80	\$14.95	\$15.70	\$16.45	\$17.20	\$26.59
9	\$11.40	\$11.45	\$11.50	\$11.60	\$11.65	\$11.95	\$12.00	\$12.40	\$12.95	\$13.00	\$13.05	\$13.80	\$14.45	\$14.55	\$15.05	\$15.20	\$15.95	\$16.70	\$17.45	\$26.89
10	\$11.65	\$11.70	\$11.75	\$11.85	\$11.90	\$12.20	\$12.25	\$12.65	\$13.20	\$13.25	\$13.30	\$14.05	\$14.70	\$14.80	\$15.30	\$15.45	\$16.20	\$16.95	\$17.70	\$27.18
11	\$11.90	\$11.95	\$12.00	\$12.10	\$12.15	\$12.45	\$12.50	\$12.90	\$13.45	\$13.50	\$13.55	\$14.30	\$14.95	\$15.05	\$15.55	\$15.70	\$16.45	\$17.20	\$17.95	\$27.48
12	\$12.15	\$12.20	\$12.25	\$12.35	\$12.40	\$12.70	\$12.75	\$13.15	\$13.70	\$13.75	\$13.80	\$14.55	\$15.20	\$15.30	\$15.80	\$15.95	\$16.70	\$17.45	\$18.20	\$27.77
13	\$12.40	\$12.45	\$12.50	\$12.60	\$12.65	\$12.95	\$13.00	\$13.40	\$13.95	\$14.00	\$14.05	\$14.80	\$15.45	\$15.55	\$16.05	\$16.20	\$16.95	\$17.70	\$18.45	\$28.07
14	\$12.65	\$12.70	\$12.75	\$12.85	\$12.90	\$13.20	\$13.25	\$13.65	\$14.20	\$14.25	\$14.30	\$15.05	\$15.70	\$15.80	\$16.30	\$16.45	\$17.20	\$17.95	\$18.70	\$28.37
15	\$12.90	\$12.95	\$13.00	\$13.10	\$13.15	\$13.45	\$13.50	\$13.90	\$14.45	\$14.50	\$14.55	\$15.30	\$15.95	\$16.05	\$16.55	\$16.70	\$17.45	\$18.20	\$18.95	\$28.66
16	\$13.15	\$13.20	\$13.25	\$13.35	\$13.40	\$13.70	\$13.75	\$14.15	\$14.70	\$14.75	\$14.80	\$15.55	\$16.20	\$16.30	\$16.80	\$16.95	\$17.70	\$18.45	\$19.20	\$28.96
17	\$13.40	\$13.45	\$13.50	\$13.60	\$13.65	\$13.95	\$14.00	\$14.40	\$14.95	\$15.00	\$15.05	\$15.80	\$16.45	\$16.55	\$17.05	\$17.20	\$17.95	\$18.70	\$19.45	\$29.25
18	\$13.65	\$13.70	\$13.75	\$13.85	\$13.90	\$14.20	\$14.25	\$14.65	\$15.20	\$15.25	\$15.30	\$16.05	\$16.70	\$16.80	\$17.30	\$17.45	\$18.20	\$18.95	\$19.70	\$29.55
19	\$13.90	\$13.95	\$14.00	\$14.10	\$14.15	\$14.45	\$14.50	\$14.90	\$15.45	\$15.50	\$15.55	\$16.30	\$16.95	\$17.05	\$17.55	\$17.70	\$18.45	\$19.20	\$19.95	\$29.84
20	\$14.15	\$14.20	\$14.25	\$14.35	\$14.40	\$14.70	\$14.75	\$15.15	\$15.70	\$15.75	\$15.80	\$16.55	\$17.20	\$17.30	\$17.80	\$17.95	\$18.70	\$19.45	\$20.20	\$30.14
21	\$14.40	\$14.45	\$14.50	\$14.60	\$14.65	\$14.95	\$15.00	\$15.40	\$15.95	\$16.00	\$16.05	\$16.80	\$17.45	\$17.55	\$18.05	\$18.20	\$18.95	\$19.70	\$20.45	\$30.43
22	\$14.65	\$14.70	\$14.75	\$14.85	\$14.90	\$15.20	\$15.25	\$15.65	\$16.20	\$16.25	\$16.30	\$17.05	\$17.70	\$17.80	\$18.30	\$18.45	\$19.20	\$19.95	\$20.70	\$30.73
23	\$14.90	\$14.95	\$15.00	\$15.10	\$15.15	\$15.45	\$15.50	\$15.90	\$16.45	\$16.50	\$16.55	\$17.30	\$17.95	\$18.05	\$18.55	\$18.70	\$19.45	\$20.20	\$20.95	\$31.02

2020-2021 Job Description and Pay Scale

PAY SCALES 2020-2021

experience																					
	24	\$15.15	\$15.20	\$15.25	\$15.35	\$15.40	\$15.70	\$15.75	\$16.15	\$16.70	\$16.75	\$16.80	\$17.55	\$18.20	\$18.30	\$18.80	\$18.95	\$19.70	\$20.45	\$21.20	\$31.32
	25	\$15.40	\$15.45	\$15.50	\$15.60	\$15.65	\$15.95	\$16.00	\$16.40	\$16.95	\$17.00	\$17.05	\$17.80	\$18.45	\$18.55	\$19.05	\$19.20	\$19.95	\$20.70	\$21.45	\$31.61
26	\$15.65	\$15.70	\$15.75	\$15.85	\$15.90	\$16.20	\$16.25	\$16.65	\$17.20	\$17.25	\$17.30	\$18.05	\$18.70	\$18.80	\$19.30	\$19.45	\$20.20	\$20.95	\$21.70	\$31.91	

(SECTION XXX (30) OF THE MASTER CONTRACT BETWEEN CASE AND THE BOARD)

APPENDIX – ATTACHMENT

SUPPORT EMPLOYEE SALARY SCHEDULES

- Salary Schedules will be attached each year, as per the approved negotiations agreement, and as adopted/ approved by the Chickasha Board of Education.
- The following salary/ pay related items were ratified by the negotiations teams and approved by the Chickasha Board of Education for the School Year 2018-2019.

A. NEW ARTICLE: SUPPORT PERSONNEL PAY INCREASES

Explanation: To be incorporated with the existing review and discussion of HB 1026XX. (Revised by CPS 8/2/18)

Support employee pay raises were authorized in House Bill 1026XX (2018 Legislation). Chickasha Public Schools will implement the pay raises according to the following language from HB 2026XX.

- The raise of \$1,250.00 will be added to the annual contract amount for every full-time support employee employed by the district during the 2017-2018 school year, and continued employment with the district for the 2018-2019 school year. Full-time (FTE) employees are non-certified, support employees working 1,032 hours (172 days x 6 hours per day) or greater.
 - Any support employee who works less than 1,032 hours per year will receive a proportionate annual raise of a full-time employee, based on the percentage of hours employed compared to 1,032 hours and the percentage applied to the full-time raise.
 - Temporary support employees including substitutes and seasonal workers do not qualify for the 1026xx pay raise.
- B. Pay Scales & format (clean up) and add them at the end of contract. Example in contract book it would read 30.1-30.12 in the back of book.
- (a) 30.1 Child Nutrition/ Cook/ Servers: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and the correct amounts carried down through the schedule to step 25.
 - (b) 30.4 Custodians/ CN Delivery: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and the correct amounts carried down through the schedule to step 25.

- (c) 30.9 Building Assistant, Library Assistant, Permanent Substitute, Mail Delivery Person, ISS, Bus Monitor and any new person that would start as a Nurse Assistant: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and correct amounts carried down through the schedule to step 25.
 - (d) Daycare workers need to be added to this salary schedule.
 - (e) (Number) Paraprofessionals.
- C. Increase step to .25 (twenty-five cents). (Increased all steps intervals from 15-cents to 25-cents per step for steps 1-thru-25)
 - D. All support staff (shall) receive (a) step.
 - E. Paraprofessionals will be provided professional development for required training and certifications including CPR/ First-Aid not to exceed three (3) work days per their annual contract of employment.
 - F. Paraprofessional Pay Scales. (Tier I & Tier II). (These will need to be adjusted to 25-cents per step for steps 1-25)
 - G. The district agrees to reimburse Bus Drivers for the cost of their annual CDL license fee.

CASE PROCEDURAL AGREEMENT

PROCEDURAL AGREEMENT

Between

Chickasha Board of Education And

Chickasha Association of Support Employees

PURPOSE

The Board of Education of the Chickasha Public Schools and the Chickasha Association of Support Employees recognize the need for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 70 O.S. § 509.1 through 509.10.

I RECOGNITION

- 1.1 This Agreement is made and entered into by and between the Chickasha Association of Support Employees (CASE), hereinafter termed the "Association" and Chickasha Independent School District of Grady County, Oklahoma, hereinafter termed the "District". The governing body of the District is the Board of Education, hereinafter termed the "Board11•"
- 1.2 The Board hereby recognizes the Association as the exclusive negotiation representative for the bargaining unit consisting of all employees who are not required by the position for which they are employed to be a principal, licensed or certified as teachers, superintendent or other certified or non-certified administrator of Chickasha Public Schools. Employees of the district with access to confidential, labor relations information of the school district and managerial employees whose responsibilities include making employment recommendations to the superintendent and for which the position does not require a certificate, shall be excluded from this or other bargaining units. Also excluded is any employee position agreed to be excluded from the bargaining unit by the association and the district. Any person who desires not to be represented by the Association may so state in writing to the Board.

1.3 The following positions shall be excluded from the bargaining unit:

- Administrative Assistant to the Superintendent
- Administrative Assistant to the Athletic Director
- Payroll Clerk
- Personnel Clerk
- Treasurer
- Encumbrance Clerk

1.4 The Board recognizes the right of all support personnel to join and participate in and support C.A.S.E. as well as to refrain from such activities. No support personnel shall be discriminated against by the Board or any administrative officer of the district, nor by C.A.S.E. , or its representatives because of his/her membership, participation, support or non-membership, non-participation or non-support of C.A.S.E.

1.5 This recognition will remain in effect until verified election results show that C.A.S.E., no longer represents a majority of the support personnel of Chickasha Public Schools.

II SCOPE OF BARGAINING

2.1 The Board and C.A.S.E., agree to bargain in good faith on wages, hours, fringe benefits and other terms and conditions of employment. There will be no bargaining on managerial rights. (Managerial rights are defined as those rights and responsibilities assigned to the Board by the School Laws of Oklahoma).

III NEGOTIATIONS PROCEDURES

3.1 Negotiation Teams

3.1.1 The Board and C.A.S.E. shall each designate not more than six (6) representatives to serve as its negotiation team. Alternates may be designated; however, alternates will attend the meetings, only when serving in the place of a regular team member.

3.1.2 All negotiations will take place between the designated representatives of the Board and C.A.S.E., in regular negotiation sessions.

3.1.3 All negotiations will be conducted in closed sessions.

3.2 Opening Negotiations

3.2.1 A written request for a negotiation session between the Board and C.A.S.E., may be made by either party. This request for a negotiation session is to be made on or before May 31 of each year a negotiation session is to be held.

3.2.2 The first meeting of a negotiation session will be held within sixty (60) calendar days of the date of written request and/or after May 31. The date, time, and place of this meeting will be mutually agreed on by the spokesperson of the respective teams.

3.2.3 The Association shall submit all of its negotiation proposals at the first session. The Board shall submit all of its negotiation proposals at the first session.

3.2.4 Subsequent negotiation meetings shall be held at times and places mutually agreed at the first meeting of the session

3.2.5 All Board Proposals and All C.A.S.E., proposals will be presented at the first negotiation meeting, EXCEPT: details on salary. Proposals may be provided after the Educational Appropriations have been made by the State Legislature. Subsequent proposals may only be submitted upon mutual agreement of the parties.

3.2.6 During meetings each party is free to caucus at any time.

3.3 Negotiations Sessions

3.3.1 Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties. The chief negotiator of each team will be the spokesperson for his/her team, unless he/she designated another member to be spokesperson for that meeting. By mutual agreement of the table any team member may speak to an issue on the table.

3.3.2 No recordings or official transcripts shall be made without mutual agreement of the parties.

3.3.3 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.

3.3.4 Negotiation sessions shall be scheduled at times which will not interfere with the employee work day and the educational programs of the district.

3.4 Tentative Agreement

3.4.1 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.

3.4.2 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 proposals, the total package shall be submitted by C.A.S.E., to the support personnel for ratification. C.A.S.E. will notify the superintendent of the results of the ratification vote not later than ten (10) working days after the total agreement has been reached by the bargaining teams. After ratification by C.A.S.E., the superintendent will present the agreement to the Board at the next regularly scheduled and or special meeting agenda. Upon ratification by the board, the written agreement shall be signed by the President of the Board and the President of C.A.S.E. The terms of the agreement will then be in full force and effect through the term of the agreement.

IV IMPASSE

4.1 In the event the bargaining team cannot reach agreement on all items being negotiated, either party may declare that impasse exists. Within two (2) working days after Declaration of impasse each party will provide to the other party, in writing, their last proposal on each of the items at impasse. The parties shall request mediation services of Federal Mediation and

Conciliation service within two (2) working days of the exchange of final proposals. If the mediator is unable to bring about agreement between the parties, the issues still in dispute will be submitted to fact finding. Within five (5) working days after mediation is completed, representatives of the Board and C.A.S.E., will implement the provisions of Oklahoma Statute 70- 509.7

The Board will be responsible for the fees and cost of its member on the Fact-finding committee. C.A.S.E., will be responsible for the cost and fees of its member on the Fact-finding committee.

The Board and C.A.S.E., will share equally the cost and fees of the third member of the Fact-finding committee. By mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

4.2 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.

4.2.1 The committee shall meet with the Board's and the Association's negotiation representatives for the purpose of fact finding. 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.

4.2.2 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.

4.2.3 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.

4.2.4 All hearings by the fact-finding committee shall be conducted in closed session.

4.2.5 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.

4.3 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.

4.4 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 negotiation's impasse process within thirty (30) days of the effective date of implementation.

V. NO STRIKE CLAUSE

5.1 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.

VI SAVINGS CLAUSE

6.1 In the event that any provision of this agreement is declared invalid by statute or by a court of competent jurisdiction, nor or hereinafter, then such provisions shall no longer be operative but all other provisions of this agreement shall continue in effect. Upon request by the Board or C.A.S.E., the teams representing the Board and C.A.S.E., shall within twenty (20) working days commence negotiations for a legally permissible replacement for the provisions affected.

6.2.1 If a change in statute or decision of a court of last resort results in a change in benefits to the employees , the change will be incorporated.

VII DURATION OF AGREEMENT

7.1 This Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and January 31 of any year, by either party, which 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.

7.2 This agreement shall take effect upon ratification and signing by the president of the respective parties and will be in full force and effect through 12:00 midnight, June 30, of the following year. Either party may commence negotiations for the terms of a successor agreement by written notification to the other party if no notification is tendered prior to the

expiration date set forth above, then all terms and conditions contained herein will be renewed automatically without modification, unless either party shall request an amendment.

ADOPTED _____ / _____

President of the Board

President of the Association

PERFORMANCE APPRAISAL FOR SUPPORT PERSONNEL

**Chickasha Public Schools
Performance Appraisal for Support Personnel**

Name: _____ Date: _____
 Location: _____ Department: _____ Job Title: _____
 Time In Present Position: _____ Years Continuous Service C.P.S.: _____

Major Job Duties:

Attitudes, Responsibilities, and Work Skills	Outstanding	Commendable	Competent	Marginal	Unacceptable
1. Quality of work (accuracy, completeness, neatness)					
2. Quality of work (volume, speed)					
3. Job knowledge (competency in performing assigned duties, proficiency, technical skill)					
4. Willingness to do assigned duties					
5. Acceptance of responsibilities for assigned duties					
6. Initiative (Self improvement, resourcefulness, self motivation)					
7. Adherence to high ethical standards					
8. Judgment (reason, logic, maturity)					
9. Attendance (regular presence at work)					
10. Punctuality (on time for work, appointments)					
11. Reliability (dependability, trustworthy)					
12. Enthusiasm (positive about job)					
13. Compliance with school rules, regulations and policies					
14. Attitude (agreeable, pleasant, willing, tact, consideration)					
15. Acceptance of authority					
16. Cooperation (teachers, other staff members and parents, teamwork, assisting others, offering suggestions)					
17. Rapport with students					
18. Adaptability (able to adjust, modify or change)					
19. Appropriateness of dress for job performed					
20. Neatness and cleanliness in personal appearance					
21. Ability, either oral or written to convey ideas and thoughts or to pass along pertinent information					
22. Ability to accept constructive criticism					
23. Follows work schedule as assigned					
24. Planning ahead and making effective use of materials and equipment					
25. Keeps accurate records at work					
26. Keeping equipment and assigned area up to good standard					
27. Keeping building up to standard by practicing good housekeeping					

Definition of performance ratings:

Outstanding: Performance is consistently characterized by exceptionally high quality work. Employees rated as excellent repeatedly make contributions to the organization, which are far above the requirements of their position. They require little or no supervision, have exceptional judgment and regularly exhibit mastery of their job assignments.

Commendable: Performance indicated through attention to and accomplishment of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond that expected.

Competent: Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. *Such personnel are not to be considered as marginal performance.*

Marginal: Performance meets the requirements of the position. Individuals may, however, possess the talent to earn a higher rating if special training and counseling are given or if they are transferred to another, more suitable position. If performance does not improve after a reasonable period of time, he/she could be demoted or terminated

Unacceptable: Performance does not meet the requirements of the position. Employees in this category may have a history of substandard performance and in management's judgment, will not achieve a higher rating in their current position. Disposition is generally demotion or termination. It is expected that very few such instances will occur.

COMMENTS BY SUPERVISOR (STRENGTHS):

AREAS FOR CONTINUAL GROWTH:

EMPLOYEE IS INVITED TO MAKE ANY COMMENTS, WHICH HE MAY WISH TO INCLUDE AS PART OF THE EVALUATION. COMMENTS WILL BE ADDED AS AN ATTACHMENT TO THE EVALUATION.

I CERTIFY THIS EVALUATION HAS BEEN DISCUSSED WITH ME. I UNDERSTAND MY SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT.

(SIGNATURE OF EMPLOYEE)

(DATE)

(SIGNATURE OF EVALUATOR)

(DATE)

EDUCATIONAL SUPPORT PROFESSIONAL OF THE QUARTER (NOMINATION FORM)

**EDUCATIONAL SUPPORT PROFESSIONAL OF THE QUARTER
NOMINATION FORM**

Month _____ Year _____

Nominee's Name: _____ Site: _____

Submitted

By: _____

Please write legibly one paragraph describing the reason this particular person deserves to be nominated as the *outstanding* nominee of the quarter. MUST be **(ABOVE AND BEYOND)** their regular daily job description.

Rules:

One submission per person per quarter.

No anonymous entries. Any anonymous entries will be discarded.

All nominations must be in a **sealed envelope marked Support Professional of the Quarter**

Nominations must be delivered to the office of the Superintendent **by the 25th of the month ending the quarter.**

(Revised 2020)

SUPPORT PERSONNEL VOLUNTARY TRANSFER REQUEST FORM

PERSONNEL DEPARTMENT
SUPPORT PERSONNEL VOLUNTARY
TRANSFER REQUEST FORM

Name: _____

Home Telephone Number: _____

Current Assignment:

Requested Assignment:

(If you submit more than one transfer request, please indicate whether this is your first, second, or third choice of assignments.) This is my _____ choice of assignment.

Posting Date: _____

(Please note that this transfer request must be received in the Personnel Department by 4:00p.m. of the fifth (5th) working day after the posting date, except during the summer months, then, ten (10) days will be allotted. The Personnel Department will not be held responsible for forms delayed in the mail.)

Certification/Endorsements/Area of Interest or Expertise:

Signature: _____

Date: _____

CHICKASHA PUBLIC SCHOOLS LEAVE REQUEST FORM

CHICKASHA PUBLIC SCHOOLS

LEAVE REQUEST

Employee's Name: _____ Today's Date: _____

Building: _____

I respectfully request a leave day(s) on the following date(s)/ (Recorded in whole-day; half-day; and/or quarter-day increments—
Hourly employees leave recorded in hours; half-hour; and/or quarter-hour increments):

I certify this request will be used for:

- Personal Business Leave Association Leave Emergency Leave
 Vacation (12 Month Employees) Legal Leave (Please attach a copy of your subpoena or jury summons)

And for no other reason as stipulated in the master contract between the Chickasha United Teachers' Association (CUTA) or Chickasha Association of Support Personnel (CASE) or Chickasha Organization of Professional Administrators (COPA) and the Chickasha Board of Education.

Employee's Signature

Principal's/Supervisor's Signature & Date

(Mark the appropriate box if requesting **PERSONAL BUSINESS LEAVE**)

- Personal Legal Business Personal Business During Normal School Hours
 Personal Household Business
 Other (Explain) _____

(Written Explanation is required if requesting **EMERGENCY LEAVE**)

NOTE: After action is taken by the Superintendent, a copy of the leave request will be returned to the employee, one copy will be sent to the building Principal/Supervisor and the original will be retained in the employee's personnel file.

APPROVED

DENIED

If denied (reason) _____

Superintendent's/Designee's Signature

Date

CHICKASHA PUBLIC SCHOOL EMPLOYEE CHANGE FORM



Chickasha Public Schools

Employee Change Form

Employee Name (print): _____

Employee Signature: _____

Position/Site: _____

Date: _____

***Please mark the appropriate boxes and write the changes in the change column.*

Request to Change	New	Cancel	Change Information and/or Comments
Name Attach marriage certificate			
Address			
Phone Number			
Other			
Professional Organization Memberships			
	Join	Drop	Comments
CASE			
COPA			
CUTA			
CPS Foundation			
POE			

STATE INSURANCE CHANGE OF ADDRESS FORM



Office of Management and Enterprise Services
Employees Group Insurance Division
3545 NW 58th, Suite 110
Oklahoma City, Oklahoma 73112
1-405-717-8701 or toll-free 1-800-543-6044
TDD: 1-405-949-2281 or toll-free 1-866-447-0436
FAX: 405-717-8939

CHANGE OF ADDRESS

Member Name _____
SSN or Member ID # _____
Member Phone Number _____
New Address _____ _____
Member's Signature _____
Date _____

Current Employees – Return this form to your Insurance Coordinator.

Former Employees – Return this form to EGID at the address or FAX number listed above.

Revised 09/25/2012

EMPLOYEE RESIGNATION FORM

**CHICKASHA PUBLIC SCHOOLS ♦ 900 WEST CHOCTAW AVENUE
CHICKASHA ♦ OK ♦ 73018 ♦ (405) 222-6500**

EMPLOYEE RESIGNATION FORM

If you would like to talk to an Assistant Superintendent or Superintendent before completing this form, please let us know. We will make every effort to arrange a meeting at this time or we will schedule an appointment for you as soon as possible.

Name: _____

Building: (Please select One)

- Adult Basic Education
- Academy
- Bill Wallace ECC
- Central Kitchen
- Central Office
- Grand Avenue
- High School
- Lincoln
- Middle School
- Transportation/Maintenance

Position: _____

Resignation Date(Last day to work): / _____ / _____

CURRENT INFORMATION:

Address: _____

Phone: (_____) _____

Reason for Resignation: (Please Select One)

- Accepted New Job
- Relocation
- Health
- Returning to School
- Work Conditions
- Job Dissatisfaction
- Other, please explain: _____

I certify that this resignation is executed by me voluntarily and of my own free will.

Employee's Signature

Date

Form Received by

Date

cc: Personnel File, Payroll Office, Employee

EMPLOYEE EXIT INFORMATION FORM

**CHICKASHA PUBLIC SCHOOLS ♦ 900 WEST CHOCTAW AVENUE
CHICKASHA ♦ OK ♦ 73018 ♦ (405) 222-6500**

EXIT INFORMATION

The employee has been advised that if he/she is a twelve month employee that depending on the effective date of this resignation his/her final check may not be for a full month's compensation. Twelve month support employees are paid two (2) weeks in-advance every month.

The employee has been advised that he/she will receive his/her final check on the next scheduled payday. The employee is also advised that he/she will need to obtain their final check from their supervisor unless the payroll office has been notified by the employee of other arrangements.

The employee has been advised that he/she may be entitled to continue insurance coverage through COBRA. Please contact the Insurance Coordinator.

The employee has been advised to return all equipment, computers, name tags, tools, uniforms, keys, etc., that are property of Chickasha Public Schools and to check with his/her supervisor for proper procedures.

The employee has been advised that if he/she would like compensation for unused sick leave that he/she must contact the payroll office and inform them of this decision.

The employee has been advised to notify the payroll office if he/she will be changing his/her address before the school mails his/her W-2 form in January.



I have read and understand the above information. I understand that it is my responsibility to take any necessary action.

Employee's Signature

Date



Special Meeting of the Board of Education
Wednesday, September 2, 2020 1:00 PM
Central

Board Room, Administration Building
900 W Choctaw Ave
Chickasha, Oklahoma 73018

1. Call to order

Attendance Taken at 1:01 PM.

Laurie Allen: Present

Christy Clift: Present

Cara Gerdes: Present

Zack McGill: Present

Robyn Morse: Present

2. Roll Call

3. Board of education and administration to engage in work session to discuss facility planning, policies, protocol, and FY 20-21 budget. There will be no formal action taken by the board of education.

4. Adjournment.

Motion to adjourn at 6:41 PM. This motion, made by Zack McGill 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

Board President

Clerk



Special Meeting of the Board of Education
Monday, September 14, 2020 6:00 PM Central

Board Room, Administration Building
900 W Choctaw Ave
Chickasha, Oklahoma 73018

1. Call Meeting to Order

Non-Board Members Present: Jennifer Stegman Asst. Superintendent CFO, Rochelle Bowens Board Clerk, Kelly Hair Deputy Minutes Clerk, Pam Ladyman Special Services Director, Dan Turner Director of Operation, Jerry Bray Athletic Director, Debby Davis Principal, Rhonda Snow Principal, Dereth Harrison Principal, Dr. R.P Ashanti-Alexander Principal, Tressia Meeks Principal, Shannon Gibson C.U.T.A., Elizabeth Fechner Director of Alt. Ed., Greg Gibson C.U.T.A., Mark Ingram GCSO/CPS-SRO, LaVon Blalock CASE President, Kelly Wilkerson Chicken Express Representative, Teresa & Logan Green Parent and Student, Hunter Hays Youth Pastor at College Heights Baptist Church, Haslem Tuthill CHS Student

2. Roll Call

Attendance Taken at 6:00 PM.

Laurie Allen: Present

Christy Clift: Present

Cara Gerdes: Present

Zack McGill: Present

Robyn Morse: Present

3. Pledge of Allegiance

4. Public Comment

5. Recognition of Chicken Express Employees for the month September:

Certified: Jan Bond - Bill Wallace Early Childhood Center

Support: Lacey Broyles - Bill Wallace Early Childhood Center

Correction: Jan Bohn is the Certified Chicken Express Employee for the month of September.

6. Discussion and vote to approve or not approve deletion of all current policies and adoption of Policies AA through EP

Motion to approve deletion of all current policies and adoption of Policies AA through EP with the removal BD-R1 for revisions. 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

7. Discussion and vote to approve or not approve Policy EQ - Extracurricular Cooperative Agreement with Surrounding Districts.

Motion to table Policy EQ - Extracurricular Cooperative Agreement with Surrounding Districts. This motion, made by Cara Gerdes 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

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

Motion to approve Memorandum of Understanding with CASE regarding review of step raise in December 2020. This motion, made by Cara Gerdes 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

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

Motion to approve Master Contract between the Chickasha United Teaching Association and the Chickasha Board of Education 2020-2021. 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

10. Discussion and vote to approve or not approve Gifted and Talented Committee

Motion to approve Gifted and Talented Committee. This motion, made by Cara Gerdes 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

11. Discussion and vote to approve or not approve CPS McKinney-Vento Handbook

Motion to approve CPS McKinney-Vento Handbook. 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

12. Discussion and vote to approve or not approve Memorandum of Understanding Red Rock Behavioral Health Services and Chickasha Public Schools

Motion to approve Memorandum of Understanding Red Rock Behavioral Health Services and Chickasha Public School. 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

13. Discussion and vote to approve or not approve Adjunct status for Amy Wilkerson

Motion to approve Adjunct status for Amy Wilkerson. 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

14. Discussion and vote to approve or not approve Deregulation of Library Services: Chickasha High School

Motion to approve Deregulation of Library Services: Chickasha High School. 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

15. Discussion and vote to approve or not approve Deregulation of Library Services: Lincoln Elementary

Motion to approve Deregulation of Library Services: Lincoln Elementary. This motion, made by Robyn Morse and seconded by Zack McGill, passed.

Laurie Allen: Yea
Christy Clift: Yea

Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

16. Discussion and vote to approve or not approve 2020-2021 Estimate of Needs

Motion to approve 2020-2021 Estimate of Needs. This motion, made by Cara Gerdes 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

17. Consent Agenda

Motion to approve Consent Agenda. This motion, made by Christy Clift and seconded by Zack McGill, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

17.a. Minutes of the August 10,2020 regular meeting

17.b. Minutes of the August 13,2020 special meeting

17.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

17.d. Annual renewal of the OSDE Contract for the Bill Wallace Early Childhood Center OK Transform Grant

17.e. Annual renewal of the OSDE Contract for the Chickasha Middle School OK Transform Grant

17.f. Renewal of Bloodborne Pathogens Exposure Control Plan

17.g. 2020-2021 Instructional Calendar with the Addition of First Day of Virtual School

17.h. Application for Sanctioning Pom Middle School

17.i. Application for Sanctioning Wrestling

17.j. Application for Sanctioning Cheer Middle School

17.k. Application for Sanctioning Grand PTO

17.l. Application for Sanctioning Chickasha Band Parent Association

17.m. Application for Sanctioning Lincoln PTO

17.n. Application for Sanctioning - Chickasha Archery

17.o. Application for Sanctioning - Bill Wallace PTO

17.p. Purpose of Account - Bill Wallace Office

17.q. Purpose of Account - Bill Wallace Media Center

17.r. Purpose of Account - Bill Wallace Daycare

17.s. Fundraising Approval Request - CMS Media Center

17.t. Fundraising Approval Request - Grand PTO 2020-2021

18. Proposed Executive Session to Discuss:

18.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.

The board entered into executive session at 6:45 PM

Motion to convene into Executive Session. 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

20. Acknowledge return to open session and executive session compliance statement

Time returned from executive session: 7:28pm

21. 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: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

22. Motion and vote to approve or not approve the transfer/reassignment/workday adjustment of individuals listed on Exhibit A

Motion to approve the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A with the correction of Janet Dunavant from: Secretary to: Administrative Assistant Maintenance. 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

23. 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. 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

24. 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 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

25. New Business
No new business

26. Superintendent's Report

27. Motion to Adjourn

Motion to adjourn at 7:34. 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

Board President

Clerk

DRAFT

Chickasha Public Schools

Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 7/1/2020 - 9/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 003 Athletics							
000 UNDISTRIBUTED EXP	\$0.00	\$69,110.76	\$0.00	\$69,110.76	\$0.00	\$0.00	\$0.00
801 Athletic Misc.	\$0.00	\$4.25	\$873.94	\$0.00	\$878.19	\$0.00	\$878.19
802 Archery	\$0.00	\$0.00	\$1,941.81	\$0.00	\$1,941.81	\$0.00	\$1,941.81
803 Baseball	\$0.00	\$2,037.10	\$1,432.24	\$3,333.34	\$136.00	\$0.00	\$136.00
804 Basketball-Boys	\$0.00	\$0.00	\$1,960.23	\$0.00	\$1,960.23	\$0.00	\$1,960.23
805 Basketball-Girls	\$0.00	\$261.20	\$6,478.28	\$2,190.40	\$4,549.08	\$0.00	\$4,549.08
806 Cheer	\$0.00	\$3,057.00	\$4.00	\$598.43	\$2,462.57	\$0.00	\$2,462.57
807 Concession	\$0.00	\$6,720.85	\$8,773.98	\$6,139.35	\$9,355.48	\$0.00	\$9,355.48
808 Cross Country-Boys	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
809 Cross Country-Girls	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
810 Football	\$0.00	\$7,242.73	\$6,943.95	\$12,062.02	\$2,124.66	\$0.00	\$2,124.66
815 Gate	\$0.00	\$59,251.96	\$19,906.20	\$41,119.13	\$38,039.03	\$0.00	\$38,039.03
816 Golf Boys	\$0.00	\$0.00	\$1,039.36	\$0.00	\$1,039.36	\$0.00	\$1,039.36
817 Golf Girls	\$0.00	\$0.00	\$627.20	\$0.00	\$627.20	\$0.00	\$627.20
818 Pom	\$0.00	\$0.00	\$2,711.05	\$0.00	\$2,711.05	\$0.00	\$2,711.05
819 Powerlifting	\$0.00	\$0.00	\$642.47	\$0.00	\$642.47	\$0.00	\$642.47
820 Softball	\$0.00	\$5,228.94	\$2,488.22	\$5,129.41	\$2,587.75	\$0.00	\$2,587.75
821 Soccer-Boys	\$0.00	\$0.00	\$1,199.28	\$0.00	\$1,199.28	\$0.00	\$1,199.28
822 Soccer-Girls	\$0.00	\$0.00	\$1,631.29	\$0.00	\$1,631.29	\$0.00	\$1,631.29
825 Tennis-Boys	\$0.00	\$165.83	\$854.89	\$0.00	\$1,020.72	\$0.00	\$1,020.72
826 Tennis-Girls	\$0.00	\$0.00	\$711.89	\$0.00	\$711.89	\$0.00	\$711.89
827 Track-Boys	\$0.00	\$0.00	\$763.48	\$0.00	\$763.48	\$0.00	\$763.48
828 Track-Girls	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
829 Volleyball	\$0.00	\$0.00	\$3,627.00	\$212.00	\$3,415.00	\$0.00	\$3,415.00
Total Project - 003 Athletics	\$0.00	\$153,080.62	\$69,110.76	\$139,894.84	\$82,296.54	\$0.00	\$82,296.54
Total	\$0.00	\$153,080.62	\$69,110.76	\$139,894.84	\$82,296.54	\$0.00	\$82,296.54

Budget Analysis

Options: Year: 2020-2021, Date Range: 7/1/2020 - 9/30/2020, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2020-2021						
11 GEN FUND-FOR OP	19,603,017.49	4,637,679.92	2,940,935.90	1,696,744.02	14,965,337.57	23.66%
21 Building	1,454,728.54	1,166,618.16	896,922.26	269,695.90	288,110.38	80.19%
30 Bond	5,015,000.00	4,969,064.13	4,969,064.13	0.00	45,935.87	99.08%
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	11,827.75	11,827.75	0.00	-11,827.75	100.00%
61 ACTIVITY FUND	0.00	238,965.30	238,965.30	0.00	-238,965.30	100.00%
62 ATHLETIC FUND	0.00	139,894.84	139,894.84	0.00	-139,894.84	100.00%
81 GIFT FUND	21,955.00	5,107.60	0.00	5,107.60	16,847.40	23.26%
Total 2020-2021	\$28,666,501.03	\$13,740,957.70	\$11,769,410.18	\$1,971,547.52	\$14,925,543.33	47.93 %
Report Total	\$28,666,501.03	\$13,740,957.70	\$11,769,410.18	\$1,971,547.52	\$14,925,543.33	47.93 %

Chickasha Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2020

	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)	\$3,466,240.87	\$35,184.62	\$3,431,056.25	\$0.00	1.02%	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$102,359.88	\$0.00	\$102,359.88	N/A	\$24,463.56
Source - 1130 REVENUE IN LIEU OF TAXES	\$0.00	\$42.50	\$0.00	\$42.50	N/A	\$42.50
Source - 1214 GED TESTING FEES	\$0.00	\$5,266.78	\$0.00	\$5,266.78	N/A	\$1,032.51
Source - 1310 INTEREST EARNINGS	\$10,400.00	\$2,946.30	\$7,453.70	\$0.00	28.33%	\$506.59
Source - 1350 INTEREST ON TAXES	\$0.00	\$43.81	\$0.00	\$43.81	N/A	\$4.78
Source - 1410 RENTAL OF SCHOOL FACILITIES	\$0.00	\$1,000.00	\$0.00	\$1,000.00	N/A	\$0.00
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL	\$0.00	\$8,076.50	\$0.00	\$8,076.50	N/A	\$6,620.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$26,773.05	\$0.00	\$26,773.05	N/A	\$50.62
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	\$0.00	\$2,400.00	\$0.00	\$2,400.00	N/A	\$0.00
Source - 1690 MISC. REV. FROM DIST.SOURCE	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1720 ALA CARTE FOODS/BEVERAGES	\$0.00	\$2,970.05	\$0.00	\$2,970.05	N/A	\$2,185.85
Source - 1730 ADULT LUNCHESES/BREAKFASTS	\$0.00	\$107.75	\$0.00	\$107.75	N/A	\$67.75
Series - 1000 Total	\$3,476,640.87	\$187,171.24	\$3,438,509.95	\$149,040.32	5.38%	\$34,974.16
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$540,500.00	\$10,107.44	\$530,392.56	\$0.00	1.87%	\$2,269.91
Source - 2200 COUNTY APPORT. (MORTGAGE TAX)	\$69,600.00	\$26,870.64	\$42,729.36	\$0.00	38.61%	\$7,426.46
Series - 2000 Total	\$610,100.00	\$36,978.08	\$573,121.92	\$0.00	6.06%	\$9,696.37
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$1,141,748.36	\$236,208.31	\$905,540.05	\$0.00	20.69%	\$122,172.78
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$823,750.00	\$223,267.87	\$600,482.13	\$0.00	27.10%	\$66,931.29
Source - 3130 RURAL ELECTRIC COOP.TAX	\$13,900.00	\$4,145.86	\$9,754.14	\$0.00	29.83%	\$1,776.39
Source - 3140 STATE SCHOOL LAND EARNINGS	\$256,900.00	\$58,468.99	\$198,431.01	\$0.00	22.76%	\$18,851.43
Source - 3150 VEHICLE TAX STAMPS	\$0.00	\$777.07	\$0.00	\$777.07	N/A	\$383.22
Source - 3210 FOUNDATION AND SALARY INCEN.	\$5,108,750.00	\$930,375.17	\$4,178,374.83	\$0.00	18.21%	\$516,878.05
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	\$1,929,095.00	\$348,857.11	\$1,580,237.89	\$0.00	18.08%	\$174,428.55
Source - 3310 ALTERNATIVE AND HIGH CHALLENGE	\$67,457.00	\$0.00	\$67,457.00	\$0.00	0.00%	\$0.00
Source - 3420 STATE TEXTBOOK	\$99,506.00	\$99,505.94	\$0.06	\$0.00	100.00%	\$0.00
Source - 3430 ADULT EDUCATION MATCHING	\$0.00	\$4,598.73	\$0.00	\$4,598.73	N/A	\$0.00
Source - 3811 COMP. HS VOC. SALARY REIM.	\$23,140.00	\$3,660.00	\$19,480.00	\$0.00	15.82%	\$3,660.00
Source - 3812 VOC. PROG. INCENTIVE ASSIST.	\$36,262.00	\$9,063.00	\$27,199.00	\$0.00	24.99%	\$9,063.00
Series - 3000 Total	\$9,500,508.36	\$1,918,928.05	\$7,586,956.11	\$5,375.80	20.20%	\$914,144.71
Series - 4000						
Source - 4140 Title VI Indian, Hawaiian, & Alaska	\$61,295.00	\$0.00	\$61,295.00	\$0.00	0.00%	\$0.00
Source - 4210 TITLE I-BASIC PROGRAM	\$1,095,548.00	\$3,504.30	\$1,092,043.70	\$0.00	0.32%	\$0.00

Chickasha Public Schools Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 4271 TITLE II - PART A, RECRUITING	\$147,166.00	\$5,990.89	\$141,175.11	\$0.00	4.07%	\$0.00
Source - 4281 TITLE III, PART A, ENGLISH LAN	\$5,212.00	\$0.00	\$5,212.00	\$0.00	0.00%	\$0.00
Source - 4310 INDIV.WITH DISABIL.IDEA -B	\$478,040.00	\$340.58	\$477,699.42	\$0.00	0.07%	\$0.00
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$11,884.00	\$0.00	\$11,884.00	\$0.00	0.00%	\$0.00
Source - 4440 .	\$56,232.00	\$0.00	\$56,232.00	\$0.00	0.00%	\$0.00
Source - 4470 TITLE VI PART B	\$41,843.00	\$0.00	\$41,843.00	\$0.00	0.00%	\$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	\$20,659.00	\$2,934.29	\$17,724.71	\$0.00	14.20%	\$0.00
Source - 4611 ADULT BASIC EDUCATION TIT.XIII	\$137,199.00	\$12,412.28	\$124,786.72	\$0.00	9.05%	\$12,412.28
Source - 4613 TEMP.ASSIST.FOR NEEDY FAM-TANF	\$0.00	\$16,280.00	\$0.00	\$16,280.00	N/A	\$11,030.00
Source - 4619 TANF (DEPT. OF VO-TECH ED.)	\$66,630.00	\$0.00	\$66,630.00	\$0.00	0.00%	\$0.00
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$732,290.00	\$4,402.57	\$727,887.43	\$0.00	0.60%	\$3,168.00
Source - 4710 LUNCHES	\$400,000.00	\$0.00	\$400,000.00	\$0.00	0.00%	\$0.00
Source - 4720 BREAKFASTS	\$200,000.00	\$0.00	\$200,000.00	\$0.00	0.00%	\$0.00
Source - 4821 EQUALIZATION (CARL PERKINS)	\$14,802.00	\$12,145.49	\$2,656.51	\$0.00	82.05%	\$0.00
Series - 4000 Total	\$3,468,800.00	\$59,113.38	\$3,427,069.60	\$17,382.98	1.70%	\$26,610.28
Series - 5000						
Source - 5160 ACTIVITY FUND REIMBURSEMENT	\$0.00	\$13,182.09	\$0.00	\$13,182.09	N/A	\$5,731.70
Series - 5000 Total	\$0.00	\$13,182.09	\$0.00	\$13,182.09	N/A	\$5,731.70
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$2,483,457.72	\$2,483,457.72	\$0.00	\$0.00	100.00%	\$0.00
Series - 6000 Total	\$2,483,457.72	\$2,483,457.72	\$0.00	\$0.00	100.00%	\$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	\$19,539,506.95	\$4,698,830.56	\$15,025,657.58	\$184,981.19	24.05%	\$991,157.22
Fund - 21 Building						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$495,038.87	\$5,024.97	\$490,013.90	\$0.00	1.02%	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$14,618.75	\$0.00	\$14,618.75	N/A	\$3,493.82
Source - 1130 REVENUE IN LIEU OF TAXES	\$0.00	\$6.07	\$0.00	\$6.07	N/A	\$6.07
Source - 1510 INSURANCE LOSS RECOVERIES	\$635,000.00	\$0.00	\$635,000.00	\$0.00	0.00%	\$0.00
Source - 1530 DAMAGES TO SCHOOL PROPERTY	\$0.00	\$589,925.00	\$0.00	\$589,925.00	N/A	\$0.00
Series - 1000 Total	\$1,130,038.87	\$609,574.79	\$1,125,013.90	\$604,549.82	53.94%	\$3,499.89
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$197,679.12	\$197,679.12	\$0.00	\$0.00	100.00%	\$0.00
Series - 6000 Total	\$197,679.12	\$197,679.12	\$0.00	\$0.00	100.00%	\$0.00
Fund - 21 Building Total	\$1,327,717.99	\$807,253.91	\$1,125,013.90	\$604,549.82	60.80%	\$3,499.89
Fund - 30 Bond						
Series - 5000						

Chickasha Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 5112 PROCEEDS SALE ORIGINAL BONDS	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Series - 5000 Total	\$0.00	\$0.00	\$0.00	\$0.00	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	\$100,300.00	\$0.00	\$100,300.00	N/A	\$0.00
Fund - 31 2010 BOND FUND						
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
Fund - 31 2010 BOND FUND Total	\$0.00	\$4,914,700.00	\$0.00	\$4,914,700.00	N/A	\$0.00
Fund - 41 Sinking						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$2,609,913.15	\$24,544.66	\$2,585,368.49	\$0.00	0.94%	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$74,599.58	\$0.00	\$74,599.58	N/A	\$17,500.71
Source - 1130 REVENUE IN LIEU OF TAXES	\$0.00	\$29.65	\$0.00	\$29.65	N/A	\$29.65
Source - 1340 ACCRUED INTEREST ON BOND SALES	\$0.00	\$3,698.10	\$0.00	\$3,698.10	N/A	\$0.00
Series - 1000 Total	\$2,609,913.15	\$102,871.99	\$2,585,368.49	\$78,327.33	3.94%	\$17,530.36
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.	\$2,598,686.85	\$2,598,686.85	\$0.00	\$0.00	100.00%	\$0.00
Series - 6000 Total	\$2,598,686.85	\$2,598,686.85	\$0.00	\$0.00	100.00%	\$0.00
Fund - 41 Sinking Total	\$5,208,600.00	\$2,704,293.54	\$2,585,368.49	\$81,062.03	51.92%	\$17,530.36
Fund - 60 BJ Clack Scholarships						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$36.68	\$0.00	\$36.68	N/A	\$10.64
Series - 1000 Total	\$0.00	\$36.68	\$0.00	\$36.68	N/A	\$10.64
Fund - 60 BJ Clack Scholarships Total	\$0.00	\$36.68	\$0.00	\$36.68	N/A	\$10.64
Fund - 61 ACTIVITY FUND						
Series - 1000						
Source - 1214 GED TESTING FEES	\$0.00	\$2,010.00	\$0.00	\$2,010.00	N/A	\$95.00
Source - 1260 EXTENDED SCHOOL CARE	\$0.00	\$19,753.00	\$0.00	\$19,753.00	N/A	\$2,885.00
Source - 1310 INTEREST EARNINGS	\$0.00	\$150.16	\$0.00	\$150.16	N/A	\$69.22
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL	\$0.00	\$136.00	\$0.00	\$136.00	N/A	\$136.00
Source - 1460 COMMISSIONS	\$0.00	\$155.51	\$0.00	\$155.51	N/A	\$143.51
Source - 1530 DAMAGES TO SCHOOL PROPERTY	\$0.00	\$140.00	\$0.00	\$140.00	N/A	\$0.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$1,065.00	\$0.00	\$1,065.00	N/A	\$1,040.00
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	\$0.00	\$12,168.68	\$0.00	\$12,168.68	N/A	\$30.00
Source - 1950 RESALE MERCH.(NOT STU. STORE)	\$0.00	\$35,642.70	\$0.00	\$35,642.70	N/A	\$32,677.00
Source - 1970 STUDENT CLUBS & ORGANIZATIONS	\$0.00	\$2,590.00	\$0.00	\$2,590.00	N/A	\$475.00
Source - 1990 OTHER SCHOOL ACT.FUND RECEIPTS	\$0.00	\$100.00	\$0.00	\$100.00	N/A	\$100.00

Chickasha Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 1000 Total	\$0.00	\$73,911.05	\$0.00	\$73,911.05	N/A	\$37,650.73
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	\$285,074.75	\$0.00	\$285,074.75	N/A	\$37,650.73
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	\$0.00
Source - 1810 ADMISSIONS	\$0.00	\$36,998.00	\$0.00	\$36,998.00	N/A	\$28,674.00
Source - 1830 CONCESSIONS	\$0.00	\$4,720.85	\$0.00	\$4,720.85	N/A	\$2,161.10
Source - 1850 FEES, PENALTIES, AND FINES	\$0.00	\$4,570.00	\$0.00	\$4,570.00	N/A	\$2,560.00
Source - 1880 SUPPLIES & MAT.SOLD TO STUD.	\$0.00	\$1,807.10	\$0.00	\$1,807.10	N/A	\$0.00
Source - 1890 OTHER ATHLETIC REVENUE	\$0.00	\$12,349.66	\$0.00	\$12,349.66	N/A	\$3,244.03
Series - 1000 Total	\$0.00	\$62,419.86	\$0.00	\$62,419.86	N/A	\$36,639.13
Series - 5000						
Source - 5120 CASH OR CHANGE	\$0.00	\$21,550.00	\$0.00	\$21,550.00	N/A	\$16,850.00
Source - 5600 CORRECTING ENTRY	\$0.00	\$69,110.76	\$0.00	\$69,110.76	N/A	\$0.00
Series - 5000 Total	\$0.00	\$90,660.76	\$0.00	\$90,660.76	N/A	\$16,850.00
Fund - 62 ATHLETIC FUND Total	\$0.00	\$153,080.62	\$0.00	\$153,080.62	N/A	\$53,489.13
Fund - 81 GIFT FUND						
Series - 1000						
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	\$0.00	\$1,650.00	\$0.00	\$1,650.00	N/A	\$0.00
Series - 1000 Total	\$0.00	\$1,650.00	\$0.00	\$1,650.00	N/A	\$0.00
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	\$0.00
Report Total	\$26,075,824.94	\$13,689,217.06	\$18,736,039.97	\$6,349,432.09	52.50%	\$1,103,337.97

Chickasha Public Schools

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 7/1/2020 - 9/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 000 NON-CATEGORICAL EXP							
000 UNDISTRIBUTED EXP	\$0.00	\$211,163.70	\$0.00	\$211,163.70	\$0.00	\$0.00	\$0.00
Total Project - 000 NON-CATEGORICAL EXP	\$0.00	\$211,163.70	\$0.00	\$211,163.70	\$0.00	\$0.00	\$0.00
Project - 001 Activity Offices							
901 Bill Wallace Office	\$0.00	\$2,871.81	\$8,914.68	\$1,154.03	\$10,632.46	\$0.00	\$10,632.46
910 Grand Office	\$0.00	\$64.48	\$30,390.54	\$1,051.49	\$29,403.53	\$0.00	\$29,403.53
920 Lincoln Office	\$0.00	\$649.57	\$7,615.09	\$576.54	\$7,688.12	\$0.00	\$7,688.12
930 Middle School Office	\$0.00	\$558.72	\$8,237.29	\$1,371.62	\$7,424.39	\$0.00	\$7,424.39
950 High School Office	\$0.00	\$381.57	\$4,916.14	\$309.01	\$4,988.70	\$0.00	\$4,988.70
970 ABE	\$0.00	\$1,642.00	\$317.84	\$1,524.96	\$434.88	\$0.00	\$434.88
971 ABE	\$0.00	\$380.00	\$725.69	\$0.00	\$1,105.69	\$0.00	\$1,105.69
980 Facilities	\$0.00	\$6.80	\$253.57	\$0.00	\$260.37	\$0.00	\$260.37
990 CPS Administration	\$0.00	\$175.16	\$7,484.65	\$176.42	\$7,483.39	\$0.00	\$7,483.39
991 CPS Nurse	\$0.00	\$0.00	\$232.71	\$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	\$0.00	\$6,870.11	\$69,088.20	\$6,164.07	\$69,794.24	\$0.00	\$69,794.24
Project - 002 Media Centers							
902 Bill Wallace Media Center	\$0.00	\$0.00	\$1,201.88	\$0.00	\$1,201.88	\$0.00	\$1,201.88
911 Grand Media Center	\$0.00	\$0.00	\$326.84	\$0.00	\$326.84	\$0.00	\$326.84
921 Lincoln Media Center	\$0.00	\$0.00	\$198.69	\$0.00	\$198.69	\$0.00	\$198.69
931 Middle School Media Center	\$0.00	\$27.00	\$2,269.27	\$0.00	\$2,296.27	\$0.00	\$2,296.27
Total Project - 002 Media Centers	\$0.00	\$27.00	\$3,996.68	\$0.00	\$4,023.68	\$0.00	\$4,023.68
Project - 005 Activity Clubs							
912 Elementary Robotics	\$0.00	\$0.00	\$1,192.27	\$224.00	\$968.27	\$0.00	\$968.27
913 Grand Spirit Squad	\$0.00	\$615.00	\$6,694.96	\$90.11	\$7,219.85	\$0.00	\$7,219.85
914 Grand School Store	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
915 Robotics	\$0.00	\$1,000.00	\$24,507.75	\$0.00	\$25,507.75	\$0.00	\$25,507.75
922 Lincoln Clubs	\$0.00	\$0.00	\$2,057.68	\$0.00	\$2,057.68	\$0.00	\$2,057.68
933 Middle School Science	\$0.00	\$0.00	\$469.16	\$0.00	\$469.16	\$0.00	\$469.16
934 Middle School Enrichment	\$0.00	\$0.00	\$268.85	\$0.00	\$268.85	\$0.00	\$268.85
935 Middle School F.C.C.L.A.	\$0.00	\$60.00	\$289.91	\$0.00	\$349.91	\$0.00	\$349.91
936 Middle School Academic Programs	\$0.00	\$0.00	\$201.62	\$0.00	\$201.62	\$0.00	\$201.62
938 Middle School Honor Society	\$0.00	\$0.00	\$1,154.66	\$0.00	\$1,154.66	\$0.00	\$1,154.66
939 Middle School Indus. Arts-AT/AE	\$0.00	\$0.00	\$2,334.62	\$0.00	\$2,334.62	\$0.00	\$2,334.62
941 Middle School Council	\$0.00	\$0.00	\$1,333.39	\$0.00	\$1,333.39	\$0.00	\$1,333.39
942 Middle School Vocal Music	\$0.00	\$0.00	\$141.77	\$0.00	\$141.77	\$0.00	\$141.77
957 High School Key Club	\$0.00	\$0.00	\$387.03	\$0.00	\$387.03	\$0.00	\$387.03
958 High School Jr Optimist Club	\$0.00	\$0.00	\$1,985.76	\$0.00	\$1,985.76	\$0.00	\$1,985.76
959 High School National Honor	\$0.00	\$0.00	\$274.65	\$54.10	\$220.55	\$0.00	\$220.55
960 High School Academic Club	\$0.00	\$0.00	\$429.90	\$161.95	\$267.95	\$0.00	\$267.95
961 High Special Olympics	\$0.00	\$0.00	\$6,290.54	\$0.00	\$6,290.54	\$0.00	\$6,290.54
962 High School Student Council	\$0.00	\$0.00	\$269.30	\$0.00	\$269.30	\$0.00	\$269.30
963 JOM	\$0.00	\$0.00	\$8,533.47	\$0.00	\$8,533.47	\$0.00	\$8,533.47
Total Project - 005 Activity Clubs	\$0.00	\$1,675.00	\$58,867.29	\$530.16	\$60,012.13	\$0.00	\$60,012.13
Project - 007 Activity FFA/Horticulture							
964 High School F.F.A/Horticulture	\$0.00	\$33,623.00	\$8,879.72	\$2,606.90	\$39,895.82	\$0.00	\$39,895.82
Total Project - 007 Activity FFA/Horticulture	\$0.00	\$33,623.00	\$8,879.72	\$2,606.90	\$39,895.82	\$0.00	\$39,895.82
Project - 008 Activity Daycare							
903 Bill Wallace Daycare	\$0.00	\$15,510.00	\$22,329.74	\$9,398.55	\$28,441.19	\$0.00	\$28,441.19
916 Grand Daycare	\$0.00	\$4,243.00	\$14,947.26	\$5,757.90	\$13,432.36	\$0.00	\$13,432.36
Total Project - 008 Activity Daycare	\$0.00	\$19,753.00	\$37,277.00	\$15,156.45	\$41,873.55	\$0.00	\$41,873.55
Project - 009 Activity Electives							
951 High School Art	\$0.00	\$0.00	\$2,828.89	\$723.48	\$2,105.41	\$0.00	\$2,105.41
952 High School Band	\$0.00	\$1,656.00	\$16,255.17	\$2,620.54	\$15,290.63	\$0.00	\$15,290.63
953 High School Yearbook	\$0.00	\$370.00	\$7,289.38	\$0.00	\$7,659.38	\$0.00	\$7,659.38
954 High School Drama	\$0.00	\$0.00	\$766.73	\$0.00	\$766.73	\$0.00	\$766.73
955 High School Library	\$0.00	\$0.00	\$568.51	\$0.00	\$568.51	\$0.00	\$568.51

Chickasha Public Schools

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 7/1/2020 - 9/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 009 Activity Electives							
956 High School Vocal Music	\$0.00	\$8,896.94	\$1,471.22	\$0.00	\$10,368.16	\$0.00	\$10,368.16
Total Project - 009 Activity Electives	\$0.00	\$10,922.94	\$29,179.90	\$3,344.02	\$36,758.82	\$0.00	\$36,758.82
Project - 010 Activity Classes							
965 High School Classes	\$0.00	\$1,040.00	\$3,874.91	\$0.00	\$4,914.91	\$0.00	\$4,914.91
Total Project - 010 Activity Classes	\$0.00	\$1,040.00	\$3,874.91	\$0.00	\$4,914.91	\$0.00	\$4,914.91
Total	\$0.00	\$285,074.75	\$211,163.70	\$238,965.30	\$257,273.15	\$0.00	\$257,273.15

Financial Update to Board

To: Members of the Board of Education

From: Jennifer Stegman

Date: October 12, 2020

Expenditures:

Chickasha's General Fund expenditures for the last three fiscal years (FY) and through September 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

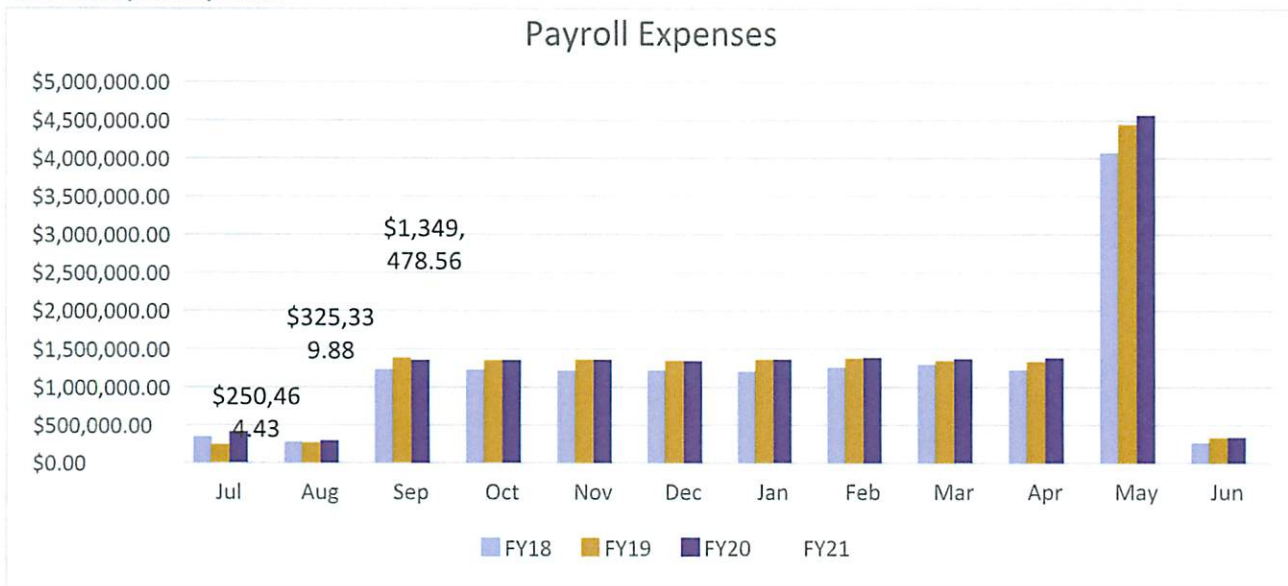
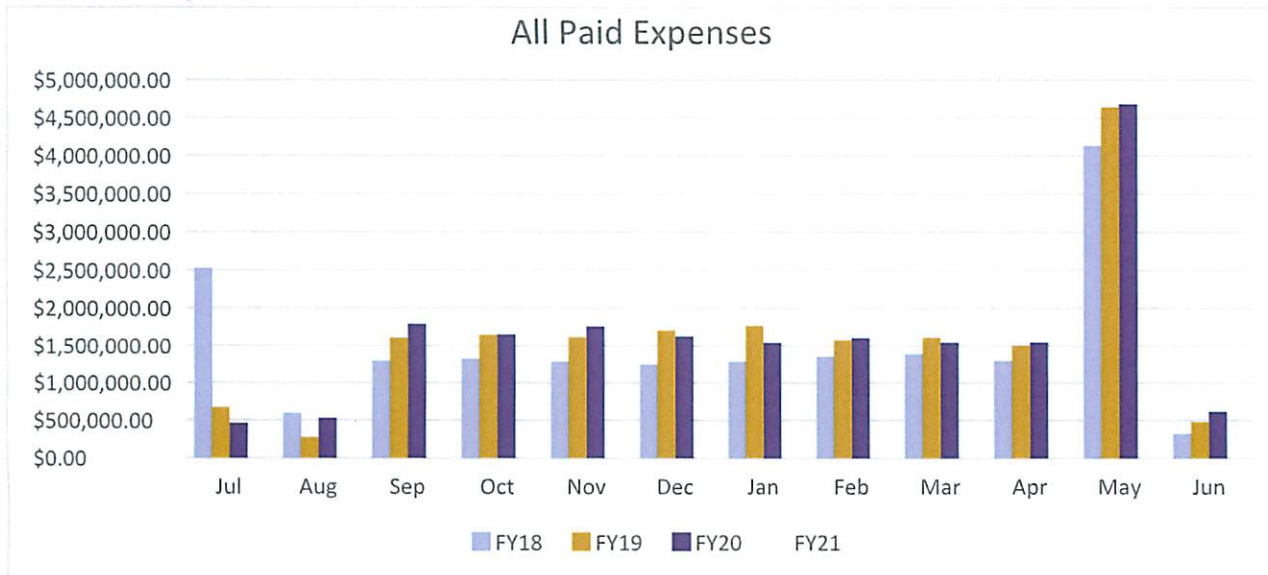


Table 4: Total Expense



Revenues:

Table 5 provides General Fund receipts by month for FY18, FY19, FY20 and through September of FY21. Receipts include funding from State, Local, and Federal Sources.

Table 5: Receipts by Month

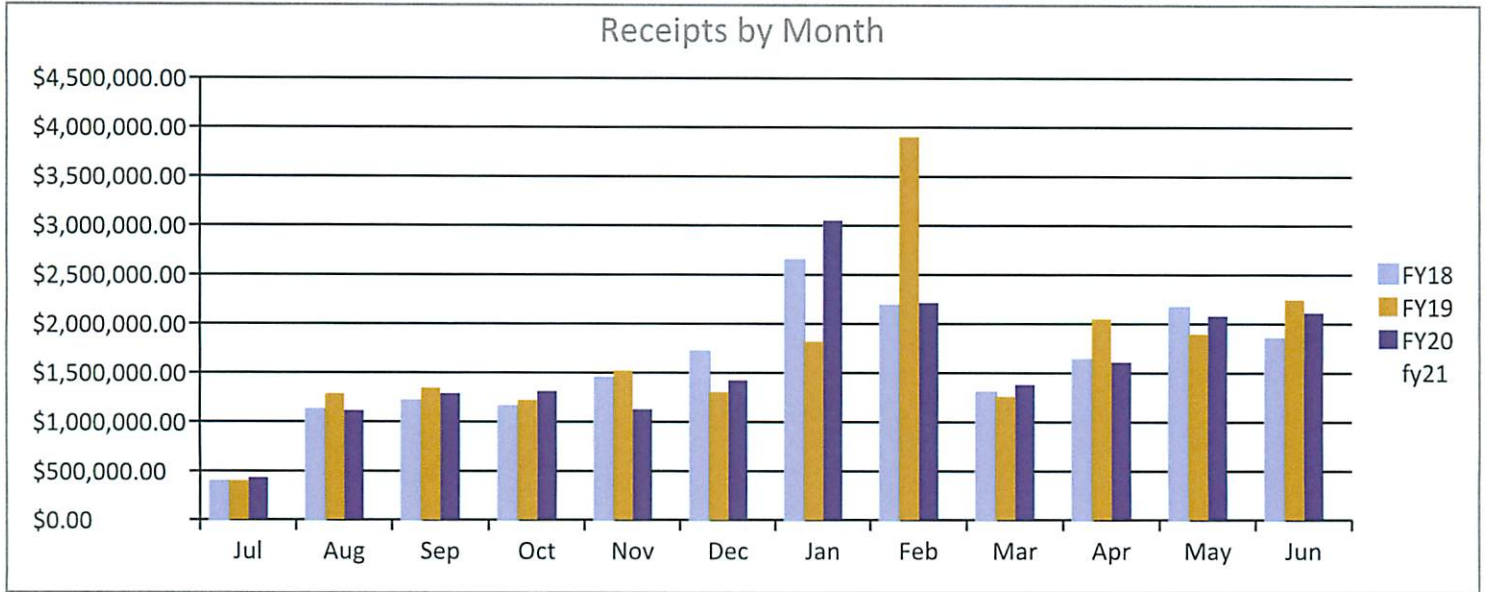
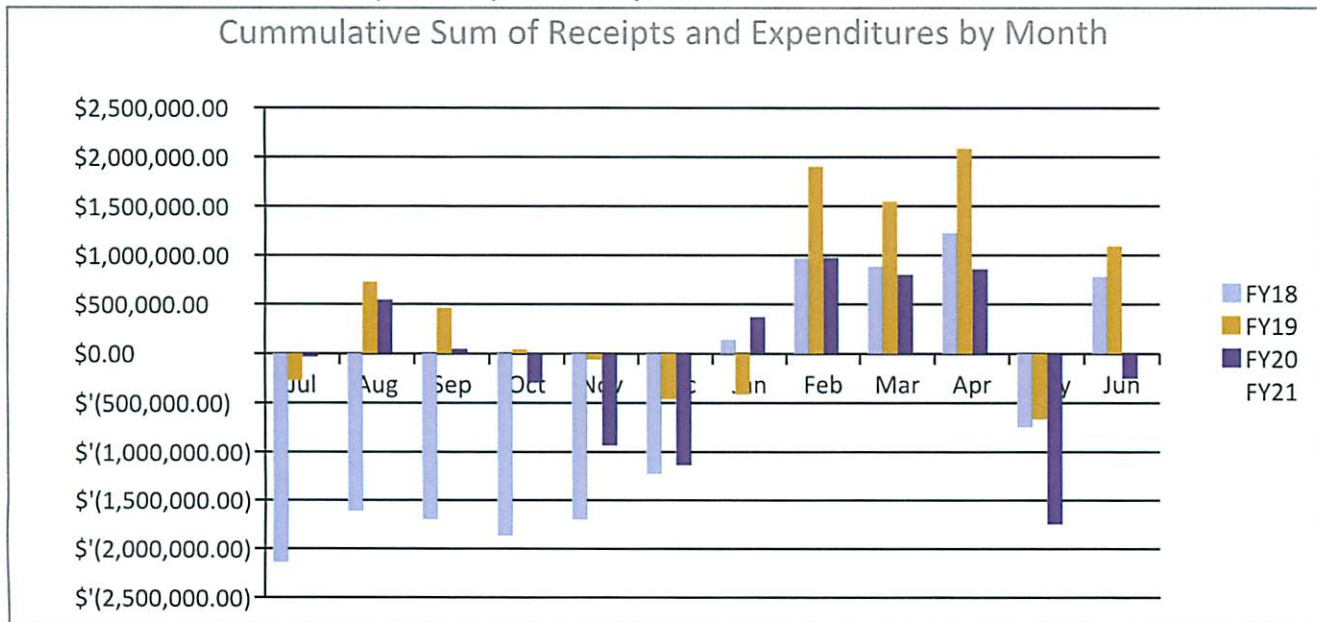


Table 6 outlines General Fund revenues and expenses by month for FY18, FY19, FY20, and through September of FY21. The values represent the cumulative sum of revenues and expenses by month. The values represent revenue and expenses collected in the designated year and do not include fund balances brought 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



Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 9/4/2020 - 10/2/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
112100304	09/04/2020	1	MUNICIPAL ACCOUNTING SYSTE				\$250.00
112100305	09/04/2020	81	CENTER FOR EDUCATION LAW IN				\$1,463.05
112100306	09/04/2020	6823	DE LAGE LANDEN PUBLIC FINANC				\$3,329.11
112100307	09/04/2020	5351	MARY WHITE				\$10,501.25
112100308	09/04/2020	4453	CARLA GARLING				\$3,794.38
112100309	09/04/2020	503	STEPHENS OIL COMPANY				\$1,403.01
112100310	09/04/2020	446	ROSS SEED COMPANY				\$760.09
112100311	09/04/2020	4033	MARSHALL AUTO PARTS				\$587.83
112100312	09/04/2020	312	LOCKE SUPPLY				\$6,246.64
112100313	09/04/2020	66	BRANDT'S ACE HARDWARE				\$81.30
112100314	09/04/2020	468	SHERWIN WILLIAMS				\$59.78
112100315	09/04/2020	97	CHICKASHA LUMBER COMPANY				\$752.62
112100316	09/04/2020	329	SW PLUS				\$4,301.55
112100317	09/04/2020	3026	RICHARD'S PRINTING				\$157.98
112100318	09/04/2020	430	RALPH & SONS				\$740.36
112100319	09/04/2020	1459	ROSS TRANSPORTATION INC				\$54.99
112100320	09/04/2020	92	CHARLES ALLEN FORD LINCOLN				\$1,339.91
112100321	09/04/2020	65633	Grady County Sheriff's Office				\$3,953.02
112100322	09/04/2020	3260	JOHN HOLT AUTO GROUP				\$868.67
112100323	09/04/2020	75197	OFFICE DEPOT				\$154.97
112100324	09/04/2020	94	CHICKASHA INDUSTRIAL & WELD				\$450.25
112100325	09/04/2020	3742	SUMMIT				\$3,912.98
112100326	09/04/2020	605	STANDRIDGE EQUIPMENT CO., I				\$44.68
112100327	09/04/2020	467	SHEPPARD SUPPLY				\$36.00
112100328	09/04/2020	65686	Hwy 81 Tire & Auto LLC				\$25.00
112100329	09/04/2020	65950	Waller Ice LLC				\$46.20
112100330	09/04/2020	418	AMERICAN ELECTRIC POWER				\$33,128.10
112100331	09/04/2020	1071	CITY OF CHICKASHA				\$1,206.11
112100332	09/04/2020	4216	Pitney Bowes				\$3,000.00
112100333	09/04/2020	360	NORGE WATER & SEWER CO., IN				\$66.70
112100334	09/04/2020	6050	AFPLANSERVICE				\$15.00
112100335	09/04/2020	5280	AT&T LONG DISTANCE				\$28.32
112100336	09/04/2020	4357	INDUSTRY SYSTEMS, INC.				\$135.00
112100337	09/04/2020	1	MUNICIPAL ACCOUNTING SYSTE				\$315.25
112100338	09/04/2020	66036	Heartland School Solutions				\$2,500.00
112100339	09/04/2020	65772	Zenith Insurance Company				\$11,035.00
112100340	09/04/2020	6312	OKTLE				\$6,566.00
112100341	09/04/2020	555	WAL MART				\$43.67
112100342	09/04/2020	329	SW PLUS				\$19,924.80
112100343	09/04/2020	4107	DELL MARKETING LP				\$114,700.00
112100344	09/04/2020	6992	VERNON FLORENCE				\$120.00
112100345	09/04/2020	2846	BAD BOY SIGNS				\$125.00
112100346	09/04/2020	312	LOCKE SUPPLY				\$168.78
112100347	09/04/2020	329	SW PLUS				\$3,226.01
112100348	09/04/2020	66055	Jennifer Loucks PA-C, PLLC				\$1,080.00
112100349	09/04/2020	6348	SECURITY BANKCARD CENTER/TI				\$20.80
112100350	09/04/2020	555	WAL MART				\$83.76
112100351	09/04/2020	3026	RICHARD'S PRINTING				\$2,301.00
112100352	09/04/2020	66063	PPG Architectural Finishes, Inc				\$1,328.97
112100353	09/04/2020	4320	CAREERTECH/CIMC				\$1,590.00

Payment Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 9/4/2020 - 10/2/2020, Print Payroll Payments: False

Payment No.	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
112100354	09/04/2020	66025	Arvest				\$226.00
112100355	09/04/2020	329	SW PLUS				\$8,408.49
112100356	09/04/2020	3773	SULLIVAN SUPPLY SOUTH, INC				\$246.43
112100357	09/04/2020	6769	SOUTHWESTERN WELDING SUPP				\$258.00
112100358	09/04/2020	7230	COMPUTER POWER SOLUTIONS				\$1,950.00
112100359	09/04/2020	88	CHICKASHA CHAMBER OF COM				\$135.00
112100360	09/04/2020	476	SMALL ENGINE SERVICE				\$26.86
112100808	09/15/2020	60435	T-Mobile				\$1,461.98
112100813	09/16/2020	65949	Suddenlink				\$146.40
112100821	09/18/2020	503	STEPHENS OIL COMPANY				\$1,776.74
112100822	09/18/2020	446	ROSS SEED COMPANY				\$186.66
112100823	09/18/2020	4033	MARSHALL AUTO PARTS				\$286.77
112100824	09/18/2020	312	LOCKE SUPPLY				\$970.72
112100825	09/18/2020	66	BRANDT'S ACE HARDWARE				\$28.79
112100826	09/18/2020	468	SHERWIN WILLIAMS				\$60.53
112100827	09/18/2020	97	CHICKASHA LUMBER COMPANY				\$148.01
112100828	09/18/2020	329	SW PLUS				\$3,500.80
112100829	09/18/2020	2516	DOC SAVAGE SUPPLY				\$1,856.52
112100830	09/18/2020	71269	PATRICIA A BALLINGER				\$48.10
112100831	09/18/2020	3026	RICHARD'S PRINTING				\$1,071.90
112100832	09/18/2020	6786	MOJO'S CAR WASH				\$95.25
112100833	09/18/2020	363	OSSBA				\$260.00
112100834	09/18/2020	71	CCOSA				\$200.00
112100835	09/18/2020	65633	Grady County Sheriff's Office				\$3,953.02
112100836	09/18/2020	94	CHICKASHA INDUSTRIAL & WELD				\$110.00
112100837	09/18/2020	605	STANDRIDGE EQUIPMENT CO., I				\$34.51
112100838	09/18/2020	467	SHEPPARD SUPPLY				\$176.00
112100839	09/18/2020	65686	Hwy 81 Tire & Auto LLC				\$221.50
112100840	09/18/2020	4862	GLASS SHOP				\$530.96
112100841	09/18/2020	65950	Waller Ice LLC				\$168.00
112100842	09/18/2020	89897	JANET E. DUNAVANT				\$33.88
112100843	09/18/2020	418	AMERICAN ELECTRIC POWER				\$6,222.75
112100844	09/18/2020	1071	CITY OF CHICKASHA				\$10,740.27
112100845	09/18/2020	4242	PITNEY BOWES GLOBAL				\$1,336.89
112100846	09/18/2020	66025	Arvest				\$179.00
112100847	09/18/2020	913	OTA PikePass Center				\$72.66
112100848	09/18/2020	90	EXPRESS STAR				\$29.00
112100849	09/18/2020	65687	Suddenlink				\$873.27
112100850	09/18/2020	5276	AT & T				\$839.30
112100851	09/18/2020	5257	AT & T MOBILITY				\$179.08
112100852	09/18/2020	5281	SUDDENLINK				\$1,298.56
112100853	09/18/2020	66037	PROPIO LS, LLC.				\$64.84
112100854	09/18/2020	555	WAL MART				\$12.88
112100855	09/18/2020	66046	Lee Ann Millan				\$825.00
112100856	09/18/2020	4993	CHICKASHA TAG AGNECY				\$50.00
112100857	09/18/2020	65949	Suddenlink				\$73.20
112100858	09/18/2020	3861	AMAZON CREDIT PLAN				\$206.75
112100859	09/18/2020	3025	SYSCO FOOD SERVICE OF OKLAH				\$56,380.60
112100860	09/18/2020	45	BSN CORP				\$2,568.00
112100861	09/18/2020	329	SW PLUS				\$294.76

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 9/4/2020 - 10/2/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
112100862	09/18/2020	6789	FIVE OAKS MEDICAL GROUP				\$80.00
112100863	09/18/2020	3928	MOSLEY AGENCY, INC				\$30.00
112100864	09/18/2020	66025	Arvest				\$299.00
112100865	09/18/2020	66064	Paxen Publishing				\$475.95
112100866	09/18/2020	66064	Paxen Publishing				\$121.51
112100867	09/18/2020	329	SW PLUS				\$1,770.00
112100868	09/18/2020	3026	RICHARD'S PRINTING				\$1,200.00
112100869	09/18/2020	3861	AMAZON CREDIT PLAN				\$479.84
112100870	09/18/2020	6605	PROSPERITY BANK				\$435.50
112100871	09/18/2020	75433	ATWOODS				\$166.94
112100872	09/18/2020	5727	AIRGAS MID SOUTH, INC.				\$474.97
112100873	09/18/2020	45	BSN CORP				\$1,500.00
112100874	09/18/2020	60514	AMERICAN RED CROSS				\$420.00
112100875	09/18/2020	555	WAL MART				\$168.35
112100876	09/18/2020	555	WAL MART				\$202.03
112100877	09/18/2020	2957	CEV MULTIMEDIA				\$2,000.00
112100878	09/18/2020	65769	Time Clock Plus				\$8,798.90
112100879	09/18/2020	7300	Arvest Security Bank Center				\$370.00
112100880	09/18/2020	2476	RENAISSANCE LEARNING				\$20,920.00
112100881	09/18/2020	75197	OFFICE DEPOT				\$93.69
112100882	09/18/2020	3861	AMAZON CREDIT PLAN				\$219.98
112100883	09/18/2020	18	ALERT SERVICES INC				\$871.50
112100884	09/18/2020	4357	INDUSTRY SYSTEMS, INC.				\$165.40
112100885	09/18/2020	66093	Auto Works				\$323.04
112100886	09/18/2020	6107	PBISAPPS.ORG				\$350.00
112100887	09/30/2020	5351	MARY WHITE				\$7,705.00
Non-Payroll Total:							\$408,490.12
Payroll Total:							\$1,338,443.56
Balance Foward:							\$1,194,002.22
Total:							\$2,940,935.90

FINANCE 10/02/2020 ENCUMBRANCE
2020-2021

GENERAL FUND 203-232

BUILDING FUND 42-43

2010 BOND #31 None

2008 BOND #38 None

Sinking Fund None

Gifts #81 None

BJ Clack (60) 7

Activity 57-137

ATHLETICS 86-203

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 203 - 232, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	203	09/04/2020	18	ALERT SERVICES INC	TAPE-BANDAGES-WRAPS	895.00
11	204	09/04/2020	4357	INDUSTRY SYSTEMS, INC.	Windows 10 Upgrade License	165.40
11	205	09/04/2020	66093	Auto Works	Food Truck Repairs	500.00
11	206	09/04/2020	66034	Dragon Fire Protection, LLC	RISER AT GRAND	13,500.00
11	207	09/04/2020	6107	PBISAPPS.ORG	ANNUAL LICENSE RENEWAL	670.83
11	208	09/15/2020	4348	KOOL 105.5	Radio advertisement for job openings	1,000.00
11	209	09/15/2020	75162	FIRST NATIONAL BANK	Safety Deposit Box Rental Fee	185.00
11	210	09/15/2020	5118	NCS PEARSON INC.	GFTA-3, GFTA-2 RECORD FORMS	287.63
11	211	09/15/2020	1432	SUPER DUPER SCHOOL COMPANY	ROWPVT 4TH EDITION FORMS AND OWLS-II LC/OE FORMS	262.00
11	212	09/15/2020	45	BSN CORP	Golf Hats	371.00
11	213	09/15/2020	3861	AMAZON CREDIT PLAN	SPED SUPPLIES FOR THE YEAR	500.00
11	214	09/15/2020	71606	WILMA J. DUDLEY	Reimburse Fringe Benefit	225.57
11	215	09/15/2020	66088	Norman Regional Health System	Athletic Trainer	15,000.00
11	216	09/15/2020	65918	SERVE, INC.	MCKINNEY-VENTO POSTERS	49.00
11	217	09/15/2020	4329	MIDWEST SPORTING GOODS	FOOTBALL EQUIPMENT	6,254.03
11	218	09/15/2020	45	BSN CORP	FOOTBALLS	826.68
11	219	09/15/2020	45	BSN CORP	WRESTLING UNIFORMS / MAT CLEANER	1,407.68
11	220	09/15/2020	45	BSN CORP	BOY'S BSK UNIFORMS	771.68
11	221	09/15/2020	45	BSN CORP	BOY'S BSK UNIFORMS	734.27
11	222	09/15/2020	2476	RENAISSANCE LEARNING	PRODUCTS AND SERVICES	1,740.00
11	223	09/15/2020	2802	BUCHANAN HEAT, AIR, & APPL.	Repair and Supplies for Cattle Barn	3,500.00
11	224	09/17/2020	66089	Texola Inc	INSURANCE CLAIM	5,332.14
11	225	09/17/2020	4357	INDUSTRY SYSTEMS, INC.	21 CHROMEBOOKS	4,500.00
11	226	09/23/2020	6640	EDMENTUM	STUDY ISLAND-MATH AND ELA LIBRARY	4,495.00
11	227	09/23/2020	90079	CARLA J. NICHOLAS	MILEAGE FOR 2020-2021	300.00
11	228	09/23/2020	4267	PITNEYBOWES	Supplies for postage machine	1,000.00
11	229	09/23/2020	3682	OK ASBO	Training for finance workshops	1,000.00
11	230	09/23/2020	45	BSN CORP	Golf Hats	992.32
11	231	09/24/2020	66100	Drew Eichelberger	PROFESSIONAL DEVELOPMENT--GRAND	405.00
11	232	09/28/2020	66102	NAEHCY	MEMBERSHIP DUES AND CONFERENCE HOMELESS	1,100.00

Non-Payroll Total:	\$67,970.23
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$67,970.23

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 42 - 43, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	42	09/15/2020	143	DeHART AIR COND. & ELECTRONICS A/C UNIT AT H.S.		7,295.00
21	43	09/23/2020	143	DeHART AIR COND. & ELECTRONICS LINCOLN		5,975.00
Non-Payroll Total:						\$13,270.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$13,270.00

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 7 - 7, Fund Codes: 60

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
60	7	09/15/2020	2770	OKLAHOMA CITY COMM. COLLEGE	Fall Tuition 2020 Faith Terry	1,250.00
Non-Payroll Total:						\$1,250.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,250.00

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 57 - 137, Fund Codes: 61

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
61	57	09/16/2020	75154	PARADISE DONUTS	Inv#3329-7	33.30
61	58	09/16/2020	3026	RICHARD'S PRINTING	Inv#49496	252.00
61	59	09/16/2020	65853	PIZZA EXPRESS	Order#TOVX4ZMVF6WG	29.95
61	60	09/16/2020	555	WAL MART	TR#05232/08612/05644/01315/ 02402	327.40
61	61	09/16/2020	555	WAL MART	TR#02267	77.28
61	62	09/16/2020	555	WAL MART	TR#09922	337.85
61	63	09/16/2020	555	WAL MART	TR#01115	26.20
61	64	09/16/2020	75456	OZARKA / EUREKA WATER	Inv#25271197	22.35
61	65	09/16/2020	75197	OFFICE DEPOT	Inv#120519160001/35805001/6 001	219.90
61	66	09/16/2020	66092	T's Magic-Teresa Russell	M Finck	132.00
61	67	09/16/2020	65853	PIZZA EXPRESS	Order#ENT93HBR2BK2C	17.97
61	68	09/16/2020	555	WAL MART	TR#09432	91.77
61	69	09/16/2020	555	WAL MART	TR#06124	93.05
61	70	09/16/2020	555	WAL MART	TR#06754	79.59
61	71	09/16/2020	66025	Arvest	Fastspring/B. Willis	144.00
61	72	09/16/2020	555	WAL MART	TR#06855	90.11
61	73	09/16/2020	60517	FIRST	Purple Peeps #992	80.00
61	74	09/16/2020	75781	WING T'S	Inv#9648	1,559.00
61	75	09/16/2020	65853	PIZZA EXPRESS	Order#GF9AN0DQSQ684	11.98
61	76	09/16/2020	75159	IMPERIAL COFFEE	Inv#02878:19953	29.95
61	77	09/16/2020	555	WAL MART	TR#06429	58.19
61	78	09/16/2020	555	WAL MART	TR#01235	50.15
61	79	09/16/2020	555	WAL MART	TR#03676	12.12
61	80	09/16/2020	6000	CHICKASHA PUBLIC SCHOOLS	Grand Daycare Jun 30/Aug	5,731.70
61	81	09/16/2020	6605	PROSPERITY BANK	Tulsa State Fair Entries	1,960.00
61	82	09/16/2020	6605	PROSPERITY BANK	Livestock Entries	162.00
61	83	10/01/2020	7493	OAAC-CARNEGIE	Inv#3810	135.00
61	84	10/01/2020	65853	PIZZA EXPRESS	Order#YWAMZDRVBNX64	41.93
61	85	10/01/2020	3026	RICHARD'S PRINTING	Inv#49639	63.75
61	86	10/01/2020	75159	IMPERIAL COFFEE	Inv#2878:020808	39.59
61	87	10/01/2020	555	WAL MART	TR#06761-ADM	139.50
61	88	10/01/2020	555	WAL MART	TR#7869-ADM	23.62
61	89	10/01/2020	499	STAR TROPHY & AWARDS	Inv#21224	87.50
61	90	10/01/2020	3195	CAROLYN KAY'S	Inv#14156	51.00
61	91	10/01/2020	555	WAL MART	TR#09785-09.23.20 Linc	61.84
61	92	10/01/2020	66025	Arvest	ETS-Johnson	55.00
61	93	10/01/2020	6605	PROSPERITY BANK	Inv#8071-73RL	102.00
61	94	10/01/2020	75197	OFFICE DEPOT	Inv#125027882001	120.82
61	95	10/01/2020	3861	AMAZON CREDIT PLAN	GR 050898	57.09
61	96	10/01/2020	99999	CHICKASHA PUBLIC SCHOOLS	Grand Daycare Salaries Sept 20	246.77
61	97	10/01/2020	555	WAL MART	TR#04785 9.15.20 BW	49.76
61	98	10/01/2020	555	WAL MART	TR#05110 9.16.20 BW	25.63
61	99	10/01/2020	555	WAL MART	TR# 00362 9.14.20 BW	48.94
61	100	10/01/2020	3861	AMAZON CREDIT PLAN	BW091320	39.99

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 57 - 137, Fund Codes: 61

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
61	101	10/01/2020	60491	ESGI SOFTWARE	Inv#32324	812.00
61	102	10/01/2020	555	WAL MART	TR#08870-091620BW	24.89
61	103	10/01/2020	3861	AMAZON CREDIT PLAN	BW91320	40.03
61	104	10/01/2020	99999	CHICKASHA PUBLIC SCHOOLS	BW Daycare Salaries Aug 20	7,091.99
61	105	10/01/2020	97	CHICKASHA LUMBER COMPANY	Inv#2009-150555	21.10
61	106	10/01/2020	97	CHICKASHA LUMBER COMPANY	Inv#2009-150552	24.00
61	107	10/01/2020	6760	TEACHER SYNERGY, INC	Inv#126460016	112.99
61	108	10/01/2020	75195	EDUCATIONAL TESTING SERVICES	Inv#OM20243125	110.00
61	109	10/01/2020	75195	EDUCATIONAL TESTING SERVICES	Inv#OM20243005	110.00
61	110	10/01/2020	555	WAL MART	TR#04380/04448-GR091620	77.76
61	111	10/01/2020	1102	COPELIN'S OFFICE CENTER, INC	Inv#567480-0	47.63
61	112	10/01/2020	75456	OZARKA / EUREKA WATER	Inv#0798086	7.25
61	113	10/01/2020	75456	OZARKA / EUREKA WATER	Inv#25439959	19.05
61	114	10/01/2020	6605	PROSPERITY BANK	Columbia Coating	328.74
61	115	10/01/2020	7300	Arvest Security Bank Center	4imprint-Willis	324.05
61	116	10/01/2020	3861	AMAZON CREDIT PLAN	GR051098	85.96
61	117	10/01/2020	90143	LAURA K. MARTIN	Refund on Daycare	88.00
61	118	10/01/2020	3861	AMAZON CREDIT PLAN	BW91620	33.18
61	119	10/01/2020	99999	CHICKASHA PUBLIC SCHOOLS	BW Daycare Salaries 9.20	4,175.10
61	120	10/01/2020	3026	RICHARD'S PRINTING	Inv#49899	51.00
61	121	10/01/2020	3026	RICHARD'S PRINTING	Inv#49619	264.00
61	122	10/01/2020	3861	AMAZON CREDIT PLAN	BW91520	93.47
61	123	10/01/2020	446	ROSS SEED COMPANY	Inv#476232	56.64
61	124	10/01/2020	555	WAL MART	Tr#06182/06186-BW092020	48.52
61	125	10/01/2020	3938	DOMINO'S	Order#673284	108.29
61	126	10/01/2020	555	WAL MART	TR#05184-MS092820	28.67
61	127	10/01/2020	5538	CHICKEN EXPRESS	MS092820	158.25
61	128	10/01/2020	3861	AMAZON CREDIT PLAN	JOM091520	114.40
61	129	10/01/2020	66025	Arvest	Maddiebugs/Johnson	96.00
61	130	10/01/2020	2195	Taylor Publishing Co dba Balfour	Inv#40003620	863.14
61	131	10/01/2020	3631	GUTHRIE GREEN HOUSE	Inv#39010	901.00
61	132	10/01/2020	3938	DOMINO'S	Order#673277	44.59
61	133	10/01/2020	66092	T's Magic-Teresa Russell	Academic Team Shirts	60.00
61	134	10/01/2020	6605	PROSPERITY BANK	EYO Livestock Entries	714.00
61	135	10/01/2020	3938	DOMINO'S	Order#673429	87.96
61	136	10/01/2020	75456	OZARKA / EUREKA WATER	Inv#25608711	12.70
61	137	10/01/2020	66025	Arvest	ETS-Johnson	32.50
Non-Payroll Total:						\$30,288.39
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$30,288.39

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 86 - 203, Fund Codes: 62

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	86	09/04/2020	65893	Christopher D. Bowling	Official 7-9 FB vs Marlow 9.3.20	135.00
62	89	09/04/2020	66076	Caleb Wortham	Official 7-9 FB vs Marlow 9.3.20	135.00
62	90	09/04/2020	66077	Charles Hough	Official 7-9 FB vs Marlow 9.3.20	135.00
62	91	09/04/2020	4659	JONATHAN KNAPP	Official 7-9 FB vs Marlow 9.3.20	135.00
62	92	09/08/2020	6933	MARK WILLIAMS	Official HS Football vs Marlow 9.4.20	95.00
62	93	09/08/2020	66078	Phillip Wolf	Official HS Football vs Marlow 9.4.20	95.00
62	94	09/08/2020	6090	JAMEY MONTGOMERY	Official HS Football vs Marlow 9.4.20	95.00
62	95	09/08/2020	66079	Bobby King III	Official HS Football vs Marlow 9.4.20	95.00
62	96	09/08/2020	5017	MICHAEL STEVENSON	Official HS Football vs Marlow 9.4.20	95.00
62	97	09/09/2020	65861	Doug Lively	Official 7-8 Football vs Newcastle 9.8.20	110.00
62	99	09/09/2020	66080	Casey Ford	Official 7-8 Football vs Newcastle 9.8.20	110.00
62	100	09/09/2020	60450	Layle Baker	Official 7-8 Football vs Newcastle 9.8.20	110.00
62	101	09/09/2020	4659	JONATHAN KNAPP	Official 7-8 Football vs Newcastle 9.8.20	110.00
62	102	09/09/2020	66081	Derrick Dunbar	Official Volleyball vs El Reno 9.8.20	90.00
62	103	09/09/2020	66082	Anissa Wortham	Official Volleyball vs El Reno 9.8.20	125.00
62	104	09/15/2020	72	Petty Cash Athletics	Beg Change VB vs Life Christian 9.17.20	400.00
62	105	09/15/2020	72	Petty Cash Athletics	Beg Change FB vs Darko 9.18.20	2,750.00
62	106	09/15/2020	72	Petty Cash Athletics	Beg Change MS SB vs Blanchard 9.21.20	400.00
62	107	09/15/2020	72	Petty Cash Athletics	Beg Change 7/8 FB vs Elgin 9.22.20	600.00
62	108	09/15/2020	60494	Nfinity Athletic Corp	Inv#217455	598.43
62	109	09/15/2020	45	BSN CORP	Inv#909310868	1,838.40
62	110	09/15/2020	7420	CAMERON UNIVERSITY FOUNDATION	Entry Fee for Meet 9.11.20	120.00
62	111	09/15/2020	4055	DR PEPPER	Inv#W-883529	52.80
62	112	09/15/2020	4485	COYOTEE JEWELRY & PAWN	Inv#112920	19.99
62	113	09/15/2020	5538	CHICKEN EXPRESS	Inv#CPS9-12	269.55
62	114	09/15/2020	66082	Anissa Wortham	Official Volleyball Tourn 9.12.20	315.00
62	115	09/15/2020	66090	Nathaniel Hutson	Official Volleyball Tourn 9.12.20	315.00
62	116	09/15/2020	65851	Robert M. Gibb	Official Volleyball Tourn 9.12.20	315.00
62	117	09/15/2020	65823	Devona Hutson	Official Volleyball Tourn 9.12.20	315.00
62	118	09/15/2020	7269	RANK ONE SPORT	Inv#5250	700.00
62	119	09/15/2020	90157	ALLISON D. COFER	Painting Labor	350.00
62	120	09/15/2020	66025	Arvest	Loves/Athletics	39.96
62	121	09/15/2020	65924	Player Athletics	Inv#EST8654	120.00

Chickasha Public Schools**Encumbrance Register****Options:** Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 86 - 203, Fund Codes: 62

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	122	09/15/2020	4852	INDIAN NATION WHOLESAL	Inv#7340613	110.73
62	123	09/15/2020	66025	Arvest	Brandt/J Bray	23.98
62	124	09/15/2020	66091	Jeff Hall	Reel Mower	950.00
62	125	09/15/2020	66085	Deere & Company	Inv#116949445	8,477.04
62	126	09/15/2020	45	BSN CORP	Inv#909667886	1,567.73
62	127	09/15/2020	555	WAL MART	TR#00721/09531	65.10
62	128	09/15/2020	1381	ALL AMERICAN SPORTS CORP.	Inv#60404139/#60412555	2,766.94
62	129	09/17/2020	66094	R.D.. Robnett III	Official MS SB vs Duncan 9.15.20	80.00
62	130	09/17/2020	65806	Ray Chidester	Official MS SB vs Duncan 9.15.20	80.00
62	131	09/17/2020	66080	Casey Ford	Official 7 FB vs Clinton 9.15.20	70.00
62	132	09/17/2020	65872	Christopher Mulvaney	Official 7 FB vs Clinton 9.15.20	70.00
62	133	09/17/2020	6544	JAMES CARNEY	Official 7 FB vs Clinton 9.15.20	70.00
62	134	09/17/2020	4667	BRYAN WAUGH	Official 7 FB vs Clinton 9.15.20	70.00
62	135	09/17/2020	65552	Wayne Traywicks	Official Volleyball vs Southwest 9.15.20	90.00
62	136	09/17/2020	66095	Ramon Booker	Official Volleyball vs Southwest 9.15.20	90.00
62	137	09/17/2020	66096	Bryce Dougherty	Chains for 7-9 FB vs Marlow 9.3.20	45.00
62	138	09/18/2020	66095	Ramon Booker	Official Volleyball vs Life Christian 9.17.20	55.00
62	139	09/18/2020	65851	Robert M. Gibb	Official Volleyball vs Life Christian 9.17.20	90.00
62	140	09/18/2020	7478	Ken Mosley	Official SB vs Marlow 9.17.20	80.00
62	141	09/18/2020	65806	Ray Chidester	Official SB vs Marlow 9.17.20	80.00
62	142	09/22/2020	72	Petty Cash Athletics	Beg Change Volleyball vs Erick 9.22.20	400.00
62	143	09/22/2020	72	Petty Cash Athletics	Beg Change Volleyball vs Star Spencer 9.24.20	400.00
62	144	09/22/2020	72	Petty Cash Athletics	Beg Change HS SB Tourn 9.25-26.20	1,500.00
62	145	09/22/2020	72	Petty Cash Athletics	Beg Change FB vs Weatherford 9.25.20	2,750.00
62	146	09/22/2020	65535	Rick Smith	Official HS Football vs Darko 9.18.20	95.00
62	147	09/22/2020	5907	DAVID TUCK	Official HS Football vs Darko 9.18.20	95.00
62	148	09/22/2020	6564	MITCHELL LOCKHART	Official HS Football vs Darko 9.18.20	95.00
62	149	09/22/2020	65530	Danny Aytes	Official HS Football vs Darko 9.18.20	95.00
62	150	09/22/2020	65533	Chad Newman	Official HS Football vs Darko 9.18.20	95.00
62	151	09/23/2020	7478	Ken Mosley	Official MS SB vs Blanchard 9.21.20	80.00
62	152	09/23/2020	65806	Ray Chidester	Official MS SB vs Blanchard 9.21.20	80.00
62	153	09/23/2020	6144	CHRIS KENNEL	Security HS FB vs Darko 9.18.20	100.00

Chickasha Public Schools**Encumbrance Register****Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 86 - 203, Fund Codes: 62**

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	154	09/23/2020	66097	Trenton Anderson	Official 7-8 Football vs Elgin 9.22.20	110.00
62	155	09/23/2020	66077	Charles Hough	Official 7-8 Football vs Elgin 9.22.20	110.00
62	156	09/23/2020	65861	Doug Lively	Official 7-8 Football vs Elgin 9.22.20	110.00
62	157	09/23/2020	66098	Michael Bolin	Official 7-8 Football vs Elgin 9.22.20	110.00
62	158	09/23/2020	4796	Percy Anderson	Official Volleyball vs Erick 9.22.20	90.00
62	159	09/23/2020	66099	Qing He	Official Volleyball vs Erick 9.22.20	90.00
62	160	09/28/2020	72	Petty Cash Athletics	Beg Change Volleyball vs Duncan 9.28.20	400.00
62	162	09/28/2020	72	Petty Cash Athletics	Beg Change HS Softball vs Southmoore 10.1.20	400.00
62	163	09/28/2020	66101	E.P. Handy	Official Volleyball vs Star Spencer 9.24.20	55.00
62	164	09/29/2020	5942	STEVEN BLANSETT	Official Volleyball vs Star Spencer 9.24.20	90.00
62	165	09/29/2020	66103	Paul Hansell	Official HS SB vs Lone Grove 9.28.20	55.00
62	166	09/29/2020	6644	KEN FAIRLEY	Official HS SB vs Lone Grove 9.28.20	55.00
62	167	09/29/2020	66095	Ramon Booker	Official Volleyball vs Duncan 9.28.20	140.00
62	168	09/29/2020	66101	E.P. Handy	Official Volleyball vs Duncan 9.28.20	55.00
62	169	09/29/2020	66104	Blake Solmi	Official HS SB Tournament 9.25.20	200.00
62	170	09/29/2020	66105	Leslie Hannah	Official HS SB Tournament 9.25.20	200.00
62	171	09/29/2020	6641	GARFIELD THOMPSON	Official HS SB Tournament 9.26.20	200.00
62	172	09/29/2020	66106	Dallas Misenhimeir	Official HS SB Tournament 9.25- 26.20	400.00
62	173	09/29/2020	6434	Djon Jaunes	Official HS SB Tournament 9.25- 26.20	450.00
62	174	09/29/2020	66107	Bart Hill	Official HS SB Tournament 9.25- 26.20	350.00
62	175	09/29/2020	66103	Paul Hansell	Official HS SB Tournament 9.25- 26.20	300.00
62	176	09/29/2020	66108	Isaac E. Hardy	Official HS SB Tournament 9.26.20	200.00
62	177	09/29/2020	6644	KEN FAIRLEY	Official HS SB Tournament 9.25- 26.20	200.00
62	178	09/29/2020	66109	Bill Danzi	Official HS SB Tournament 9.25.20	250.00
62	179	09/29/2020	66110	Greg Crase	Official HS SB Tournament 9.25- 26.20	400.00
62	180	09/29/2020	66059	Arnold Adams Jr.	Official HS SB Tournament 9.26.20	200.00

Chickasha Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 86 - 203, Fund Codes: 62

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	181	10/01/2020	75159	IMPERIAL COFFEE	Inv#2878:017661 Coffee Service	28.95
62	182	10/01/2020	75197	OFFICE DEPOT	Inv#121961044001 Cash Drawers	59.90
62	183	10/01/2020	65875	Velma-Alma	Cross Country Meet	205.00
62	184	10/01/2020	60468	ADAM BURNS	Care & Prevention Course	200.00
62	185	10/01/2020	499	STAR TROPHY & AWARDS	Inv#21267 Plaques	555.00
62	186	10/01/2020	555	WAL MART	TR#066644-ATH092220	19.36
62	187	10/01/2020	6337	HUDL	Inv#00953810	8,299.00
62	188	10/01/2020	65668	CHAMPION TEAMWEAR AR	Inv#10185031 POMS	640.00
62	189	10/01/2020	3647	VARSITY SPIRIT FASHIONS	Inv#75500864 POM Uniforms	2,263.10
62	190	10/01/2020	3647	VARSITY SPIRIT FASHIONS	Inv#75500889 Shorts/Megaphone	303.95
62	191	10/01/2020	65543	CPS Softball	Stadium Clean-Up	250.00
62	192	10/01/2020	65541	CPS Swim Team	Stadium Clean-Up	250.00
62	193	10/01/2020	18	ALERT SERVICES INC	Inv#5059184 Moleskin	24.00
62	194	10/01/2020	75197	OFFICE DEPOT	Inv#121962771001/2001	33.22
62	195	10/01/2020	944	JOSTENS	Inv#1351-1641 Jacket	410.00
62	196	10/01/2020	66061	El Reno Volleyball	Entry Fee Volleyball Tourn	125.00
62	197	10/01/2020	66112	Anadarko Public Schools	Cross Country Meet	85.00
62	198	10/01/2020	66113	Cameron University Foundation	Cross Country Meet	80.00
62	199	10/01/2020	66025	Arvest	Interurben/ATH	37.75
62	200	10/01/2020	66031	JANICE L. STANDLEY	Gate Worker Sept	209.25
62	201	10/01/2020	4807	MAGGIE HORTON	Gate Worker Sept	27.50
62	202	10/01/2020	90037	KARI J. MOLDER	Gate Worker Sept	295.00
62	203	10/01/2020	90412	IRMA L MOELLING	Gate Worker Sept	240.00
Non-Payroll Total:						\$51,766.63
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$51,766.63

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: Building, Date Range: 9/4/2020 - 10/2/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
212100015	09/04/2020	4171	OSIG				\$100,000.00
212100016	09/04/2020	4357	INDUSTRY SYSTEMS, INC.				\$10,400.00
212100017	09/04/2020	65777	Gymco Inc				\$17,705.00
212100018	09/04/2020	5272	OK DEPARTMENT OF LABOR				\$50.00
212100019	09/04/2020	7275	ALLEN PEST CONTROL				\$11,000.00
212100020	09/04/2020	143	DeHART AIR COND. & ELECTRONI				\$3,351.57
212100021	09/04/2020	7033	DUNCAN LOCK & KEY				\$1,334.75
212100022	09/04/2020	60479	Enviromental Loop Service, Inc				\$1,165.94
212100023	09/04/2020	7443	Alert 360				\$737.00
212100024	09/04/2020	4266	MAC SYSTEMS				\$687.00
212100025	09/04/2020	65811	Harrell's Inc				\$1,040.00
212100026	09/04/2020	143	DeHART AIR COND. & ELECTRONI				\$7,031.92
212100027	09/04/2020	66049	BOK Financial Securities				\$20,391.24
212100028	09/04/2020	6512	UMB BANK, N. A.				\$300.00
212100029	09/04/2020	65774	One Net				\$254.00
212100030	09/22/2020	4642	MAHAN'S LAWN & LANDSCAPE				\$2,220.00
212100031	09/22/2020	143	DeHART AIR COND. & ELECTRONI				\$981.81
212100032	09/22/2020	6224	ALL AMERICAN HOME CENTER				\$2,149.86
212100033	09/22/2020	38	CENTERPOINT ENERGY ARKLA				\$449.36
212100034	09/22/2020	227	HAGAR RESTAURANT SERVICE, I				\$4,285.46
212100035	09/22/2020	60648	Van Dyck Mechanical LLC				\$525.12
212100036	09/22/2020	1107	G & H ATHLETIC & TRAFFIC PAINT				\$2,460.00
212100037	09/22/2020	60648	Van Dyck Mechanical LLC				\$2,800.00
Non-Payroll Total:							\$191,320.03
Payroll Total:							\$0.00
Balance Foward:							\$705,602.23
Total:							\$896,922.26

Chickasha Public Schools

Payment Register

Options: Year: 2020-2021, Fund: BJ Clack Scholarships, Date Range: 9/4/2020 - 10/2/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1045	09/15/2020	2770	OKLAHOMA CITY COMM. COLLE				\$1,250.00
Non-Payroll Total:							\$1,250.00
Payroll Total:							\$0.00
Balance Foward:							\$10,577.75
Total:							\$11,827.75

Payment Register

Options: Year: 2020-2021, Fund: ACTIVITY FUND, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 612100056 - 612100081, Print Payroll Payments: True

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
612100056	09/16/2020	75154	PARADISE DONUTS				\$33.30
612100057	09/16/2020	3026	RICHARD'S PRINTING				\$252.00
612100058	09/16/2020	65853	PIZZA EXPRESS				\$29.95
612100059	09/16/2020	555	WAL MART				\$327.40
612100060	09/16/2020	555	WAL MART				\$77.28
612100061	09/16/2020	555	WAL MART				\$337.85
612100062	09/16/2020	555	WAL MART				\$26.20
612100063	09/16/2020	75456	OZARKA / EUREKA WATER				\$22.35
612100064	09/16/2020	75197	OFFICE DEPOT				\$219.90
612100065	09/16/2020	66092	T's Magic-Teresa Russell				\$132.00
612100066	09/16/2020	65853	PIZZA EXPRESS				\$17.97
612100067	09/16/2020	555	WAL MART				\$91.77
612100068	09/16/2020	555	WAL MART				\$93.05
612100069	09/16/2020	555	WAL MART				\$79.59
612100070	09/16/2020	66025	Arvest				\$144.00
612100071	09/16/2020	555	WAL MART				\$90.11
612100072	09/16/2020	60517	FIRST				\$80.00
612100073	09/16/2020	75781	WING T'S				\$1,559.00
612100074	09/16/2020	65853	PIZZA EXPRESS				\$11.98
612100075	09/16/2020	75159	IMPERIAL COFFEE				\$29.95
612100076	09/16/2020	555	WAL MART				\$58.19
612100077	09/16/2020	555	WAL MART				\$50.15
612100078	09/16/2020	555	WAL MART				\$12.12
612100079	09/16/2020	6000	CHICKASHA PUBLIC SCHOOLS				\$5,731.70
612100080	09/16/2020	6605	PROSPERITY BANK				\$1,960.00
612100081	09/16/2020	6605	PROSPERITY BANK				\$162.00
Non-Payroll Total:							\$11,629.81
Payroll Total:							\$0.00
Balance Foward:							\$227,335.49
Total:							\$238,965.30

Payment Register

Options: Year: 2020-2021, Fund: ATHLETIC FUND, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 622100090 - 622100177, Print Payroll Payments: True

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
622100090	09/08/2020	6933	MARK WILLIAMS				\$95.00
622100091	09/08/2020	66078	Phillip Wolf				\$95.00
622100092	09/08/2020	6090	JAMEY MONTGOMERY				\$95.00
622100093	09/08/2020	66079	Bobby King III				\$95.00
622100094	09/08/2020	5017	MICHAEL STEVENSON				\$95.00
622100095	09/09/2020	65861	Doug Lively				\$110.00
622100096	09/09/2020	66080	Casey Ford				\$110.00
622100097	09/09/2020	60450	Layle Baker				\$110.00
622100098	09/09/2020	4659	JONATHAN KNAPP				\$110.00
622100099	09/09/2020	66081	Derrick Dunbar				\$90.00
622100100	09/09/2020	66082	Anissa Wortham				\$125.00
622100101	09/15/2020	72	Petty Cash Athletics				\$400.00
622100102	09/15/2020	72	Petty Cash Athletics				\$2,750.00
622100103	09/15/2020	72	Petty Cash Athletics				\$400.00
622100104	09/15/2020	72	Petty Cash Athletics				\$600.00
622100105	09/15/2020	60494	Nfinity Athletic Corp				\$598.43
622100106	09/15/2020	45	BSN CORP				\$1,838.40
622100107	09/15/2020	7420	CAMERON UNIVERSITY FOUNDA				\$120.00
622100108	09/15/2020	4055	DR PEPPER				\$52.80
622100109	09/15/2020	4485	COYOTEE JEWELRY & PAWN				\$19.99
622100110	09/15/2020	5538	CHICKEN EXPRESS				\$269.55
622100111	09/15/2020	66082	Anissa Wortham				\$315.00
622100112	09/15/2020	66090	Nathaniel Hutson				\$315.00
622100113	09/15/2020	65851	Robert M. Gibb				\$315.00
622100114	09/15/2020	65823	Devona Hutson				\$315.00
622100115	09/15/2020	7269	RANK ONE SPORT				\$700.00
622100116	09/15/2020	90157	ALLISON D. COFER				\$350.00
622100117	09/15/2020	66025	Arvest				\$39.96
622100118	09/15/2020	65924	Player Athletics				\$120.00
622100119	09/15/2020	4852	INDIAN NATION WHOLESALE				\$110.73
622100120	09/15/2020	66025	Arvest				\$23.98
622100121	09/15/2020	66091	Jeff Hall				\$950.00
622100122	09/15/2020	66085	Deere & Company				\$8,477.04
622100123	09/15/2020	45	BSN CORP				\$1,567.73
622100124	09/15/2020	555	WAL MART				\$65.10
622100125	09/15/2020	1381	ALL AMERICAN SPORTS CORP.				\$2,766.94
622100126	09/17/2020	66094	R.D.. Robnett III				\$80.00
622100127	09/17/2020	65806	Ray Chidester				\$80.00
622100128	09/17/2020	66080	Casey Ford				\$70.00
622100129	09/17/2020	65872	Christopher Mulvaney				\$70.00
622100130	09/17/2020	6544	JAMES CARNEY				\$70.00
622100131	09/17/2020	4667	BRYAN WAUGH				\$70.00
622100132	09/17/2020	65552	Wayne Traywicks				\$90.00
622100133	09/17/2020	66095	Ramon Booker				\$90.00
622100134	09/17/2020	66096	Bryce Dougherty				\$45.00
622100135	09/18/2020	66095	Ramon Booker				\$55.00
622100136	09/18/2020	65851	Robert M. Gibb				\$90.00
622100137	09/18/2020	7478	Ken Mosley				\$80.00
622100138	09/18/2020	65806	Ray Chidester				\$80.00

Payment Register

Options: Year: 2020-2021, Fund: ATHLETIC FUND, Date Range: 7/1/2020 - 6/30/2021, Payment Range: 622100090 - 622100177, Print Payroll Payments: True

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
622100139	09/22/2020	72	Petty Cash Athletics				\$400.00
622100140	09/22/2020	72	Petty Cash Athletics				\$400.00
622100141	09/22/2020	72	Petty Cash Athletics				\$1,500.00
622100142	09/22/2020	72	Petty Cash Athletics				\$2,750.00
622100143	09/22/2020	65535	Rick Smith				\$95.00
622100144	09/22/2020	5907	DAVID TUCK				\$95.00
622100145	09/22/2020	6564	MITCHELL LOCKHART				\$95.00
622100146	09/22/2020	65530	Danny Aytes				\$95.00
622100147	09/22/2020	65533	Chad Newman				\$95.00
622100148	09/23/2020	7478	Ken Mosley				\$80.00
622100149	09/23/2020	65806	Ray Chidester				\$80.00
622100150	09/23/2020	6144	CHRIS KENNEL				\$100.00
622100151	09/23/2020	66097	Trenton Anderson				\$110.00
622100152	09/23/2020	66077	Charles Hough				\$110.00
622100153	09/23/2020	65861	Doug Lively				\$110.00
622100154	09/23/2020	66098	Michael Bolin				\$110.00
622100155	09/23/2020	4796	Percy Anderson				\$90.00
622100156	09/23/2020	66099	Qing He				\$90.00
622100157	09/28/2020	72	Petty Cash Athletics				\$400.00
622100158	09/28/2020	72	Petty Cash Athletics		09/28/2020	\$400.00	\$0.00
622100159	09/28/2020	72	Petty Cash Athletics				\$400.00
622100160	09/28/2020	66101	E.P. Handy				\$55.00
622100161	09/29/2020	5942	STEVEN BLANSETT				\$90.00
622100162	09/29/2020	66103	Paul Hansell				\$55.00
622100163	09/29/2020	6644	KEN FAIRLEY				\$55.00
622100164	09/29/2020	66095	Ramon Booker				\$140.00
622100165	09/29/2020	66101	E.P. Handy				\$55.00
622100166	09/29/2020	66104	Blake Solmi				\$200.00
622100167	09/29/2020	66105	Leslie Hannah				\$200.00
622100168	09/29/2020	6641	GARFIELD THOMPSON				\$200.00
622100169	09/29/2020	66106	Dallas Misenhimeir				\$400.00
622100170	09/29/2020	6434	Djon Jaunes				\$450.00
622100171	09/29/2020	66107	Bart Hill				\$350.00
622100172	09/29/2020	66103	Paul Hansell				\$300.00
622100173	09/29/2020	66108	Isaac E. Hardy				\$200.00
622100174	09/29/2020	6644	KEN FAIRLEY				\$200.00
622100175	09/29/2020	66109	Bill Danzi				\$250.00
622100176	09/29/2020	66110	Greg Crase				\$400.00
622100177	09/29/2020	66059	Arnold Adams Jr.				\$200.00
Non-Payroll Total:							\$36,585.65
Payroll Total:							\$0.00
Balance Forward:							\$103,309.19
Total:							\$139,894.84



218 North Third Ave
 Durant, OK 74701
 Office: (877) 810-6894
 Fax: (866) 870-7198

Bid# NH81-Chick-110

08/21/2020

Chickasha Public Schools

Attn: Rick Croslin (Superintendent)
 900 West Choctaw Avenue
 Chickasha, OK 73018

Annual Pricing

Service Dates: 08/24/2020 - 06/30/2021

PRICING DETAILS

QTY	Part #	Description	Price
1	EV2K	E-Notes Voice Upgrade: (Unlimited Call, Text & Email) Parent and Emergency Notification System to keep parents informed about upcoming events or alerted should there be an emergency. Delivers 3000 Calls per minute & 6000 SMS text per minute. Pricing Based on 1750-2499 Students.	\$1,949.00
Subtotal			\$1,949.00

ONE TIME FEES

QTY	Part #	Description	Price
1	PRT	Prorate Discount - Service Date: 08/24/2020 - 06/30/2021	\$-293.68
Subtotal			\$-293.68

Total \$1,655.32

Thank you for the opportunity to serve Chickasha Public Schools. Please let me know if you have any questions. This bid is valid until 10/20/2020.

Thank you,

Mike Palmer, Territory Manager



218 North Third Ave
 Durant, OK 74701
 Office: (877) 810-6894
 Fax: (866) 870-7198

INCLUDED ITEM DETAILS

QTY	Make	Part #	Item Description	Price
1	E-Notes Voice	EV2K	E-Notes Voice Upgrade: (Unlimited Call, Text & Email) Parent and Emergency Notification System to keep parents informed about upcoming events or alerted should there be an emergency. Delivers 3000 Calls per minute & 6000 SMS text per minute. Pricing Based on 1750-2499 Students.	\$1,949.00
1	Prorate	PRT	Prorate Discount - Service Date: 08/24/2020 - 06/30/2021	-\$293.68
Subtotal				\$1,655.32

Washita Valley Community Action Council

September 9, 2020

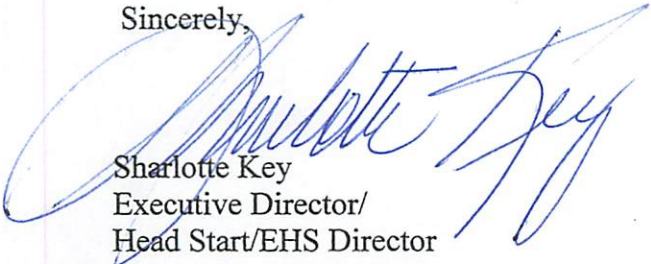
RE: Child and Adult Care Food Program Agreement

Enclosed is the food service contract for FY'2020-21. Also enclosed is the CACFP reimbursement rates for FY'2021.

Please complete, sign both enclosed copies, and return to me.

Please call me at 405-224-5831, extension 115, if you have any questions or by email at skey@washitavalleycac.com.

Sincerely,



Charlotte Key
Executive Director/
Head Start/EHS Director

Enclosures

The FY 2021 Application is now ready for you to begin and there are a few changes you need to be aware of! The "FY 2021 Application Instructions" can be found in the Resource Library under Center Forms and Documents. Also, if you are operating your meal service any differently than you did before the COVID-19 pandemic, you must notify us in detail by writing to CACFP@sde.ok.gov Be sure to include your DC Agreement number in the subject line.



OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome

9/9/2020, 10:13:47 AM

Child Nutrition - Child & Adult Care Food Program (CACFP)

[Enter Claims](#)

Reimbursement Rates and Income Eligibility Scales

[Home](#)

[Existing User Log-On](#)

Select Fiscal Year 2021 ▾

[CACFP Centers](#)

[Family Day Care Homes](#)

[Rates/Eligibility Scales](#)

[USDA Web Site](#)

[USDA CACFP Site](#)

[Food Buying Guide](#)

[Calculator](#)

[Resource Library](#)

[Privacy Statement](#)

Reimbursement Rates

Family Day Care Home Rates

Tier 1 Rates

Breakfast	\$1.39
Lunch/Supper	\$2.61
Snack	\$0.78

Tier II Rates

Breakfast	\$0.50
Lunch/Supper	\$1.58
Snack	\$0.21

CACFP Care Center Rates

Breakfast

Free	\$1.89
Reduced	\$1.59
Paid	\$0.32

Lunch and Supper

Free	\$3.51
Reduced	\$3.11
Paid	\$0.33

Supplement

Free	\$0.96
Reduced	\$0.48
Paid	\$0.08

Cash-In-Leiu of Commodities

Rate	\$0.2450
------	----------

Eligibility Scales for Free and Reduced-Price Meals

Free Meals

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	16,588	1,383	692	638	319
2	22,412	1,868	934	862	431
3	28,236	2,353	1,177	1,086	543
4	34,060	2,839	1,420	1,310	655
5	39,884	3,324	1,662	1,534	767
6	45,708	3,809	1,905	1,758	879
7	51,532	4,295	2,148	1,982	991
8	57,356	4,780	2,390	2,206	1,103
For each additional family member, add:	5,824	486	243	224	112

Reduced-Price Meals

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,606	1,968	984	908	454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251

OKLAHOMA STATE DEPARTMENT OF EDUCATION

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
AGREEMENT TO FURNISH FOOD SERVICE

INSTRUCTIONS: This agreement should be used when contracting for food service with a school food authority (SFA). A copy of this agreement must be submitted to the State Department of Education (SDE) for each institution that contracts for meals.

The (Institution) Washita Valley CAC and the (School Food Authority) _____ enter into this agreement for the SFA to provide meals to the above institution participating in the Child and Adult Care Food Program (CACFP).

The SFA agrees to:

1. Furnish meals as ordered during the period of (Commencement Date) 10/1/2020 to (Expiration Date) 9/30/2021. Meals shall be served 5 day(s) a week.
2. Provide meals that meet or exceed United States Department of Agriculture (USDA) and SDE requirements as set forth in the attached minimum meal pattern requirements of the CACFP, except as indicated.
3. Prepare meals in accordance with Oklahoma State Department of Health guidelines.
4. Provide the following meals to the institution. Indicate meals and times of delivery.

<input checked="" type="checkbox"/>	Breakfast	<u>6:15</u>	a.m.
<input type="checkbox"/>	A.M. Snack	_____	a.m.
<input checked="" type="checkbox"/>	Lunch	<u>10:00</u>	a.m./p.m.
<input type="checkbox"/>	P.M. Snack	_____	p.m.

5. Furnish meals in the following manner:

- Meals will be served at school site cafeteria.
- Meals will be served at school site in institution's classroom.
- Meals will be available for pick up by institution personnel.
- Meals will be delivered to the institution by school personnel.
- Food will be portioned in bulk containers.
- School will provide portioning utensils.
- School will not provide portioning utensils.
- Food will be portioned in individual serving containers.

6. Provide a food production record (Daily Contract Delivery Receipt) for the institution that documents each meal service, including the following information: complete menu and food items, quantities delivered, number of meals ordered/delivered, crediting information (Child Nutrition [CN] label and/or Product Formulation Statement and/or recipe information), and a signature indicating delivery of meals. The school will also retain a copy of these food production records and make additional supporting documents available upon request (copy of CN label and/or Product Formulation Statement or recipe information). ***Public school kitchens are obligated to relay daily the correct portion size required for each bulk item (if applicable), along with the quantity of each bulk item that is delivered to the CACFP institution.***
7. Provide meals to the institution based on the number of meals ordered, with adjustments made as needed.
8. ***NOT*** claim reimbursement for all or part of the meals provided to the institution under any other program administered by the SDE Child Nutrition Programs (CNP) Section.
9. Charge/invoice the institution, itemizing the number of child/adult meals provided, individual meal counts, and the total amount owed for each month that meals are provided.

The Institution agrees to:

1. Inform the SFA of the number of meals needed by the institution for each meal service. The preparation kitchen will be notified of any adjustments in meals ordered within a predetermined time frame.
2. Notify the SFA of any children or adults who may require special dietary considerations to fulfill their nutritional needs.
3. Pick up or accept meals for each meal service prepared within contractual requirements for the institution.
4. Serve meals in accordance with Oklahoma State Department of Health guidelines.
5. Reimburse the SFA for meals at the following rates:

Child's Meals

\$ 2.50 for each child's breakfast
 \$ 4.20 for each child's lunch
 \$ _____ for each child's snack

Adult's Meals

\$ _____ for each adult's breakfast
 \$ _____ for each adult's lunch
 \$ _____ for each adult's snack

MEAL PRICES MUST BE, AT A MINIMUM, THE FREE REIMBURSEMENT RATE FOR ANY MEAL PROVIDED, PLUS THE VALUE OF USDA FOODS (FORMERLY COMMODITIES) AND THE ADDITIONAL INCENTIVE FOR ANY LUNCH MEAL PROVIDED. A COPY OF SCHEDULE B MUST BE ATTACHED.

6. Maintain actual meal counts and attendance records to support any CACFP claims for reimbursement submitted. (Additional CACFP requirements are set forth in the agreement with the SDE and the institution.)
7. Pay invoice received from the SFA for each month's meals by the due date. The invoice will be maintained with monthly CACFP records.
8. Maintain complete food production records (Daily Contract Delivery Receipts) submitted by the school with monthly CACFP records.

I agree with all provisions of this contract.

(Signature for the Institution)
Sharlotte Key
Executive Director-Head Start/EHS Director

(Date)

(Signature for the School Food Authority)

(Date)

Chickasha Public School District
FUNDRAISING APPROVAL REQUEST FORM

Name of Organization: Chickasha Indian Education

School(s) or Student Activities intended to benefit from fundraising activity: District Native Students

Brief description of fundraising activity and date(s) fundraising will occur: _____

Thursday, Nov 19, 2020 all day

Annual Indian Taco Sale

We pre-sell tacos for delivery in conjunction with the Chickasha Masonic Lodge. We use their facility.

Will food be sold as a part of the fundraiser:

Yes

No

Name of adult responsible for fundraising activity (sponsor): Donya Charlson

Contact information for sponsor: CHS

Tel# 405-320-0797

Email address dcharlson@chickasha.k12.ok.us

Anticipated funds to be solicited \$ 3000⁰⁰

Anticipated profit from activity \$ 2500⁰⁰

Signature of Principal/Athletic Director Rhonda Snow

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 School District
FUNDRAISING APPROVAL REQUEST FORM

Name of Organization: Chickasha Indian Education

School(s) or Student Activities intended to benefit from fundraising activity: District Native Students

Brief description of fundraising activity and date(s) fundraising will occur: _____

Fall & Spring T-shirt sales

Fall sales would begin immediately and continue to end of October.

Parent committee sales only. No student sales.

Will food be sold as a part of the fundraiser:

Yes

No

Name of adult responsible for fundraising activity (sponsor): Donya Charlson

Contact information for sponsor: 405-320-0787

Tel# _____

Email address dcharlson@chickasha.k12.ok.us

Anticipated funds to be solicited \$ 1500⁰⁰

Anticipated profit from activity \$ 500⁰⁰

Signature of Principal/Athletic Director Rhonda Snow

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 School District
FUNDRAISING APPROVAL REQUEST FORM

Name of Organization: Chickasha HS Soccer

School(s) or Student Activities intended to benefit from fundraising activity: CHS Soccer

Brief description of fundraising activity and date(s) fundraising will occur: _____

Snapraise 10/13

Will food be sold as a part of the fundraiser:

Yes

No

Name of adult responsible for fundraising activity (sponsor): Bethany Goble

Contact information for sponsor: _____

Tel# 405) 371-0109

Email address bgoble@chickasha.k12-ok-us

Anticipated funds to be solicited ~~10,000~~ \$8000

Anticipated profit from activity \$8000

Signature of Principal/Athletic Director _____

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

G. R. G. 9-28-20

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 Sanctioning Packet Checklist

Submitted by: *Emily Schmidt*

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
 - o Financial statement (unaudited) *was given on alternate form* ✓
 - o List of Officers ✓
 - o Bank statements (last fiscal year) ✓
 - Statements met requirements for purchasing
 - o Financial statement (end of year) ✓

Approved ✓ Denied _____ Returned _____

If denied or returned, please state why:

In the future try to avoid overdraft fees.

Reviewed by: Jeannifer Stegman Date:
10/6/2020

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: Chickasha FFA Mother's Club

List of Officers: President: Joe Vickery VP: Mary Carver

Sec/Treasurer: Steve Richardson Reporter: Robin Grossnicklaus

Applicant's Address: 1940 W Choctaw Chickasha, OK 73018 2) 2213 University Blvd Chickasha, OK 73017

Applicant's Taxpayer I.D. Number: 80-0837735

Applicant's Representative from whom additional information may be obtained:
1) Emily or Kolby Schmidt (Ag Ed Instructors)
2) Joe Vickery (President) 3) Steve Richardson (Financial Rep)

Applicant's Telephone Number: (405) 358-8907 / (502) 919-5056

Applicant's Purpose, Goals, and Organizational Structure:
The Chickasha FFA Mother's Club is a financial support entity that provides needed assistance to the Chickasha FFA Chapter, its members, and supporters.

Describe how the school district and its students will benefit if the Applicant is sanctioned:
Chickasha Public Schools and Chickasha FFA members are benefitted by the Mother's Club through its fundraising efforts to benefit the FFA Chapter members in terms of its financial needs not directly met by the Chapter Activity Fund.

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

9/4/20

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



Signature of Applicant

9/4/20

Date

ORGANIZATION/ASSOCIATION LIST OF OFFICERS

POSITION	NAME	TERM STAR T DATE	TERM END DATE
President	Joe Victory	9/1/20	9/1/21
Vice President	Mary Carver	9/1/20	9/1/21
Sec/Treasurer	Steve Richardson	9/1/20	9/1/21
Reporter	Robin Grossnicklaus	9/1/20	9/1/21

Itinerary for North American International Livestock Exhibition

Wednesday, November 11, 2020

4:00a.m. Leave Chickasha

8:00p.m. Arrive to fairgrounds and check in sheep

THURSDAY, NOVEMBER 12, 2020

8:00 a.m. Get to fairgrounds & Check weights

12:00p.m. Clip sheep and check in showmanship cards

4:00 p.m. Market Lambs must be in place and weight cards turned in

FRIDAY, NOVEMBER 13, 2020

8:00 a.m. Market Wether Lamb Showmanship

8:30 a.m. All Junior Breeding Sheep Showmanship must be checked in

9:00 a.m. Junior Breeding Sheep Showmanship

12:00 Noon All Junior Breeding Sheep must be in place & Checked in

5:00 p.m. North American International Lead Classes

SATURDAY, NOVEMBER 14, 2020

8:00 a.m. Junior Wether Lamb Show- Purebreds

9:00 a.m. Junior Breeding Sheep Show

4:00 p.m. Open Sheep must be in place

SUNDAY, NOVEMBER 15, 2020

8:00 a.m. Junior Wether Lamb Show- Crossbreds and Champion Drive

9:00 a.m. Junior Breeding Sheep Show & Junior Supreme Champion Selections

4:00 p.m. Open Sheep Show

MONDAY, NOVEMBER 16, 2020

6:00a.m. Depart for Chickasha

10:00p.m. Arrive in Chickasha and unload

North American International Livestock Exposition

Location: Louisville, KY

Dates: Nov 11-16

Students Involved: 2

Purpose: NAILE is a national livestock show held in Louisville, Kentucky, FFA members and 4-H members from across the country may participate as long as membership dates and animal ownership deadlines and entry requirements are met. Chickasha FFA will have two students who have purchased animals with the intent to exhibit at the national show. Their parents will be going as well and they will be traveling with us, the Agricultural Education Instructors will be aiding in animal preparation, showmanship, and will be transporting livestock.

Field Trip Advance Request

Date Submitted 10/8/20

Site Name Chickasha High School

Requested By Emily Schmidt

Field Trip Destination Louisville, KY

Number of Students 2

Estimated Total Miles 1,596

Estimated Total Trip Time 6 days

Departure Date & Time Nov. 10th

Return Date & Time Nov 16th

Purpose of Field Trip Ag Teachers
North American International Livestock Exposition

Trip Expenses Paid By Activity Fund General Fund Athletic Fund Other Parents

IMPORTANT NOTICE
By signing and submitting this form you agree that the trip expenses will be paid by the funds indicated. The district reserves the right to deny a field trip if bus drivers can't be located. No field trips will be scheduled after May 1, 2009.

Requested By - Signature Emily Schmidt Date Signed 10/8/20

Principal Signature _____ Date Signed _____

Approval Signature _____ Date Approved _____

Anticipated Expenses (To be Completed by Transportation)

Type of Expense	Description of Expense	Total Miles	Cost per gal	Total Expenses
In town Trip	\$ 30.00 per bus plus the cost of the bus driver	n/a	n/a	\$
Driver	Driver expense based on time	n/a		\$
Fuel	Fuel will be figured by the cost of a gallon. Every 5 mi			\$
Grand Total				\$

Chickasha Public Schools

Exhibit A

October 12, 2020

2020-21 Certified Retirement(s)

Lincoln	Position	Effective Date
Thelma Irby	Counselor	9/18/2020

2020-21 Certified Extra Duty(s)

CMS	Position	Effective Date
Shannon Gibson	1/2 Web Master	9/15/2020
Jennifer Heath	1/2 Web Master	9/15/2020
Stacy O'Neal	Technology	9/15/2020
Bill Wallace	Position	Effective Date
Gail Hallmark	Home Based Teacher	10/1/2020
Grand	Position	Effective Date
Deborah Reed	Home Based Teacher	9/28/2020

2020-21 Support Transfers/Re-assignments/Workday Adjustments(s)

Central Kitchen	Position	Effective Date
Leslie Edwards	From: Cook/Server To: Leader Asst.	10/1/2020
Grand	Position	Effective Date
Rachel Wilkerson	From: Para I at Grand To: Library Asst. at Grand	9/2/2020