Board of Education Regular Meeting
Monday, December 5, 2022 6:00 PM
Yukon Public School District ISD #27 Administration Bldg., Board Room, 600 Maple Dr., Yukon, OK 73099

Agenda

The following is a list of the business to be conducted by the Board of Education at the above meeting:

1. Invocation/Moment of silence and Flag Salute

   Please join me in a moment of silence. The moment of silence is a time to reflect, meditate, pray or engage in any other silent activity that does not interfere with others. The moment of silence shall begin now.

2. Call to Order and Roll Call

3. Reports/ Comments from Superintendent and/or Staff

   Site teachers of the year will be introduced

   3.A. Audit report by Jerry Putnam, Putnam & Company, PLCC

   3.B. Beginning of a 30-day public comment and review of the updated or new policies listed below with the intent of a second reading and board action during the January 9, 2023, regular board meeting. The full policies are attached.

4. Board Member Communications and Announcements

   4.A. Individual Board Member Comments

   4.B. Upcoming Meetings/ Events:
   <u>December:</u>

   - 6 Legislative breakfast - 7am Archery - Traditions
   - 19-January 2 Winter Break

   4.C. <u>January:</u>

   - Board Appreciation Month
   - 9 Board Meeting 6pm
   - 16 Martin Luther King Holiday

5. Communications - Request for patrons to address the board - Pursuant to Board Policy AF, comments can be made only by district patrons concerning items listed on this agenda.

6. Finance Consent Docket- All of the finance consent items will be discussed, considered and approved or disapproved by one vote unless a board member desires to have a separate vote on any or all of the consent items.

   6.A. Encumbrances and Change Orders as recommended by Dr. Jason Simeroth, Superintendent, and Jim Fenrick, Chief Financial Officer

   6.B. Treasurer's Report(s) and General Fund Report(s)

   6.C. Child Nutrition Report

7. Possible discussion and vote to elect or not to elect the following as new members of the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001):
   Yes_X__No___Position No. 6: Channa Byerly (CCOSA), Superintendent of Duncan Public Schools, to a 2023-2026 term.
   Yes_X__No___Position No. 7: Howard Hampton (OASBO), Superintendent of Bishop Public Schools, to a 2023-2026 term.
   Yes__X_No___Position No. 8: Matt Holder (OROS), Superintendent of Sulpher Public Schools, to a 2023-2026 term.
   Yes_X__No___Position No 14: Rick Gowin (OSSBA), Board Member of North Rock Creek Public Schools, to a 2022-2026 term.

8. Business Consent Docket: All of the consent items will be discussed, considered and approved or disapproved by one vote unless a board member requests to have a separate vote on any or all of the consent items.

8.A. November 7, board meeting minutes

November 7, minutes

8.B. Out of state travel

Principals requesting permission to join admin and principals at NAESP in Nat'l Harbor, MD, July 9-12, 2023. All expenses covered by Title II.

Dr. Brunk, Ms. Barlow, V. Kessler, C. Crawford, and M. Perez request permission to attend SREB in Orlando, Fl, July 17-21, 2023. All expenses covered by Title II with the exception of Ms. Kessler. Ms. Barlow will pay these expenses from site professional development funds.

C. Bannon and D. Chapin request permission to take 18 students to a choir contest in Dallas, TX, February 17 & 18, 2023. All expenses to be paid by boosters.

J. Tamez requests permission to attend NSTA in Atlanta, GA, March 22, through March 25, 2023. All expenses to be paid by Title II.

M. Barlow requests permission to attend NASSP in Denver, Co, July 12 - 15, 2023. Registration expenses covered by district professional development funds and OASSP is covering the rest of the expenses as a benefit of her 2021 Ok State Principal of the Year award.

8.C. Surplus

A mini i-pad with a broken screen and a speech testing kit that is not a current kit.

8.D. YFAC contract for use.

9. New Business: this business, in accordance with Oklahoma Statutes, title 25-311 (A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

10. Personnel Docket:

10.A. Personnel-Vote to convene or not to convene in executive session pursuant to 25 O.S.307 (B)(1) to discuss the resignations, employment of support and certified personnel, promotions, recommendation of change of assignment, and/or transfers as listed on the attached Exhibit A.

10.B. Acknowledge the board has returned from executive session. Executive session minutes compliance announcement.

10.C. Discussion and possible action on the attached Exhibit A, Personnel items.

11. Adjournment

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator. Out-of-state travel and overnight travel must be approved by the superintendent. Out of state travel must also be approved by the Board. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency.

All mileage reimbursement is subject to a purchase order being approved in advance of incurring any travel-related expenses. Mileage reimbursement requires a mileage log that must be completed monthly, approved by the employee's supervisor and submitted to Accounts Payable. Mileage reimbursement rates are based on the most current IRS mileage allowable rate.

The Board shall reimburse mileage for each employee assigned to two (2) or more schools/sites per day. The mileage reimbursement will be limited to travel to and from the assigned sites. The Board shall also reimburse mileage associated with the following types of travel:

In-DistrictTravel: In-district travel shall include **direct** travel originating at one YPS site and terminating at another YPS site. Mileage reimbursement for "in-district travel" is limited to normal business operating hours and does not include travel to occasional district trainings or meetings.

1. Employees assigned to two (2) or more schools/sites per day are eligible for mileage reimbursement.
2. Employees who regularly and consistently travel between multiple YPS buildings consistent with business functions are eligible for mileage reimbursement. Examples may include, but are not limited to, student and instructional support personnel (e.g. special services, instructional support) and Information Technology staff serving multiple sites within a given day.

Local Travel: Local travel shall include travel to, from, and within the following cities: Yukon, Oklahoma City, Mustang, Bethany, Warr Acres, Deer Creek, Edmond, Moore, Norman, Piedmont, and El Reno. **Travel outside the city of Yukon may only be reimbursed when a district-owned vehicle is not available.** Business-related travel that occurs within the city of Yukon and is not considered "in-district" travel may be eligible for mileage reimbursement. Such travel should occur on a very limited basis and must originate and terminate at a Yukon Public Schools work location.

Within State Travel: Mileage reimbursement for travel outside of in-district or local travel may only be reimbursed when no district-owned vehicles are available for use at the time of the travel.

Out of State Travel: Mileage reimbursement for travel outside of the State of Oklahoma may only be reimbursed when no district-owned vehicles are available for use at the time of the travel. Out of state travel requires prior Board approval.

The District will assume no-liability when certified employees are transporting students in personal vehicles and does not authorize certified employees to transport students in a personal vehicle. Any employee transporting a student(s) in their personal vehicle is doing so outside of the scope of their employment with Yukon Public Schools.

Procedures for Requesting Mileage Reimbursement

You MUST have an APPROVED PURCHASE ORDER prior to your travel.

Before incurring any travel eligible for mileage reimbursement, employees must complete a requisition and receive a Purchase Order. Employees are required to submit the appropriate mileage claim form on a monthly basis in order to be eligible for reimbursement. Such reimbursement shall be based on the actual mileage traveled, and employees shall make every effort to avoid multiple trips to the same buildings within a given day. Travel to the first local worksite of the day and travel home from the local work site are not reimbursable. Mileage reimbursement shall be based on the current IRS approved mileage allowance.

Submitting a Mileage Claim

1. Submit a Requisition prior to your travel.
2. Wait for the Requisition to be converted to a Purchase Order (Purchase Order must be issued prior to the date of travel)
3. Print out *MapQuest or Google Map to your destination (for out of state mileage travel only).*
4. Proceed to your destination
5. Upon completion of travel, fill out the Mileage Claim form and attach MapQuest or Google Map document to the Mileage Claim form.
6. If for some reason your mileage is more than MapQuest or Google Maps is showing, write a short explanation (e.g. detours, lunch location, etc.) and include it with your submission.
7. Turn your Mileage Claim Form into your Director or Principal for approval who will then forward it on to Accounts Payable for payment.

Note:

- Mileage claims are to be submitted monthly in the case of regular travel, or immediately after traveling in the case of one-time trips.
- If the travel is for travel within the school district (e.g. YHS to YMS), attaching a Google Map is not necessary, as these standard travel distances have already been calculated.

- Requests for the use of a vehicle should be submitted to transportation as soon as an employee realizes a vehicle is necessary for travel. Submitting a request with less than 48 hours notice should only occur as a result of a schedule change beyond the employee's control.
- Employees who wish to transport students must either have a current CDL on file (in which case, the employee's drive record is checked annually) or request a driver record check from transportation.
    - Drive record checks for District recognized clubs/student organizations (e.g. basketball team, student council, NHS, etc.) will be at no cost to the employee or the organization represented by the employee.
    - Drive record checks for reward trips, class field trips, and other trips not directly related to the activity of a recognized club/student organization will cost $25.

REFERENCE: 70 O.S. §5-117
2 C.F.R. 200.432 and 200.474

CROSS-REFERENCE: Policy CFB, Activity Funds

YUKON BOARD OF EDUCATION	DE-R1

SALARY SCHEDULES

Adoption Date:	*Revision Date(s): 10/7/2019, 01/09/22*	*Page 1 of 1*

Teachers

When employed, teachers will be placed on the appropriate salary step on the teachers' salary schedule that corresponds to the number of years of experience credited by the State Department of Education and in accordance with the Collective Bargaining Agreement.

~~Retired teachers that are employed by the school district shall not be placed on the minimum salary schedule, but shall be compensated beginning on Step 10 of the corresponding certified salary schedule for certified, non-administrative positions. Retired teachers employed by the school district in a support position may be placed on Step Zero of the corresponding payscale for the position in which they are employed.~~

Administrators

All administrators, when employed, will be placed on the appropriate step of the administrators' salary schedule. Upon recommendation of the superintendent and approval by the board, newly hired administrators may be placed on a salary schedule based upon experience, credentials, and individual building criteria such as enrollment, supervision of extracurricular activities, number of teachers, and length of school year contract.

Documentation

Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35 teaching days of employment establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

Advancement

School district employees shall advance on the salary schedule at the rate of one year for each year of creditable service after initial employment, depending on the results of applicable Collective Bargaining Agreement negotiations, availability of funds, central administration recommendations, and approval by the Yukon Public Schools Board of Education. For salary advancement purposes only, a year of creditable service must be at least ~~120~~ 172 days.

Out-of-State Experience

Individuals who are employed in certified non-administrative positions by the school district shall be provided with credit for experience earned out of state in accordance with the Collective Bargaining Agreement as well as District policies and procedures. For the purpose of state salary increments and retirement only, no teacher shall be granted credit for more than five (5) years of active duty in the military service or out-of-state or out-of-country teaching experience as a certified teacher or its equivalent.

All employee compensation shall be addressed in the employment and/or extra duty contract. Employee compensation shall be reasonable for the services rendered.

Legal Reference: **2 C.F.R. §430(a)(1).**

Yukon Public Schools
Title I Comparability Compliance Procedures
NCLB Section 1120A(c)

Yukon Public Schools designates the Assistant Superintendent of Human Resources and the Assistant Superintendent of Curriculum, Instruction and Assessment as Title I Coordinators for the District, hereafter referred to as "Title I Coordinator."

It is the responsibility of the Title I Coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum, and Instruction)~~ to ensure Yukon Public Schools remains in compliance with the comparability requirement set forth in NCLB Section 1120A(c). To be eligible to receive Title I funds, Yukon Public Schools must use state and local funds to provide services in Title I schools that are at least comparable to services provided in non-Title I schools.

The Title I Coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum, and Instruction)~~ shall perform the calculations annually using the forms and guidance provided by the State Department of Education. It is essential that the calculations be made as close to the beginning of the school year as possible, but in no event later than October 31st to allow for necessary reallocation of resources with minimum disruption to students should any school be found not to be receiving comparable services. Yukon Public Schools will use the reporting documents provided by the State Department of Education, as well as comply with any and all deadlines issued by the State Department of Education.

The measures used to determine comparability will be the student/instructional staff ratios of the current year and the expenditures per pupil from the previous year. These calculations will be applied uniformly across all schools. Pre-K students are excluded from these calculations.

If the calculation indicates that a school is not receiving comparable services, the Title I Coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum And Instruction)~~ will take immediate steps to reallocate resources as early in the school year as possible and with minimum disruption to the learning environment. Appropriate steps may include, but need not be limited to, reallocation of materials or supplies, or reassignment of personnel.

The Title I Coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum and Instruction)~~ will ensure that all comparability reports, records and source documentation demonstrating the methods and results of Yukon Public Schools' comparability analysis are retained for three years for audit purposes. Yukon Public Schools will also maintain up-to-

date records of having established and implemented a district-wide salary schedule.

The suggested timeline to facilitate maintaining continual compliance with the comparability requirements is listed below:

January-April

· Engage in district-level budget (State and local funds) discussions concerning staff assignments and the distribution of equipment and materials for the purpose of ensuring compliance with Title I comparability requirements for the upcoming school year, as well as ensuring equitable services for all students of Yukon Public Schools.

June

· The Title I Coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum and Instruction)~~ will obtain preliminary information from the appropriate LEA Staff

· The Title I Coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum and Instruction)~~ will identify Title I and Non-Title I schools

October

· The Title I Coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum and Instruction)~~ will collect data and meet with the appropriate staff to calculate comparability, based on the current year's Accreditation Report.

· The Title I coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum and Instruction)~~ will make corrections to Title I schools, should the calculations not demonstrate comparability

November

· The Title I Coordinator ~~(Currently the Assistant Superintendent of HR in collaboration with the Executive Director of Curriculum and Instruction)~~ will reconvene appropriate LEA staff to address any outstanding issues.

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Every attempt will be made to follow this timeline to minimize the potential for disruption in the middle of a school year, should adjustments need to be made to ensure that Title I schools are comparable to non-Title I schools.

YUKON BOARD OF EDUCATION	DE

SALARIES AND EXPENSES

Adoption Date:	*Revision Date(s): 10/7/2019, 01/09/22*	*Page 1 of 1*

It is the policy of the Yukon Public Schools Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by October 1, each year. Hourly wages for support employees will be established by the board of education.

All full-time staff (4 hours per day or more) are paid on the 20th of each month. If the 20th falls on a weekend or banking holiday, full-time staff will be paid on the last preceding school day. Guest teachers are paid two times per month on the 10th and the 25th of each month. Part-time staff, including seasonal, are paid on the 10th of each month. If a pay date falls on a weekend or on a banking holiday, affected staff will be paid on the last authorized pay date preceding the actual pay date.

~~All teachers shall be paid not later than the 30th day of each month. If the 30th falls on a weekend or a holiday, teachers shall be paid on the last preceding school day.~~

Full-time staff will be paid on a twelve-month basis. Part-time staff will be paid on a monthly basis based on the months during which they complete work.
~~All full-time employees who are exempt from the hourly wage requirements of the Fair Labor Standards Act will be paid on a twelve-month basis.~~

For the purpose of state salary increments and retirement, no teacher shall be granted credit for more than five (5) years of active duty in the military service or out-of-state or out-of-country teaching experience as a certified teacher or its equivalent. Nothing in this section shall prohibit boards of education from crediting more years of experience on district salary schedules than those allowed for state purposes.

Yukon Public Schools will at all times comply with the Fair Labor Standards Act. For the purpose of FLSA, time worked is defined by law as all time an employee is subject to the control of an employer including all time that an employee is suffering or permitted to work, whether or not required to do so. The work week for Yukon Public Schools in regards to the Fair Labor Standards Act is Sunday (12:00am) through Saturday (11:59pm).

Yukon Public Schools may require that time worked be documented in a paper format or in an electronic format. Employees are expected to adhere to the guidelines for their position and/or any extra duties performed. Employees and supervisors are expected to comply with the Fair Labor Standards Act at all times.

The board shall also provide for a staff leave program and reimbursement of approved expenses.

REFERENCE: 70 O.S. §1-110
70 O.S. §5-141
70 O.S. §6-106
70 O.S. § 18-114.14
Atty. Gen. Op. No. 84-87 (July 24, 1984)

CROSS-REFERENCE: YPS Board Policy for Term of Office and Salary of Superintendent

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

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

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

RECORD	RETAIN
Selection, hiring, and employment records • Job Applications • Resumes • Job Ads • Screening tools/tests • Interview notes & other records relating to hire/no-hire decision	1 year after creation or the hire/no-hire decision, whichever is later. If employment is terminated, employer must keep existing employment records for one year from date of termination.
• Promotion • Demotions • Transfers Performance appraisals • Terminations • Reasonable accommodations and/or requests • Training records • Incentive plans • Merit systems • Seniority systems	2 years after creation or the personnel action involved, whichever is later.
Employment Contract/Collective Bargaining Records	Last effective date of contract plus 5 years
Affirmative action plans (AAP) Records AAP records including those related to: • Workforce analysis • Job group analysis • Availability analysis • Placement goals • Internal audit and reporting systems Copy of EEo-1 survey and self-identification forms if applicable	2 years. A contractor must maintain a copy of its AAP and all documentation of good-faith efforts for the current and preceding year.
AAP records including those related to: • External dissemination of policy, outreach, and positive recruitment activities • Audit and reporting systems • Data collection analysis • Benchmarks for hiring	3 years.

Payroll records, time sheets/cards Basic employee data: • Name • Address • Social Security number • Gender • Date of Birth • Occupation • Job classification	3 years.
Compensation records: • Amounts and dates of actual payments • Time and day of week when employee's work week begins • Total hours worked each day and workweek • Basis and rate at which wages are paid • Straight time and overtime hours/pay. All additions to or deductions from the employee's wages • Total wages paid each pay period • Records explaining any sex-based pay differences • Annuity and pension payments • Fringe benefits paid • Date of payment and the pay period covered by the payment	Retain for the length of employment plus five years. Under the Equal Pay Act, employers must keep for at least 2 years all records (including wage rates, job evaluations, seniority and merit systems, and collective bargaining agreements) that explain the basis for paying different wages to employees of opposite sexes in the same establishment.
Form I-9 • Form I-9 • Copies of documentation (if applicable)	3 years after the date of hire or 1 year after the date of termination, whichever is later.
Employment benefits Except for specific exemptions, Employee Retirement Income Security Act's (ERISA) reporting and disclosure requirements apply to all pension and welfare plans, including: • Summary plan descriptions (updated with changes and modification) • Annual Reports • Notice of reportable events (e.g., plan amendments that may decrease benefits, a substantial decrease in the number of plan participants) • Plan termination	6 years Records used to determine benefits that are or will become due for each employee participating in the plan must be retained as long as they are relevant.
Health & Benefits Record • Beneficiary forms • Plan elections	Termination of plan and coverage plus 3 years
Health care continuation Records of written notice to employees and their dependent of their option to continue group health plan coverage following certain qualifying events.	COBRA has no record-keeping requirements. However, many experts recommend that records be maintained for 6 years from the date of the record to remain consistent with ERISA requirements.
Background Checks	1 year from date information obtained or used.

Background check information obtained through a consumer reporting agency, for example: ● Credit reports ● Criminal history reports ● Driving reports ● Driving records ● Information regarding character, general reputation, personal characteristics or mode of living ● Any other background check reports created by a third party ● Consent forms and required disclosures to individuals subject to background checks	No specific retention requirements under the FCRA, but general EEOC requirements to retain hiring and selection records apply. Experts recommend retaining related information for at least 5 years after the date of the consumer report, which is the statute of limitation in the Fair Credit Reporting Act (FCRA).
Tax Records ● Employer identification number ● Amounts and dates of all wage, annuity and pension payments ● The fair market value of in-kind wages paid ● Names, addresses, Social Security numbers, and occupations of employees and recipients ● Any employee copies of Form W-2 that were returned as undeliverable ● Dates of employment ● Periods for which employees and recipients were paid while absent due to sickness or injury and the amount and weekly rate of payments to the employer or third-party payers made to them ● Copies of employees' and recipients' income tax withholding allowance certificates (Forms W-4, W-4P, W-4S, and W-4V) ● Dates and amounts of tax deposits ● Copies of returns filed ● Records of allocated tips ● Records of fringe benefits provided, including substantiation	4 years after filing the 4th quarter for the year 4 years after separation or after form was amended, whichever is sooner
Safety Data ● Log of occupational injuries and illnesses ● Records of injuries and illnesses ● Summary of injuries and illnesses ● Records of exposure to toxic substances for each employee	5 years following the year records pertain to (medical exams, material safety data sheets and exposure to toxic substances records retained for the duration of employee's job tenure plus 30 years The medical records of employees who have worked for less than 1 year for the employer do not need to be retained beyond the term of employment if they are provided to the employee upon termination of employment
FMLA Leave Records ● Employee data, including basic payroll and identifying employee data	3 years

• Dates FMLA leave is taken by FMLA-eligible employees (leave must designated in records as FMLA leave), including the hours of the leave, if FMLA leave is taken in increments of less than one full day • Copies of employee notices of leaved provided to the employer under the FMLA, if in writing, and copies of all eligibility notices given to employees as required under the FMLA • Any documents (including written and electronic records) describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leave • Premium payments of employee benefits • Records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave, including any written statement form the employer or employee of the reasons for designation and for the disagreement	
Certificate and Licenses • Required of employees to qualify or remain eligible to hold a position requiring certification or licensing • If the submission of copies of certificates, licenses or permits is required of all applicants for a position, those of applicants not hired must be retained for 2 years	5 years from the date of separation of employee or until superseded.
Disability accommodations Requests for reasonable accommodation from employees and/or applicants and responses and/or accommodations provided by employer.	3 years from the date of making the record or of the personnel action involved, whichever occurs later. In the case of involuntary termination, retain the terminated employee's personnel or employment records for 1 year from the date of termination.
Drug test recrods See list of records at 49 C.F.R. § 382.401 for employees covered by the U.S. Department of Transportation (DOT).	1 year from test dat4 and up to 5 years for records relating to drug testing for DOT positions.
Military leave records All records related to a military leave of absence and reemployment and employee benefits during and upon return from a military leave.	Indefinite; no statute of limitations under the Uniform Services Employment and Reemployment Rights Act (USERRA)
Litigation Case Files • Includes all cases to which the district is a party. Review before disposal; some case files may merit permanent retention for historical reasons.	As long as administratively valuable after the decision of a district not to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court or court of appeals in a lawsuit.

Statements of Organization and Reports of Contributions and Expenditures All information required to be filed with the school district clerk under the Technology Center District and Independent School District Campaign Finance and Financial Disclosure Act.	4 years after the date on which they are filed
Business Records • Purchase orders • Bank statements and reconciliations • Canceled checks/warrants • Revenue and expense reports • Payment notices • Investment documents (expired) • Employment contracts, withholding forms • IRS form 1099's • Activity fund records	5 years
• Federal program files • Free and reduced meal applications • Child nutrition records • Accident reports • Construction documents (competitive bid information)	7 years
• Insurance policies • Surety bonds • IRS 941 quarterly reports • Workers compensation/reports • Unemployment compensation records/reports • Land contracts and purchase agreements	10 years
• Payroll registers • W-2 information • Retirement earnings records • Bond election results	50 years
• Board minutes • Deeds (owned and divested) and titles • Reorganization, consolidation and/or annexation of district information • Board policy manual (until amended or suspended) • Transcript of bond proceeds • Audit reports • Estimate of needs • Fixed asset information (updated continuously)	Permanently

E-mail Archival And Retrieval: The District will automatically archive all electronic mail transmissions sent or received from District email addresses. The automatic archival of these e-mail transmissions is intended to assist the District in conducting its official business, investigations, and meeting its legal obligations under state and federal law. All E-Mail is archived for a minimum of 10 years.

Access To E-mail Transmissions: Access to archived e-mail communications shall be limited to authorized District personnel and limited in scope to that which is necessary to aid the District in its investigation or other school

business. **Employees must be aware that there is no reasonable expectation of privacy to the contents of any e-mail transmissions sent or received from District e-mail addresses**, and that the contents of all such transmissions may be subject to disclosure pursuant to the Oklahoma Open Records Act, District policy on records retention, and state and federal law.

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

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

Non-Public Schools Consultation and Monitoring

Yukon Public Schools will engage in ongoing and strategic consultation with non-public schools throughout the year. Procedures to support consultation and accountability include:

1. No less than one meeting per year will occur between YPS representatives and a representative from each non-public school for both Title programs and for special education funds.
    a. For Title programs, Yukon Public Schools will schedule and lead a consultation meeting with all eligible non-public schools no later than January 31st of each year, to determine participation for the following fiscal year.
    b. For Title programs, Yukon Public Schools will communicate the allocation to each non-public school for the current fiscal year no later than October 15th of each year.
    c. For special education funds, Yukon Public Schools will schedule and lead a consultation meeting with all eligible non-public schools no later than October 1st of each year to budget current year expenditures.
    d. During the consultation process, the following items will be discussed, as appropriate:
        i. how the children's needs will be identified;
        ii. what services will be offered;
        iii. how, where, and by whom the services will be provided;
        iv. how the services will be assessed and how the results of the assessment will be used to improve those services;
        v. the size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel and the amount of funds available for those services; and
        vi. how and when the agency, consortium, or entity will make decisions about the delivery of services, including a thorough consideration and analysis of the views of the private school officials on the provision of contract services through potential third-party providers.
2. The Executive Director of Special Services will lead the consultation process for special services. The ~~Executive Director~~ Assistant Superintendent of Curriculum, ~~and~~ Instruction, and Assessment along with the Assistant Superintendent of Human Resources, will lead the consultation process for Title programs.
3. On a regular basis, Yukon Public Schools will exchange email, address and phone number information while identifying roles and responsibilities within each organization in order to support ongoing collaboration and dialogue.
4. Equitable Services are calculated on a per pupil basis, guided by the calculations and allocations provided by the Oklahoma State Department of Education.
5. All purchases and expenditures for non-public schools are created and reconciled through Yukon Public Schools.
6. Should products be purchased for private schools (e.g. technology), Yukon Public Schools will maintain ownership and inventory of products and will conduct annual inventory checks.

Educational services and other benefits provided for private school children, teachers and other educational personnel shall be equitable in comparison to services and other benefits for public school children, teachers, and other educational personnel participating in the program and shall be provided in a timely manner. To ensure equitability, the following factors will be considered and reviewed on a regular basis:

1. YPS spends an equal amount of funds to serve similar public and private school students, their teachers, and other educational personnel, taking into account the number and education needs of those students, teachers, and other educational personnel;
2. YPS provides services and benefits to private school students, their teachers, and other personnel that are equitable in comparison to the services and benefits provided to public school students, their teachers, and other educational personnel;
3. YPS addresses and assesses the specific needs and educational progress of public and private school students, their teachers, and educational personnel on a comparable basis;
4. YPS provides, in the aggregate, approximately the same amount of services to public school students, their teachers, and educational personnel as it provides to private school students, their teachers, and educational personnel with similar needs;
5. YPS provides both groups of students, their teachers, and other educational personnel equal opportunities to participate in program activities;
6. YPS provides private school students, their teachers, and other personnel with an opportunity to participate that provides reasonable promise of participating private school students meeting challenging academic standards;
7. YPS provides different benefits and services to private school students, their teachers, and other educational personnel from those provided to public school students, their teachers, and other educational personnel if their needs are different.

September	§ Begin programs and services. § Consult with private school officials about *current* programs and services implementation and modify as necessary.
October	§ Continue consultation about *current* programs and services implementation.
November-December	§ Consult with private school officials about the status of *current* programs and services.

	§ Obtain a complete list of all private schools with appropriate contact names for later use in mailing "Intent to Participate in Federal Education Programs" forms.
January	§ Continue consultation with private school officials about the status of *current* programs and services. § Send "Intent to Participate" forms to all private schools in the LEA with a February deadline for returning the forms.
February -March	§ Continue consultation with private school officials about the status of *current* programs and services. § Conduct a district-wide consultation meeting with all private school officials and provide a general overview of programs that will be available to their students and teachers in the *next* school year. § Consult with private school officials to identify students' and teachers' needs, discuss services and estimated funding figures, design programs, and establish priorities for the *next* school year.
April-May	§ Evaluate programs and services for the *current* school year and make suggestions for modifying programs that will be implemented again in the *next* school year. § Continue consultation and planning for programs and services for *next* school year.
June	§ Finalize actions related to programs and services.
July-August	§ Inform private school officials about the readiness of programs and services for the *upcoming* school year. § Provide program funding figures to private school officials for the upcoming school year.

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

The Yukon Public Schools Board of Education recognizes that the involvement of student achievement programs, parent-teacher associations, and other adult organizations are essential to the provision of quality educational services and are vital in fostering the community-school relationship. However, student achievement programs, parent-teacher associations, and other adult organizations and the funds raised by those programs, associations, and organizations may not be subject to control by the Board.

The Board shall annually sanction parent organizations and booster clubs, hereinafter referred to as organizations, which exist to promote a positive relationship between the District and the community by assisting and supporting the schools in recognizing and promoting student activities. Close communication will be maintained to ensure that the goals of the organizations are in compliance with the goals and policies of the District. The District shall incur no liability for the acts, errors, or omissions of any sanctioned organization. The Board will determine whether to sanction an organization by taking action on the recommendation of the Superintendent or his/her designee. Sanctioning will be contingent on compliance with the following criteria:

A. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the Board. These will differentiate the parent organization or booster club from any student organizations and will provide details of their structure including:

1. By-laws, which shall include:
    a. Statement of nondiscrimination related to state and federal laws
    b. Name of Group and Statement of purpose
    c. Procedures for electing officers
    d. Organization's Fiscal year

~~2.~~ ~~List of current officers~~ e. Officers' names, phone number and addresses (physical and email);

~~3. Details of the process to elect officers and the length of each officer's term;~~

~~4. Purpose and goals; and~~

~~5.~~ f. A detailed breakdown of the dues structure for the membership

~~2. List of current officers;~~

~~4. Statement of fund-raising methods and activities; and~~

~~5. Proposed schedule of fund-raising activities indicating the location, the dates, and the time of such activities.~~

B. No fundraising activities will be conducted within the school during school hours without proper notification to and approval from the Superintendent or his/her designee. Students will not participate during regular class periods unless approved by the Superintendent or his/her designee.
    a. Organizations must annually submit a proposed schedule of fundraising activities indicating the location, the dates, and the time of such activities

C. The organization may not use District materials in advertising its activities. The use of District property by the organization for its activities will meet all regulations established by the Board.

D. The sanctioning of any program, association or organization under this policy by the Board of Education, is not intended to reflect any opinion by the Board or any employee of the district that the financial, performance or other records of the parent association or parent organization are accurate or should be relied on by any person in any manner. Further, the Board of Education and all employees of the district

specifically disclaim any and all liability for any obligation, loss of funds, misfeasance or malfeasance of any representative of any program, association or organization sanctioned under this policy. Therefore, employees of the district may not serve as the treasurer of any parent booster club or PTA.

E. All funds raised will be used to achieve the stated purposes and goals of the organization. No stipends or administrative fees will be permitted to officers or others. If the organization is abolished or ceases to exist, all remaining funds after the financial responsibilities are satisfied shall be deposited into the general fund activity account. All fundraising activities must comply with local, state, and federal laws.
   a. Use of school facilities for fund raising activities, meetings, and other business shall follow District facility usage guideline;
   b. The District discourages going door-to-door by elementary and intermediate students, without adult supervision;
   c. All property and non-consumable items given to the school or District is considered a gift. It shall become and remain the property of the District.

F. Due to filing and reporting obligations imposed on the district by the IRS, sanctioned organizations shall not employ and/or pay district employees or hire independent contractors or outside employees without prior written approval by the Assistant Superintendent of Human Resources or the Superintendent's designee. District employees may not be paid for services by the parent-operated booster club or PTA/PTO. Any request for payments to be made for services rendered to a district employee must receive written approval in advance of any services being rendered so the funds can be given to the district and all payments for services paid by the district and not the booster club.

~~G. Contributions from the organization will not be accepted unless approved by the Board.~~

H. The organization must maintain bank, financial, and tax-exempt status separate from the District. ~~The organization will provide the Board, annually upon request, a complete set of financial records or detailed Treasurer's report.~~ Sanctioned organizations may not use the district's tax ID number.

I. The Superintendent, CFO or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association, including tax records. Copies of records must be promptly provided upon the request. If required, the audits or any other requested information shall be submitted within five (5) days to the Superintendent or CFO. The district reserves the right to review all financial records and/or perform spot audits throughout the year.

J. Sanctioned organizations must issue all appropriate 1099s, W-2s and all other annual tax forms as required by law and should submit copies of such filed tax forms to the Chief Financial Officer or designee no later than 30 days after filing date of each year.

K. In order to maintain the status of a sanctioned program, association or organization in accordance with this policy, the Superintendent, Chief Financial Officer or the Board of Education may require from any such program, association or organization that financial and performance audits by an independent accounting firm be performed on an annual basis on the program, association or organization. If required by the Superintendent, CFO or the Board of Education, the audits or any other requested information shall be submitted to the Superintendent within 90 days of the request. The submitted audits, other financial statements or other information shall be reviewed to determine if the program, association or organization is entitled to continue to be sanctioned in accordance with

this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.

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

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

N. The Board reserves the right to revoke the sanctioning of any organization if it is determined that the operation and purpose are not consistent with the policies and procedures adopted by the Board.

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

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

1. By-laws, which shall include:
    e. Statement of nondiscrimination related to state and federal laws
    f. Name of Group and Statement of purpose
    g. Procedures for electing officers
    h. Organization's Fiscal year
2. List of current officers;
4. Statement of fund-raising methods and activities; and
5. Proposed schedule of fund-raising activities indicating the location, the dates, and the time of such activities.

The Superintendent or his/her designee shall review the application for recognition and exemption and shall make a recommendation to the Board regarding whether the student organization shall be exempted from control by the Board. The Board shall review and consider the Superintendent's or designee's recommendation and the information submitted and shall issue a determination regarding the exemption status of the student organization. If the Board determines that the student organization is in fact a non-exempt student organization, then it shall be subjected to the applicable law, Board policy, and any applicable Administrative Regulations regarding School Activity Funds. If a non-exempt student organization refuses to comply with the applicable law, policies, or Administrative Regulations regarding School Activity Funds, it shall not be entitled to utilize the District's property or facilities for any purpose.

In no manner will the board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

REFERENCE: 70 O.S. §5-129.1
Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

A POLICY ON THIS TOPIC IS REQUIRED BY LAW.

YUKON BOARD OF EDUCATION	FEF

STUDENT TRANSFERS FOR CHILDREN OF EMPLOYEES

Adoption Date: 01/01/2022	*Revision Date(s): 06/06/2022*	*Page 1 of 1*

Children or wards of individuals employed by the school district shall be allowed to transfer into the school district without regard to ~~other transfer policies~~ capacity. Student attendance and discipline requirements will follow Board Policy FE. A student who enrolls pursuant to this policy shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. Eligibility requirements are governed by the Oklahoma Secondary School Activities Association.

REFERENCE: **70 O.S. §8-113**
70 O.S. §8-103.2

PONumber	Fd	Proj	Func	Obj	Prog	Subj	Job	Site	Amount	PODate	OrderName	AcctDescription	Budget
231246	11	53	1000	619	239	0	0	130	255.00	11/4/2022	ABLENET INC	SUPPLIES AND MATERIALS	SPED
231247	11	53	2135	619	239	0	0	753	178.97	11/4/2022	AMAZON	SUPPLIES AND MATERIALS	SPED
231249	11	53	2135	619	239	0	0	753	108.43	11/4/2022	FUN AND FUNCTION	SUPPLIES AND MATERIALS	SPED
231250	11	51	2319	580	0	0	0	51	2,100.00	11/4/2022	SOUTHWEST AIRLINES/CAPITAL ONE	STAFF TRAVEL	District Admin
231251	11	51	2620	810	0	0	0	51	125.00	11/4/2022	UNIVERSITY OF OKLAHOMA	DUES & FEES	District Admin
231252	11	53	2135	614	239	0	0	753	154.00	11/4/2022	WPS	TESTING SUPPLIES & MATERIALS	SPED
231255	11	424	1000	619	332	8700	0	705	1,416.38	11/7/2022	AMAZON	SUPPLIES AND MATERIALS	Tech Now
231256	11	541	2573	860	0	0	0	752	355.00	11/7/2022	National Science Teachers Association	STAFF REGISTRATIONS	Title II-A
231257	11	541	2573	580	0	0	0	752	1,900.00	11/7/2022	SOUTHERN REGIONAL EDUCATION BOARD	STAFF TRAVEL	Title II-A
231258	11	51	2620	810	0	0	0	51	160.00	11/7/2022	UNIVERSITY OF CENTRAL OKLA	DUES & FEES	District Admin
231259	11	412	2199	682	315	8869	0	140	168.88	11/7/2022	YUKON TROPHY & AWARDS INC	AWARDS,GIFTS DECOR	Career Tech
231260	11	541	2573	580	0	0	0	752	483.00	11/7/2022	Capital One Bank/Delta Airlines	STAFF TRAVEL	Title II-A
231261	11	541	2573	580	0	0	0	752	253.50	11/7/2022	Jeramey Tamez	STAFF TRAVEL	Title II-A
231262	11	541	2573	580	0	0	0	752	885.26	11/7/2022	Capital One/Omni Atlanta Hotel	STAFF TRAVEL	Title II-A
231263	11	53	1000	530	239	0	0	135	175.00	11/7/2022	Generation Genius Inc	COMMUNICATION & SOFTWARE SERVICES	SPED
231264	11	795	2572	530	0	0	0	69	400.00	11/8/2022	ProTexting LLC	COMMUNICATION & SOFTWARE SERVICES	ARP
231266	11	412	1000	619	316	8178	0	705	103.92	11/8/2022	AMAZON	SUPPLIES AND MATERIALS	Career Tech
231267	11	31	2573	860	271	0	0	705	475.00	11/8/2022	SOUTHERN REGIONAL EDUCATION BOARD	STAFF REGISTRATIONS	Professional Development
231268	11	82	1000	810	100	2800	0	705	800.00	11/9/2022	Oklahoma State Univ.	DUES & FEES	YHS
231269	11	51	2319	580	0	0	0	51	600.00	11/10/2022	CAPITAL ONE/SOUTHWEST AIRLINES	STAFF TRAVEL	District Admin
231270	11	51	2319	580	0	0	0	51	900.00	11/10/2022	CAPITAL ONE/SOUTHWEST AIRLINES	STAFF TRAVEL	District Admin
231271	11	51	2319	580	0	0	0	51	1,700.00	11/10/2022	Capital One/Marriot Marquis Washington	STAFF TRAVEL	District Admin
231272	11	67	1000	653	100	2500	0	767	2,271.73	11/10/2022	JMAC Supply	TECHNOLOGY - RELATED SUPPLIES	Technology
231273	11	54	2720	810	0	0	0	54	58.25	11/10/2022	Dana Lynne Woods	DUES & FEES	Transportation
231274	11	51	2321	641	0	0	0	51	109.00	11/10/2022	Good Sports Inc	BOOKS (eBooks)	District Admin
231275	11	31	2573	860	271	0	0	105	1,900.00	11/10/2022	SOUTHERN REGIONAL EDUCATION BOARD	STAFF REGISTRATIONS	Professional Development
231276	11	81	1000	619	100	0	0	520	470.28	11/11/2022	AMAZON	SUPPLIES AND MATERIALS	YMS
231277	11	31	2573	580	271	0	0	140	2,200.00	11/11/2022	Capital One Bank/Delta Airlines	STAFF TRAVEL	Professional Development
231278	11	80	2220	619	0	0	0	150	45.00	11/11/2022	Thermobind Inc	SUPPLIES AND MATERIALS	Redstone
231279	11	82	1000	619	100	2800	0	705	65.75	11/11/2022	Geo Knight & Co. Inc	SUPPLIES AND MATERIALS	YHS
231280	11	32	1000	644	100	2200	0	115	4,294.42	11/11/2022	HEINEMANN	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum Materials
231280	11	32	1000	644	100	2200	0	140	3,486.00	11/11/2022	HEINEMANN	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum Materials
231283	11	541	2573	860	0	0	0	750	14,700.00	11/11/2022	NAESP	STAFF REGISTRATIONS	Title II-A
231284	11	541	2573	580	0	0	0	752	12,600.00	11/11/2022	SUNSHINE TRAVEL	STAFF TRAVEL	Title II-A
231287	11	63	1000	653	251	2500	0	763	60.00	11/15/2022	Pixel Press Technologhy LLC	TECHNOLOGY - RELATED SUPPLIES	Gifted
231288	11	53	2140	614	239	0	0	753	907.20	11/15/2022	NCS PEARSON, INC	TESTING SUPPLIES & MATERIALS	SPED
231289	11	53	1000	619	239	0	0	753	180.00	11/15/2022	OATECA	SUPPLIES AND MATERIALS	SPED
231290	11	51	2544	337	0	0	0	50	5,500.00	11/16/2022	MARZANO RESERCH LABORATORY LLC	OTHER PROFESSIONAL SVCS	District Admin
231291	11	31	2573	580	271	0	0	140	3,600.00	11/16/2022	Capital One/Gaylord Palms	STAFF TRAVEL	Professional Development
231292	11	51	2620	810	0	0	0	51	125.00	11/16/2022	Oklahoma State University	DUES & FEES	District Admin
231293	11	53	1000	580	239	0	0	705	100.00	11/16/2022	Danielle Lynn Harrison	STAFF TRAVEL	SPED
231294	11	52	2213	619	271	0	0	752	63.75	11/16/2022	ISTE	SUPPLIES AND MATERIALS	Curriculum
231295	11	31	2573	860	271	0	0	705	650.00	11/16/2022	NASSP	STAFF REGISTRATIONS	Professional Development
231296	11	31	2573	580	271	0	0	705	550.00	11/16/2022	Capital One Bank/Delta Airlines	STAFF TRAVEL	Professional Development
231297	11	367	1000	641	427	1110	0	105	269.50	11/16/2022	Ventris Learning	BOOKS (eBooks)	RSA
231297	11	367	1000	641	427	1110	0	110	210.00	11/16/2022	Ventris Learning	BOOKS (eBooks)	RSA
231297	11	367	1000	641	427	1110	0	115	210.00	11/16/2022	Ventris Learning	BOOKS (eBooks)	RSA
231297	11	367	1000	641	427	1110	0	125	210.00	11/16/2022	Ventris Learning	BOOKS (eBooks)	RSA

PONumber	Fd	Proj	Func	Obj	Prog	Subj	Job	Site	Amount	PODate	OrderName	AcctDescription	Budget
231297	11	367	1000	641	427	1110	0	130	140.00	11/16/2022	Ventris Learning	BOOKS (eBooks)	RSA
231297	11	367	1000	641	427	1110	0	135	210.00	11/16/2022	Ventris Learning	BOOKS (eBooks)	RSA
231299	11	572	1000	530	410	1310	0	140	283.33	11/17/2022	Imagine Learning Inc	COMMUNICATION & SOFTWARE SERVICES	Title III
231299	11	572	1000	530	410	1310	0	145	283.33	11/17/2022	Imagine Learning Inc	COMMUNICATION & SOFTWARE SERVICES	Title III
231299	11	572	1000	530	410	1310	0	150	283.34	11/17/2022	Imagine Learning Inc	COMMUNICATION & SOFTWARE SERVICES	Title III
231299	11	572	1000	653	410	1310	0	140	2,200.00	11/17/2022	Imagine Learning Inc	TECHNOLOGY - RELATED SUPPLIES	Title III
231299	11	572	1000	653	410	1310	0	145	2,200.00	11/17/2022	Imagine Learning Inc	TECHNOLOGY - RELATED SUPPLIES	Title III
231299	11	572	1000	653	410	1310	0	150	2,400.00	11/17/2022	Imagine Learning Inc	TECHNOLOGY - RELATED SUPPLIES	Title III
231301	11	53	2152	653	239	0	0	753	1,071.00	11/17/2022	LessonPix Inc	TECHNOLOGY - RELATED SUPPLIES	SPED
231302	11	53	1000	580	239	0	0	520	100.00	11/17/2022	Amber Danielle Donaldson	STAFF TRAVEL	SPED
231303	11	53	1000	619	239	0	0	753	61.98	11/17/2022	AMAZON	SUPPLIES AND MATERIALS	SPED
231304	11	52	2573	860	0	0	0	752	1,200.00	11/18/2022	ACT	STAFF REGISTRATIONS	Curriculum
231305	11	511	2194	641	429	0	0	520	2,780.83	11/18/2022	SCHOLASTIC INC-5679	BOOKS (eBooks)	Title I
231306	11	541	2213	653	0	0	0	750	2,196.00	11/18/2022	APPLE INC	TECHNOLOGY - RELATED SUPPLIES	Title II-A
231307	11	541	2213	653	0	0	0	750	2,549.40	11/18/2022	The Padcaster LLC	TECHNOLOGY - RELATED SUPPLIES	Title II-A
231308	11	58	1000	619	100	4019	0	758	1,100.00	11/18/2022	WENGER CORPORATION	SUPPLIES AND MATERIALS	Auditorium
231310	11	31	2573	580	271	0	0	140	158.60	11/28/2022	Capital One/Allianz Travel Insallianzins	STAFF TRAVEL	Professional Development
231311	11	81	1000	619	100	0	0	520	867.00	11/29/2022	AMAZON	SUPPLIES AND MATERIALS	YMS
231312	11	51	2321	860	0	0	0	51	210.00	11/29/2022	AMBER-POCASSET PUBLIC SCHOOLS	STAFF REGISTRATIONS	District Admin
231313	11	53	2213	860	239	0	0	753	359.00	11/29/2022	Natl Assoc. of School Psychologists Inc	STAFF REGISTRATIONS	SPED
231314	11	541	2213	320	0	0	0	750	900.00	11/29/2022	Marla Ruth Pankratz	PROF EDUCATION SERVICES	Title II-A
231315	11	67	1000	653	100	2500	0	767	700.00	11/29/2022	RAS Technology Consultants Inc	TECHNOLOGY - RELATED SUPPLIES	Technology
231316	11	412	1000	653	316	8178	0	705	125.00	11/29/2022	A/C/E Media Supply, Inc	TECHNOLOGY - RELATED SUPPLIES	Career Tech
231317	11	412	1000	619	314	8415	0	705	300.00	11/29/2022	AMAZON	SUPPLIES AND MATERIALS	Career Tech
231318	11	82	1000	619	100	5000	0	705	295.20	11/29/2022	Bio-Rad Laboratories, Inc	SUPPLIES AND MATERIALS	YHS
231319	11	71	1000	619	100	0	0	105	484.00	11/29/2022	SAM'S CLUB DIRECT	SUPPLIES AND MATERIALS	Central Elem
231320	11	82	2620	619	0	0	0	705	63.74	11/30/2022	AMAZON	SUPPLIES AND MATERIALS	YHS
					General Fund				92,054.97				
231282	21	66	2620	619	0	0	0	66	850.00	11/11/2022	LANGSTONS	SUPPLIES AND MATERIALS	Maintenance
231309	21	66	2620	619	0	0	0	66	654.00	11/28/2022	Happy Playgrounds LLC	SUPPLIES AND MATERIALS	Maintenance
					Building Fund				1,504.00				
231248	31	271	1000	655	100	3001	0	705	3,846.00	11/4/2022	EDMOND/GILLIAM/LARSEN MUSIC	INSTRUMENTS	Band
231253	31	211	2620	438	0	0	0	135	5,125.00	11/4/2022	QuickDraw Construction LLC	Other Building Repairs and Maintenance	Skyview library pit
231254	31	211	2620	438	0	0	0	135	3,400.00	11/7/2022	SCHWARZ PAVING CO, INC.	Other Building Repairs and Maintenance	Skyview ADA ramp
231298	31	241	2220	653	0	0	0	105	525.00	11/17/2022	BRITANNICA	TECHNOLOGY - RELATED SUPPLIES	Central Elem media
231300	31	251	1000	653	100	0	0	767	4,515.23	11/17/2022	Follett School Solutions, Inc	TECHNOLOGY - RELATED SUPPLIES	Media software license
					2021 Bond Fund				17,411.23				
231285	37	225	2620	651	0	0	0	140	14,360.00	11/11/2022	Pro Grade Flooring LLC	Flooring	Independence hallways
231286	37	225	2620	651	0	0	0	140	136,000.00	11/11/2022	Pro Grade Flooring LLC	Flooring	Independence classrooms
231321	37	251	1000	653	100	0	0	767	9,512.41	11/30/2022	VIDEO REALITY	IT	Replacement projectors
231322	37	225	2620	651	0	0	0	520	33,607.85	11/30/2022	Pro Grade Flooring LLC	Flooring	YMS entry & offices
					2017 Bond Fund				193,480.26				

YUKON PUBLIC SCHOOLS
DISTRICT I-27, CANADIAN COUNTY
TREASURER'S GENERAL LEDGER
2022-2023

FY23 CUMULATIVE

	Assets		Balance Beg. Of Year	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance
Cash							
0101	YNB		2,961,436.58	15,942,152.56	32,350,000.00	48,992,923.71	2,260,665.43
0102	Bank of Oklahoma - Checking		247.97	0.00	0.00	0.00	247.97
0103	Bank of Oklahoma - Money Market		10,082,258.36	77,599.95	746,250.00	0.00	10,906,108.31
0106	Oklahoma Liquid Asset Program		0.00	0.00	0.00	0.00	0.00
0108	Bank of Oklahoma - Insured Cash Sweep (ICS)		0.00	0.00	0.00	0.00	0.00
	Deposits/Checks in Transit		233.67	-233.67	0.00	0.00	0.00
	Bank Adjustment		0.00	-15,595.55	0.00	-15,475.39	-120.16
	Total Cash		13,044,176.58	16,003,923.29	33,096,250.00	48,977,448.32	13,166,901.55
Investments							
0104	CD - Bank of Oklahoma		53,844,499.02	85,062.71	-33,096,250.00	0.00	20,833,311.73
0104	CD - Bank of Ok. Investment in Transit		0.00	0.00	0.00	0.00	0.00
0105	CDAR's		0.00	0.00	0.00	0.00	0.00
0107	CD - YNB		0.00	0.00	0.00	0.00	0.00
	CD -YNB CDARs		0.00	0.00	0.00	0.00	0.00
	Total Investments		53,844,499.02	85,062.71	-33,096,250.00	0.00	20,833,311.73
Total Assets			66,888,675.60	16,088,986.00	0.00	48,977,448.32	34,000,213.28
	Liabilities and Fund Balances						
	2021-22 General Fund	3-11	0.00	14,802,526.80	12,279,971.03	15,152,991.66	11,929,506.17
	2021-22 General Fund	2-11	22,764,719.95	0.00	-11,965,192.03	9,953,370.03	846,157.89
	2020-21 General Fund	1-11	314,779.00	0.00	-314,779.00	0.00	0.00
	2022-23 Building Fund	3-21	0.00	179,154.57	4,755,632.43	752,686.91	4,182,100.09
	2021-22 Building Fund	2-21	5,998,027.63	0.00	-4,734,446.51	411,349.22	852,231.90
	2020-21 Building Fund	1-21	21,185.92	0.00	-21,185.92	0.00	0.00
	2022-23 Child Nutrition Fund	3-22	0.00	805,281.86	2,321,793.64	635,046.96	2,492,028.54
	2021-22 Child Nutrition Fund	2-22	2,863,576.36	0.00	-2,321,793.64	335,740.44	206,042.28
	2021 Building Bond	3-31	0.00	0.00	2,778,547.92	548,036.82	2,230,511.10
	2021 Building Bond	2-31	13,029,710.66	0.00	-2,778,547.92	6,135,847.02	4,115,315.72
	2018 Building Bond	3-37	0.00	18,200.00	531,905.57	0.00	550,105.57
	2018 Building Bond	2-37	4,208,864.74	0.00	-531,905.57	1,119,662.28	2,557,296.89
	2013 Transportation Bond	3-39	0.00	0.00	510,515.74	11,785.36	498,730.38
	2013 Transportation Bond	2-39	618,931.74	0.00	-510,515.74	0.00	108,416.00
	2022-23 Sinking Fund	3-41	0.00	246,503.88	16,440,443.05	13,849,834.38	2,837,112.55
	2021-22 Sinking Fund	2-41	16,440,443.05	0.00	-16,440,443.05	0.00	0.00
	2021-22 Vision Insurance Plan	3-82	0.00	37,215.00	317,843.50	45,286.75	309,771.75
	2021-22 Vision Insurance Plan	2-82	336,119.37	0.00	-317,843.50	18,275.87	0.00
	2022-23 Workers Comp Fund	3-83	0.00	0.00	29,489.63	0.00	29,489.63
	2021-22 Workers Comp Fund	2-83	29,599.63	0.00	-29,489.63	110.00	0.00
	2021-22 Unemployment Comp	3-87	0.00	0.00	262,717.55	7,320.73	255,396.82
	2021-22 Unemployment Comp	2-87	262,717.55	0.00	-262,717.55	0.00	0.00
Total Liabilities and Fund Balances			66,888,675.60	16,088,882.11	0.00	48,977,344.43	34,000,213.28

YUKON PUBLIC SCHOOLS
DISTRICT I-27, CANADIAN COUNTY
TREASURER'S GENERAL LEDGER
2022-2023

October-22

	Assets		Balance	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance
Cash							
0101	YNB		1,430,685.70	4,793,362.38	17,350,000.00	21,313,382.65	2,260,665.43
0102	Bank of Oklahoma - Checking		247.97	0.00	0.00	0.00	247.97
0103	Bank of Oklahoma - Money Market		9,124,015.95	35,842.36	1,746,250.00	0.00	10,906,108.31
0106	Oklahoma Liquid Asset Program		0.00	0.00	0.00	0.00	0.00
0108	Bank of Oklahoma - Insured Cash Sweep (ICS)		0.00	0.00	0.00	0.00	0.00
	Deposits/Checks in Transit		0.00	0.00	0.00	0.00	0.00
	Bank Adjustment		542.37	-3,600.06	0.00	-2,937.53	-120.16
	Total Cash		10,555,491.99	4,825,604.68	19,096,250.00	21,310,445.12	13,166,901.55
Investments							
0104	CD - Bank of Oklahoma		39,881,610.14	47,951.59	-19,096,250.00	0.00	20,833,311.73
0104	CD - Bank of Ok. Investment in Transit		0.00	0.00	0.00	0.00	0.00
0105	CDAR's		0.00	0.00	0.00	0.00	0.00
0107	CD - YNB		0.00	0.00	0.00	0.00	0.00
	CD -YNB CDARs		0.00	0.00	0.00	0.00	0.00
	Total Investments		39,881,610.14	47,951.59	-19,096,250.00	0.00	20,833,311.73
Total Assets			50,437,102.13	4,873,556.27	0.00	21,310,445.12	34,000,213.28
	Liabilities and Fund Balances						
	2021-22 General Fund	3-11	13,134,872.19	4,253,271.70	0.00	5,458,637.72	11,929,506.17
	2021-22 General Fund	2-11	876,937.25	0.00	0.00	30,779.36	846,157.89
	2020-21 General Fund	1-11	0.00	0.00	0.00	0.00	0.00
	2022-23 Building Fund	3-21	4,314,470.65	59,731.85	0.00	192,102.41	4,182,100.09
	2021-22 Building Fund	2-21	1,061,533.49	0.00	0.00	209,301.59	852,231.90
	2020-21 Building Fund	1-21	0.00	0.00	0.00	0.00	0.00
	2022-23 Child Nutrition Fund	3-22	2,552,303.17	524,054.21	0.00	584,328.84	2,492,028.54
	2021-22 Child Nutrition Fund	2-22	206,042.28	0.00	0.00	0.00	206,042.28
	2021 Building Bond	3-31	2,244,280.17	0.00	0.00	13,769.07	2,230,511.10
	2021 Building Bond	2-31	4,774,253.56	0.00	0.00	658,937.84	4,115,315.72
	2018 Building Bond	3-37	550,105.57	0.00	0.00	0.00	550,105.57
	2018 Building Bond	2-37	2,857,278.00	0.00	0.00	299,981.11	2,557,296.89
	2013 Transportation Bond	3-39	501,676.72	0.00	0.00	2,946.34	498,730.38
	2013 Transportation Bond	2-39	108,416.00	0.00	0.00	0.00	108,416.00
	2022-23 Sinking Fund	3-41	16,663,099.31	23,847.62	0.00	13,849,834.38	2,837,112.55
	2021-22 Sinking Fund	2-41	0.00	0.00	0.00	0.00	0.00
	2021-22 Vision Insurance Plan	3-82	306,947.32	12,547.00	0.00	9,722.57	309,771.75
	2021-22 Vision Insurance Plan	2-82	0.00	0.00	0.00	0.00	0.00
	2022-23 Workers Comp Fund	3-83	29,489.63	0.00	0.00	0.00	29,489.63
	2021-22 Workers Comp Fund	2-83	0.00	0.00	0.00	0.00	0.00
	2021-22 Unemployment Comp	3-87	255,396.82	0.00	0.00	0.00	255,396.82
	2021-22 Unemployment Comp	2-87	0.00	0.00	0.00	0.00	0.00
Total Liabilities and Fund Balances			50,437,102.13	4,873,452.38	0.00	21,310,341.23	34,000,213.28

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Tracy Lyn Sowinski

School employee requesting trip.

Date of Request required

11-3-22 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$700.00

Lodging Cost/PO Number: required

$500.00

Transportation Costs/PO Number: required

> 500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

> 400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Tracy Sowinski 11-3-22

Employee Traveling Date

Superintendent Date

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Randall | Stowe II

School employee requesting trip.

Date of Request required

11/02/2022 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP. National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

> 500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

> 400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Employee Traveling — Date: 11/2/22

Superintendent — Date

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Amy Louise Brooks Young

School employee requesting trip.

Date of Request required

11/2/22 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP. National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$700.00

Lodging Cost/PO Number: required

$500.00

Transportation Costs/PO Number: required

$500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Employee Traveling — Date 11/2/22

Superintendent — Date

ToBd 12-5-2022

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Summers | Samuel Glenn

School employee requesting trip.

Date of Request required

11/07/2022 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/ Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$700.00

Lodging Cost/PO Number: required

$500.00

Transportation Costs/PO Number: required

$500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

11-7-22

Employee Traveling Date

Superintendent Date

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Shannon | Dutton

School employee requesting trip.

Date of Request required

11/04/2022 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

$500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Employee Traveling — 11.4.22 Date

Superintendent — Date

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Laura Lou Gallagher

School employee requesting trip.

Date of Request required

11-16-2022 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

$500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Laura L. Gallagher — 11-6-2022

Employee Traveling — Date

Superintendent — Date

Please complete your full name (as it appears on your driver's lisence) and the date you complete this form then sign and date the last page. Return it to Deanne Rowe at the administration building with a post-it that has your driver's lisence number and date of birth on it. This is required to make flight arrangements. The post-it will be destroyed as soon as the flight has been booked.
Time is of the essence with this step. Please get these back as soon as you can.

After all arrangements have been made, you will receive a packet with all necessary information including a list of items you will need to claim per-diem upon your return.

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Amber | Rodriques

School employee requesting trip.

Date of Request required

11-4-22 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP · National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$700.00

Lodging Cost/PO Number: required

$500.00

Transportation Costs/PO Number: required

> 500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

> 400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Amber Rodriguez 11.4.22

Employee Traveling Date

Superintendent Date

To Bd 12-5-22

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Micah | Sexton

School employee requesting trip.

Date of Request required

11/9/2022 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

> 500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

> 400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Mariah Sekty 11/9/2022

Employee Traveling Date

Superintendent Date

To Bd 12/5

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required 11-9-22

Michael Angelo | Perez

School employee requesting trip.

Date of Request required

11/07/2022 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Name of Organization, Grade required

YHS Administration

Departure Date of Trip required

7/17/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Return Date of Trip required

7/21/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Departure Time required

TBD

Departure Location required

Will Rogers World Airport

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

—

Place, Purpose, and Nature of the Trip required

SREB Making Schools Work Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$475.00 T11

Lodging Cost/PO Number: required

$1000 T11

Transportation Costs/PO Number: required

$700 T11

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$300 T11

Cost of a Substitute: required

N/A

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

Empower K-12 students success w/ rigerous academics + quality career pathways.

Michael A. Perry

11-9-22

To Bd 12/5

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Melissa Gail | Barlow

School employee requesting trip.

Date of Request required

11/07/2022 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Name of Organization, Grade required

YHS Administration

Departure Date of Trip required

7/17/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Return Date of Trip required

7/21/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Departure Time required

TBD

Departure Location required

Will Rogers World Airport

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

Ø

Number of Parents/Guardians Attending required

Ø

Age of Students required

—

Place, Purpose, and Nature of the Trip required

SREB Making Schools Work Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$475.00 T11

Lodging Cost/PO Number: required

$1000 T11

Transportation Costs/PO Number: required

$700 T11

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$300 T11

Cost of a Substitute: required

N/A

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

Empower K-12 students success w/ rigerous academics + quality career pathways.

Melissa Bayler 11/9/22

TOBd 12-5-

Out of State Travel Request





YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Jason Dan | Brunk

School employee requesting trip.

Date of Request required

11/7/2022 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Name of Organization, Grade required

Human Resources Admin

Departure Date of Trip required

7/17/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Return Date of Trip required

7/21/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Departure Time required

TBD

Departure Location required

Will Rogers World Airport

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

—

Place, Purpose, and Nature of the Trip required

SREB Making Schools Work Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

475.00 T11

Lodging Cost/PO Number: required

$ 1000 TII

Transportation Costs/PO Number: required

$ 700 TII

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$ 300 TII

Cost of a Substitute: required

14A

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

Empower K-12 students success w/ rigorous academics + quality career pathways

To Bd 12-5

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Virginia | Kesler

School employee requesting trip.

Date of Request required

11/07/2022 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Name of Organization, Grade required

YHS Administration

Departure Date of Trip required

7/17/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Return Date of Trip required

7/21/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Departure Time required

TBD

Departure Location required

Will Rogers World Airport

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

Ø

Number of Parents/Guardians Attending required

Ø

Age of Students required

—

Place, Purpose, and Nature of the Trip required

SREB Making Schools Work Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$475.00 T11

Lodging Cost/PO Number: required

$1000 T11

Transportation Costs/PO Number: required

$700 T11

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$300 T11

Cost of a Substitute: required

N/A

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

Empower K-12 students success w/ rigerous academics + quality career pathways.

11/11/22

TBD 12-5

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405 354 2587

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

11-9-22

Full Name required

Clark Crawford

School employee requesting trip.

Date of Request required

11/07/2022 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Name of Organization, Grade required

YHS Administration

Departure Date of Trip required

7/17/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Return Date of Trip required

7/21/2023 Allowed format is MM/DD/YYYY Ex: 11/07/2022

Departure Time required

TBD

Departure Location required

Will Rogers World Airport

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

Ø

Number of Parents/Guardians Attending required

Ø

Age of Students required

Place, Purpose, and Nature of the Trip required

SREB Making Schools Work Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$475.00 TII

Lodging Cost/PO Number: required

$1000 T11

Transportation Costs/PO Number: required

$700 T11

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$300 T11

Cost of a Substitute: required

N/A

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

Empower K-12 students success w/ rigerous academics + quality career pathways.

11-9-22

To Bd 12-5-22

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Clay | McDonald

School employee requesting trip.

Date of Request required

Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

> 500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

> 400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Employee Traveling — Date: 11-11-22

Superintendent — Date

To BE 12-5-22

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Richard | Barlow

School employee requesting trip.

Date of Request required

11/10/2022 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP. National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

> 500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

> 400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Employee Traveling — Date 11/16/2022

Superintendent — Date

To Bd 12-5-22

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Phillip | Ward

School employee requesting trip.

Date of Request required

Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

> 500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

> 400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Employee Traveling — Date 11/11/22

Superintendent — Date

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Kristin | Lipe

School employee requesting trip.

Date of Request required

11/3/2022 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

$500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Kristin Lipe — 11-3-2022

Employee Traveling — Date

Superintendent — Date

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Billy Pierce

School employee requesting trip.

Date of Request required

Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23

Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23

Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

$500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

$400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Employee Traveling — Date

Superintendent — Date

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Chase | Langley

School employee requesting trip.

Date of Request required

11/3/2022 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Name of Organization, Grade required

NAESP - National Assoc. Elem. Sch. Principals

Departure Date of Trip required

7/9/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Return Date of Trip required

7/12/23 Allowed format is MM/DD/YYYY Ex: 09/30/2022

Departure Time required

TBA

Departure Location required

OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

na

Number of Parents/Guardians Attending required

na

Age of Students required

na

Place, Purpose, and Nature of the Trip required

Nat'l Harbor, MD. NAESP Principals Conference

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

> 700.00

Lodging Cost/PO Number: required

> 500.00

Transportation Costs/PO Number: required

> 500.00

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

> 400.00

Cost of a Substitute: required

NA

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

All expenses covered under Title II.

Educational Benefits required

NAESP will offer countless ways to learn and grow as a principal via sessions with experts in education and networking opportunities with peers.

Chase A Langley 11/3/2022

Employee Traveling Date

Jason Emmons

Superintendent Date

Out of State Travel Request



YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Darin

Chapin

School employee requesting trip.

Date of Request required

11/29/2022 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Name of Organization, Grade required

Yukon High School Choir

Departure Date of Trip required

02/17/2023 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Return Date of Trip required

02/18/2023 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Departure Time required

12pm

Departure Location required

YHS Door 13

Number of Days required

2

Means of Transportation required

- [ ] Airline
- [x] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

18

Number of Parents/Guardians Attending required

3

Age of Students required

14-18

Place, Purpose, and Nature of the Trip required

Students will compete in a national chamber choir competition through American Classics. Students will participate in a 15 minute live performance, followed by a 30 minute clinic and workshop with world- renowned collegiate choral conductors. Other activities include group meals, and watching many live choral performances.

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$910 / 630590

Lodging Cost/PO Number: required

$850 / 631486

Transportation Costs/PO Number: required

$500 631478

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

96

Cost of a Substitute: required

1 substitute for 1 day of classes

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

Students get to experience live performance at an advanced level. They will also be given direct, individual instruction from a highly skilled individual in this field. Students will also be observing and interacting with other top tier ensembles from around the country.

Attachments

Upload Schedule of Events: Dallas Mads Festival 2023 (2).docx
Upload Itinerary: Dallas Mads Festival 2023 (2).docx

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted By	Darin Chapin

Workflow Steps

Completed	1	Signed by Darin Chapin on 11/29/2022 at 09:17 PM **Signature:** Darin Chapin
Completed	2	Approved by Melissa Barlow on 11/30/2022 at 06:59 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office

Darin Chapin

----DRAFT----

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Jeramey | Tamez

School employee requesting trip.

Date of Request required

11/08/2022 Allowed format is MM/DD/YYYY Ex: 11/15/2022

Name of Organization, Grade required

Yukon Public Schools, Administration

Departure Date of Trip required

03/22/2023 Allowed format is MM/DD/YYYY Ex: 11/15/2022

Return Date of Trip required

03/25/2023 Allowed format is MM/DD/YYYY Ex: 11/15/2022

Departure Time required

Afternoon or Evening

Departure Location required

Will Rogers Airport, OKC

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

N/A

Place, Purpose, and Nature of the Trip required

For National Science Teachers Association Conference in Atlanta, Georgia in March 2023 for Professional Development

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

355.00 / 231256

Lodging Cost/PO Number: required

885.26 / 231262

Transportation Costs/PO Number: required

483.00 / 231260

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

253.50 / 231261

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

To grow and develop in my understanding of the Oklahoma Academic Standards, science assessment, and science instruction to provide future PD to the district.

Attachments

Upload Schedule of Events: NSTA_NationalConf_Atlanta23_schedule.pdf
Upload Itinerary: NSTA_NationalConf_Atlanta23_schedule.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted By	Jeramey Tamez

Workflow Steps

Completed	1	Signed by Jeramey Tamez on 11/08/2022 at 01:38 PM **Signature:** Jeramey Tamez
Completed	2	Approved by Desarae Witmer on 11/10/2022 at 12:48 PM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office

Jeramey Tamez

----DRAFT----

Out of State Travel Request



YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Melissa | Barlow

School employee requesting trip.

Date of Request required

11/17/2022 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Name of Organization, Grade required

Yukon High School

Departure Date of Trip required

07/12/2023 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Return Date of Trip required

07/15/2023 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Departure Time required

Morning

Departure Location required

Will Rogers World Airport

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

n/a

Place, Purpose, and Nature of the Trip required

Ignite NASSP Principal's Conference: I have been asked to attend this conference with the OASSP organization as a benefit of my 2021 Oklahoma State Principal of the Year award. This conference will allow for professional development and collaboration with principals from around the country.

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$650 (PO: 231295) Paid by District PD Funds

Lodging Cost/PO Number: required

paid by OASSP

Transportation Costs/PO Number: required

paid by OASSP

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

paid by OASSP

Cost of a Substitute: required

n/a

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This conference will allow for professional development and collaboration with principals from around the country.

Attachments

Upload Schedule of Events: Screen Shot 2022-11-17 at 8.01.26 PM.png
Upload Itinerary: Screen Shot 2022-11-17 at 8.01.26 PM.png

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted By	Melissa Barlow

Workflow Steps

Completed	1	Signed by Melissa Barlow on 11/17/2022 at 08:02 PM **Signature:** Melissa G Barlow
Completed	2	Approved by Diana Lebsack on 11/18/2022 at 08:52 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office

Melissa Barlow

----DRAFT----

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Colin | Bannon

School employee requesting trip.

Date of Request required

11/21/2022 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Name of Organization, Grade required

YHS Choir, 9-12

Departure Date of Trip required

02/17/2023 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Return Date of Trip required

02/18/2023 Allowed format is MM/DD/YYYY Ex: 11/30/2022

Departure Time required

12pm

Departure Location required

YHS Door 13

Number of Days required

2

Means of Transportation required

- [ ] Airline
- [ ] School Vehicle
- [x] Private Vehicle

Number of Students Participating required

18

Number of Parents/Guardians Attending required

3

Age of Students required

14-18

Place, Purpose, and Nature of the Trip required

Students will compete in a national chamber choir competition through American Classics. Students will participate in a 15 minute live performance, followed by a 30 minute clinic and workshop with world-renowned collegiate choral conductors. Other activities include group meals, and watching many live choral performances.

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

$910 / 630590

Lodging Cost/PO Number: required

$850 / 631486

Transportation Costs/PO Number: required

631478

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

96

Cost of a Substitute: required

1 substitute for 1 day of classes

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

Students get to experience live performance at an advanced level. They will also be given direct, individual instruction from a highly skilled individual in this field. Students will also be observing and interacting with other top tier ensembles from around the country.

Attachments

Upload Schedule of Events: Dallas Mads Festival 2023.docx
Upload Itinerary: Dallas Mads Festival 2023.docx

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted By	Colin Bannon

Workflow Steps

Completed	1	Signed by Colin Bannon on 11/29/2022 at 02:32 PM **Signature:** Colin J Bannon
Completed	2	Approved by Melissa Barlow on 11/29/2022 at 02:55 PM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office

Colin Bannon

----DRAFT----

Furniture Surplus for Central Elem

DATE: 11/9/22

# ITEMS	DESCRIPTION	Reason for Surplus
6	Book Case	Old/ Outdated/ End of
4	Brown Desk	Old/ Outdated/ End of
2	Cubby Shelves	Old/ Outdated/ End of
5	Step Stools	Old/ Outdated/ End of
2	Horsehoe Table	Old/ Outdated/ End of
21	Rolling Teacher/ Conference Chair	Old/ Outdated/ End of
1	Small Gray Rocker Chair	Old/ Outdated/ End of
2	File Cabinet	Old/ Outdated/ End of

STUDENT DESKS

SCHOOL : **Surrey Hills**

DATE: 9-22-22

# ITEMS	DESCRIPTION	Reason for Surplus
322	15 inch student chairs	Old/ advanced signs of wear
	Total number of 15 inch student chairs	**322**

Furniture Surplus for Ranchwood Elementary

DATE: 11/11/22

# ITEMS	DESCRIPTION	Reason for Surplus
8	Adult size blue chairs, Room C-6	Old/ Outdated/ End of
1	Rectangular table, Room C-6	Old/ Outdated/ End of
1	Tall sqaure table, Room C-6	Old/ Outdated/ End of
1	Old student desk, Room C-6	Old/ Outdated/ End of
1	Book Display Shelf, Room A-6	Old/ Outdated/ End of
1	Folding Teacher Easel, A-6	Old/ Outdated/ End of
1	Old Student Computer Desk, Room B-6	Old/ Outdated/ End of
2	Tables, Room C-5	Old/ Outdated/ End of
1	Student Desk, Room C-5	Old/ Outdated/ End of
10	Student chairs, Room C-5	Old/ Outdated/ End of
1	Old Art Easel, Room a-5	Old/ Outdated/ End of
1	Long grey Bookshelf, Room P-6	Old/ Outdated/ End of
1	Grey/ Silver Metal Shelf, Room P-6	Old/ Outdated/ End of
1	Listening Center on Metal Shelf, Room P-6	Old/ Outdated/ End of
1	Wood Bookshelf with Red Fabric, Room P-6	Old/ Outdated/ End of
2	Boxes of old blocks, Room P-6	Old/ Outdated/ End of
1	Tall Wooden Shelf, Room P-5	Old/ Outdated/ End of
1	Short Wooden Shelf, Room P-5	Old/ Outdated/ End of
1	Silver Metal Shelf, Room P-5	Old/ Outdated/ End of
1	White Kitchen Center, Room P-5	Old/ Outdated/ End of
6	Student Chairs, Room B-8	Old/ Outdated/ End of
3	Adult Chairs, Room B-8	Old/ Outdated/ End of
4	Shelves, Room P-7	Old/ Outdated/ End of
1	Kitchen Center, Room P-8	Old/ Outdated/ End of
1	Metal shelf (broken down), Room P-8	Old/ Outdated/ End of
1	Wooden Stage, Room P-8	Old/ Outdated/ End of
1	Easel, Room P-8	Old/ Outdated/ End of
1	Blocks, Room P-8	Old/ Outdated/ End of

1	Wooden Shelf, Room P-8	Old/ Outdated/ End of
12	Blue Chairs, Storage Closet	Old/ Outdated/ End of
2	Small Tables, Storage Closet	Old/ Outdated/ End of
3	Small Erase Boards, Storage Closet	Old/ Outdated/ End of
1	Wood Train, Cafeteria	Old/ Outdated/ End of

STUDENT DESKS

SCHOOL : **Skyview**

Date: 11-7-22

# ITEMS	DESCRIPTION	Reason for Surplus
497	15 inch student chairs	Old/ advanced signs of wear
	Total number of 15 inch student chairs	**497**

DATE: **10-24-22**

SCHOOL : **MYERS ELEMENTARY**

# ITEMS	DESCRIPTION	Reason for Surplus
		Old/ advanced signs of wear
5	3 x 8 non-folding tables	Old/ advanced signs of wear
4	16 inch student chairs	
3	Office/ Task chair	Old/ advanced signs of wear

Outdoor Storage Building

SCHOOL : **Parkland**

Date: 11-16-22

# ITEMS	DESCRIPTION	Reason for Surplus
1	20 X 15 Outdoor Storage Building	Floor is unstable/ Roof leaks/
	repair.	

CURRICULUM Surplus Item Spreadsheet				YPS Library/Media
				YHS Prentice
				12-2022
Item Scu # or ISBN #	**Title of Book or Name of Resource**	**# of Items**	**Site**	**Reason for Surplus**
0790737051 VHS	Stand and Deliver	1	YHS	No longer used
N/A VHS	In seach of history Scourge of the …	1		No longer used
0786113642 audio cassettes	The Song of Roland	1		No longer used
N/A VHS	Eyes on the Prize 1	1		No longer used
55951-191-5 VHS	A Day to Remember	1		No longer used
978-0-8041-4154-3 CDs	Kids & Bullying	6		No longer used
1558802533 VHS	To kill a mockingbird	1		No longer used
9780735209398 CDs	Kickback	1		No longer used
9780545537858 CDs	The President has been shot…	1		Lost
N/A audio	Princess on the brink	1		No longer used
9780545114073	The hunger games	1		No longer used
9780694526277 CDs	Fahrenheit 451	1		No longer used
9780807262030 CDs	The Giver	1		Lost
9781433212628 CDs	The Scarlet Letter	1		No longer used
9781572702561 CDs	The Great Gatsby	1		No longer used
9780545091022 CDs	The Hunger Games	1		No longer used
978078683920 CDs	1984	1		No longer used
9781572700642 cassettes	Brave new world	1		No longer used
9781433203268 CDs	1984 and Animal Farm	1		No longer used
9780061808128 CDs	To kill a mockingbird	1		No longer used
9780739337271 CDs	The Book Thief	1		No longer used
9780142429181 CDs	Of Mice and men	1		No longer used
9780143144182 CDs	The Help	1		No longer used

CURRICULUM Surplus Item Spreadsheet				YPS Library/Media
				YHS Prentice
				Nov. 2022
Item Scu # or ISBN #	**Title of Book or Name of Resource**	**# of Items**	**Site**	**Reason for Surplus**
0538446331	TE Forensic Science Fundamentals…	2	YHS	Outdated, no longer used
0136002641	Student's Guide Chemistry…	1		Outdated, no longer used
0805349383	Essentials of Human Anatomy…	1		Outdated, no longer used
0078729955	Glencoe Strategic Debate	25		Outdated, no longer used
0312538626	Everything's an Argument	28		Not used
0073101745	Integrated… Zoology 13th ed.	57		Not used
0805716939	Human Anatomy 6th edition	82		Not used
0133102173	Campbell Biology in Focus	43		Outdated, no longer used
0534997295	Living in the environment 14th ed.	75		Outdated, no longer used
0077221265	Integrated… Zoology	34		Outdated, no longer used
0534397980	Living in the env…13th ed.	2		Outdated, no longer used
1616956348	Pour your soul…	1		No longer read
N/A T108681	Byron	1		Worn, No longer read
032906763X	Palgrave's Golden Treasury	1		Worn, No longer read
0393952428	The Norton Anthology of Poetry	1		Worn, No longer read
0316363448	FEG: Ridiculous…	2		No longer read
0553803077	Sickened: The Memoir…	1		No longer read
1590183231	Ben Affleck	1		No longer read
0861471894	Collected Poems: … Berry	1		No longer read
0316184136	The Complete Poems of…	1		No longer read
1890447048	Actual air	1		No longer read
0814146252	Speaking for ourselves	1		No longer read
0525935991	New International…	1		No longer used

9721792 LC	Poet’s choice…	1	No longer read
8242096805	Eighth book of….	1	No longer read
0393017842	Making certain…	1	No longer read
0879053763	Forgotten language	1	No longer read
0393023028	The Springhouse Poems	1	No longer read

Technology Surplus Item Spreadsheet				**YPS Library/Media**
				YHS Prentice
				November 2022

Item	Serial number/Barcode	# of Items	Site	Reason for Surplus
Sony dvd player	T 49870	1	YHS	Outdated, Broken
TI-84 Plus CE	T60022	1		Broken Screen

SCHOOL : **Parkland, Ranchwood, Skyview & Surrey Hills** **Date: 11-18-22**

# ITEMS	DESCRIPTION	Reason for Surplus
70	Ranchwood (Office/ Teacher Chair on Casters)	Sign of wear / Old
80	Parkland (Office/ Teacher Chair on Casters)	Sign of wear / Old
77	Skyview(Office/ Teacher Chair on Casters)	Sign of wear / Old
70	Surrey Hills (Office/ Teacher Chair on Casters)	Sign of wear / Old
310	**Total # of Chairs**	

YUKON FINE ARTS CENTER (Gene Cranfill Auditorium)

850 Yukon Avenue Yukon, OK 73099 (405) 354-8356 FX(405) 354-83
wes.mcatee@yukonps.com

Renter's COPY

Organization: **Dance Etiquette** Program: **Dance Recital**

Street: **620 S. Miles** City: **El Reno** State: **OK** Zip: **73036**

Contact: **Jill Compton** Phone: **405 255-3749** Fax: Cell: **405 496-6269**

Email 1: **danceetiquette5678@yahoo.com** Email 2:

Director: **Jill Compton** Phone: **405 255-3749** Fax: Cell: **405 496-6269**

Number in Program: **150** Estimated Attendance: **700** Ticket Price: **12**

Date(s) Requested: **12/10/2022** Origination: **8/30/2022**

FOR APPROVAL: CONTRACT AND DEPOSIT MUST BE RECEIVED NO LATER THAN: 9/29/2022

School Board: ☐ Approve ☐ Deny **Date:** OKWM

Director Review W. McAtee **Date:** 11-14-22
☑ Recommend
☐ Do Not Recommend *See Attachment

Insurance Certificate Due: 11/30/2022 **Certificate Received: Date:**

Schedule **3** Level **VI**

RATE PER HOUR	HOURS USED Estimated	HOURS USED Actual	TOTAL Estimated	TOTAL Actual
325	8		$2600.00	$0.00
(DEPOSIT PAID BY CASHIERS CHECK ONLY) CK# 438002701 11-07-22 $200 DEPOSIT Rec 608741 CK# CK#			75% $1950.00	DEP. 1 $195.00 DEP. 2 $1755.0 0
			Balance Due	$0.00
Balance Due At Close of Program			Cleaning Fee	$200.00
Paid By Company Check or Cash			Additional Charges if any	$0.00
			FINAL BALANCE	$0.00

Rates charged on an hourly basis. First 30 minutes are ½ the hourly rate. After 30 minutes, the full hourly rate will be charged.

(3) CLEANING DEPOSIT	DEPOSIT PAID		DEPOSIT RETURNED	
$400	Date:	Ck #:	☐ Yes	☐ No

Acknowledgement Statement

_____I have read this contract in entirety. I acknowledge that any questions concerning this contract have been answered and explained to my complete satisfaction. I acknowledge this contract to be a binding agreement between myself and Yukon Public Schools. I further agree to pay the final balance due at the end of my program which is determined by the actual time of facility rental, not any previous estimate.

Signature Jill Compton Date 11/11/22

Yukon Fine Arts Center Contract **SCHEDULE**

Organization: **Dance Etiquette** Program: **Dance Recital**

SET-UP **REHEARSAL**

DATE	TIME IN	TIME OUT	DATE	TIME IN	TIME OUT

RENTAL CONTRACT

YUKON FINE ARTS CENTER (Gene Cranfill Auditorium)

850 Yukon Avenue, Yukon, OK 73099 (405) 354-8356

wes.mcatee@yukonps.com

Office COPY

Organization: **Primrose School of Yukon** Program: **Graduation**

Street: **725 N. Mustang Road** City: **Yukon** State: **OK** Zip: **73099**

Contact: **Alicia Abla** Phone: **405 467-5100** Fax: **405 437-2525** Cell: **405 496-8327**

Email 1: **aabla@primroseyukon.com** Email 2: **kwaterman@primroseyukon.com**

Director: **Kimberly Waterman** Phone: Fax: Cell: **405 201-3682**

Number in Program: **60** Estimated Attendance: **300** Ticket Price: **NA**

Date(s) Requested: **5/16/2023** Origination: **11/8/2022**

FOR APPROVAL: CONTRACT AND DEPOSIT MUST BE RECEIVED NO LATER THAN: 12/8/2022

School Board: □ **Approve** □ **Deny** **Date:**

Director Review 11-28-22 **Date:** W.M.

WM OK ☑ **Recommend**

□ **Do Not Recommend *See Attachment**

Insurance Certificate Due: 5/6/2023 **Certificate Received: Date:**

Schedule **3** Level **IV**

RATE PER HOUR	HOURS USED		TOTAL	
	Estimated	Actual	Estimated	Actual
$225.00	3		$675.00	$0.00
(DEPOSIT PAID BY CASHIERS CHECK ONLY)		DEPOSIT	75% $506.25	DEP. 1 $50.63
CK# 241273 11-18-22 $506.26 REC#608746				DEP. 2 $455.63
CK#				
CK#				
			Balance Due	$0.00
Balance Due At Close of Program			Cleaning Fee	$200.00
Paid By Company Check or Cash			Additional Charges if any	$0.00
			FINAL BALANCE	$200.00

Rates charged on an hourly basis. First 30 minutes are ½ the hourly rate. After 30 minutes, the full hourly rate will be charged.

(3) CLEANING DEPOSIT	DEPOSIT PAID		DEPOSIT RETURNED	
$400 REC#608745	Date: 11-18-22	Ck #: 241274	□ Yes	□ No

Acknowledgement Statement

AM I have read this contract in entirety. I acknowledge that any questions concerning this contract have been answered and explained to my complete satisfaction. I acknowledge this contract to be a binding agreement between myself and Yukon Public Schools. I further agree to pay the final balance due at the end of my program which is determined by the actual time of facility rental, not any previous estimate.

Signature _____ Date 11/29/22

PERSONNEL REPORT **EXHIBIT A**

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
NONE			

RECOMMENDATION TO HIRE:

CERTIFIED TEMPORARY CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
	5th grade ELA/SS		12/12/2022
	Biology		1/2/2023
	Keystone/OK Hist		1/2/2023
	SpEd/BRIDGES		12/5/2022

RECOMMENDATION TO HIRE:

SUPPORT			
Name	**Position**	**Site/Dept**	**Effective**
	MAS Aide		11/3/2022
	Bus Driver		11/8/2022
	Cafeteria Monitor		11/7/2022
	Guest Teacher		11/2/2022
	Guest Teacher		11/7/2022
	Guest Teacher		11/7/2022
	Guest Teacher		11/9/2022
	Guest Teacher		11/10/2022
	Guest Teacher		11/11/2022
	Guest Teacher		11/14/2022
	Guest Teacher		11/14/2022
	Guest Teacher		11/15/2022
	Skilled Labor		12/1/2022
	Millers3 teacher		11/28/2022
	Bus Driver		12/1/2022
	Driver in Training		12/3/2022
	CIA Office Mgr.		12/5/2022
	MAS Supv		12/5/2022
	Cafeteria Monitor		12/5/2022

	SpEd Teacher Paraeducator ABLE		12/5/2022
	Guest Teacher		11/15/2022
	Guest Teacher		11/15/2022
	Guest Teacher		11/16/2022
	Guest Teacher		11/17/2022
	Guest Teacher		11/15/2022
	Guest Teacher		11/18/2022
	Guest Teacher		11/18/2022
	Guest Teacher		11/18/2022
	Guest Teacher		11/18/2022
	Guest Teacher		11/18/2022
	Guest Teacher		11/28/2022

Seasonal Stuudent and/or Adult:

Name	Position	Site/Dept	Effective
	Security		10/1/2022
	TStudent tech/camera op		11/1/2022
	Trainer		11/1/2022
	Asst. MS Wrestling Coach		10/1/2022

CHANGE FORM POSITION/HOURS/LOCATION/RATE OF PAY:

Name	Position	Site/Dept	Effective	Explanation of Change
Hargis, Elizabeth	7th science	YMS	1/2/2023	contract extended to 2nd semester
Griffin, Jason	Custodian	Maintenance	11/1/2022	from Central ES
Jervis, Stephanie	Long Term Sub	Bridges	9/12/2022	from para to lts
Wright, Gregory	Bus driver	Transportation	11/3/2022	from monitor to driver
DeMarco, Cathy	Sp Ed Teacher	Surrey Hills ES	8/4/2022	from LTS
McLemore, Kacy	Intern teacher	IIS	11/8/2022	new start date
Sexton, Micah	Assistant Princ.	LIS	1/2/2023	from Central ES
Branstool, Abigail	SpEd Long term sub	YHS	11/14/2022	from student teacher
Stell, Marquis	para	IIS	9/28/2022	changed start date
Hill, Shelley	Lead Secretary	RIS	7/18/2022	from secretary

Faiella, Jenny	EL teacher	YMS	1/2/2023	from one semester to two sem employee
Williams, James	playground monitor	IIS	11/28/2022	from cafeteria monitor
Griffin, Christopher	HVAC Contractor	Maintenance	12/1/2022	from Journeyman
Fate, Nikki	Custodian	Central ES	11/21/2022	from Central Cafeteria monitor
Diaz, Jorge	Custodian	Parkland Es	11/28/2022	from Central ES
Winkler, Courtney	Cafeteria Monitor	Central ES	11/28/2022	from 2.5 to 4 hours

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:

Name	Position	Site/Dept	Effective
Mason, Dustin	HS asst. wrestling coach	Athletics	8/1/2022
Esparza, John Paul	Facility Use Custodian	Athletics	11/1/2022
Akerman, Crystal	Facility Use Custodian	Athletics	11/1/2022
Baake, David	Facility Use Custodian	Athletics	11/1/2022
Griffin, Jason	Facility Use Custodian	Athletics	11/1/2022
Proctor, Amy	Facility Use Custodian	Athletics	11/1/2022
Harrison, Danielle	Homebound teacher	YHS	11/1/2022
Lower, Blake	Facility Usage Custodian	Surrey Hills ES	11/1/2022
Hookstra, Amber	Homebound teacher	YMS	11/15/2022
Alvarez, Mandi	cafeteria monitor	YHS	11/28/2022
Foster, Justin	facillity useage custodian	Maintenance	11/15/2022
Bush, Jessica	MAS	Community Engagement	12/1/2022
Lowery, Ryan	Asst. Babeball Coach	Athletics	from Drew Qualls 11/14/2022

RESIGNATIONS/RETIREMENTS/SEPARATIONS:

Name	Position	Site/Dept	Effective	Explanation
Hensley, Hanna	5th grade ELA/SS	IIS	12/16/2022	no reason given
Turner, Michael	Auditorium Tech	FAC	12/16/2022	personal reasons
Sanford, Lindsay	5th grade	LIS	12/6/2022	personal reasons
Unrein, Angel	Guest teacher	Administration	11/14/2022	leaving education
Alvarez, Mandi	Cafeteria monitor (only)	IIS	11/18/2022	personal reasons
Hash, Emily	Paraeducator	Myers ES	12/16/2022	homemaking

Slavik, Kerstin	MAS	Community Engagement	11/11/2022	health
Brummett, Ron	Principal	Myers ES	6/5/2023	retirement
Martin, Todd	Keystone/OK History	YHS	12/16/2022	RIF/not rehired
Fowler, Donna	Cafeteria monitor	Parkland ES	11/18/2022	personal reasons

PERSONNEL REPORT **EXHIBIT A**

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
NONE			

RECOMMENDATION TO HIRE:

CERTIFIED TEMPORARY CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
Mayes, Delaynie	5th grade ELA/SS	IIS	12/12/2022
Seeley, Kat	Biology	YHS	1/2/2023
Snow, Sage	Keystone/OK Hist	YHS	1/2/2023
Clarke, Amber	SpEd/BRIDGES	YMS	12/5/2022

RECOMMENDATION TO HIRE:

SUPPORT			
Name	**Position**	**Site/Dept**	**Effective**
Garner, Phoenix	MAS Aide	Community Engagement	11/3/2022
Woods, Dana	Bus Driver	Transportation	11/8/2022
Fowler, Donna	Cafeteria Monitor	Parkland ES	11/7/2022
McNeil, Alexa	Guest Teacher	Administration	11/2/2022
Franklin, Hannah	Guest Teacher	Administration	11/7/2022
Anderson, Neil	Guest Teacher	Administration	11/7/2022
Kunkel, Troy	Guest Teacher	Administration	11/9/2022
Stringer, Brayden	Guest Teacher	Administration	11/10/2022
Obando, Juan	Guest Teacher	Administration	11/11/2022
McCaslin, Keely	Guest Teacher	Administration	11/14/2022
Johnson Runion, Mary	Guest Teacher	Administration	11/14/2022
Johnson, Adrianne	Guest Teacher	Administration	11/15/2022
Calvert, Kyle	Skilled Labor	Maintenance	12/1/2022
Maples, Bobbi	Millers3 teacher	Community Engagement	11/28/2022
Bingen, Alexis	Bus Driver	Transportation	12/1/2022
Johnson, Kara	Driver in Training	Transportation	12/3/2022
Flemons, Patrice	CIA Office Mgr.	Administration	12/5/2022
Ramirez, Jennifer	MAS Supv	Community Engagement	12/5/2022

Ramirez, Jennifer	Cafeteria Monitor	IIS	12/5/2022
Fowler, Richelle	SpEd Teacher Paraeducator ABLE	Myers ES	12/5/2022
Lee, Jewell	Guest Teacher	Administration	11/15/2022
Webb, Tiffany	Guest Teacher	Administration	11/15/2022
Fisher, Lindsay	Guest Teacher	Administration	11/16/2022
Reid, Britni	Guest Teacher	Administration	11/17/2022
Johnson, Adrianne	Guest Teacher	Administration	11/15/2022
Babin, Angela	Guest Teacher	Administration	11/18/2022
Akerlund, Christina	Guest Teacher	Administration	11/18/2022
Karlin, John	Guest Teacher	Administration	11/18/2022
Lively, Wanda	Guest Teacher	Administration	11/18/2022
Cypert, Chyann	Guest Teacher	Administration	11/18/2022
Brinkley, Ashley	Guest Teacher	Administration	11/28/2022

Seasonal Stuudent and/or Adult:

Name	Position	Site/Dept	Effective
Dorman, Tony	Security	Athletics	10/1/2022
Fuentes, Reese	TStudent tech/camera op	YFAC	11/1/2022
Walker, William Leander	Trainer	Athletics	11/1/2022
Graham, Kaleb	Asst. MS Wrestling Coach	Athletics	10/1/2022

CHANGE FORM POSITION/HOURS/LOCATION/RATE OF PAY:

Name	Position	Site/Dept	Effective	Explanation of Change
Hargis, Elizabeth	7th science	YMS	1/2/2023	contract extended to 2nd semester
Griffin, Jason	Custodian	Maintenance	11/1/2022	from Central ES
Jervis, Stephanie	Long Term Sub	Bridges	9/12/2022	from para to lts
Wright, Gregory	Bus driver	Transportation	11/3/2022	from monitor to driver
DeMarco, Cathy	Sp Ed Teacher	Surrey Hills ES	8/4/2022	from LTS
McLemore, Kacy	Intern teacher	IIS	11/8/2022	new start date
Sexton, Micah	Assistant Princ.	LIS	1/2/2023	from Central ES

Branstool, Abigail	SpEd Long term sub	YHS	11/14/2022	from student teacher
Stell, Marquis	para	IIS	9/28/2022	changed start date
Hill, Shelley	Lead Secretary	RIS	7/18/2022	from secretary
Faiella, Jenny	EL teacher	YMS	1/2/2023	from one semester to two sem employee
Williams, James	playground monitor	IIS	11/28/2022	from cafeteria monitor
Griffin, Christopher	HVAC Contractor	Maintenance	12/1/2022	from Journeyman
Fate, Nikki	Custodian	Central ES	11/21/2022	from Central Cafeteria monitor
Diaz, Jorge	Custodian	Parkland Es	11/28/2022	from Central ES
Winkler, Courtney	Cafeteria Monitor	Central ES	11/28/2022	from 2.5 to 4 hours

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:

Name	Position	Site/Dept	Effective
Mason, Dustin	HS asst. wrestling coach	Athletics	8/1/2022
Esparza, John Paul	Facility Use Custodian	Athletics	11/1/2022
Akerman, Crystal	Facility Use Custodian	Athletics	11/1/2022
Baake, David	Facility Use Custodian	Athletics	11/1/2022
Griffin, Jason	Facility Use Custodian	Athletics	11/1/2022
Proctor, Amy	Facility Use Custodian	Athletics	11/1/2022
Harrison, Danielle	Homebound teacher	YHS	11/1/2022
Lower, Blake	Facility Usage Custodian	Surrey Hills ES	11/1/2022
Hookstra, Amber	Homebound teacher	YMS	11/15/2022
Alvarez, Mandi	cafeteria monitor	YHS	11/28/2022
Foster, Justin	facillity useage custodian	Maintenance	11/15/2022
Bush, Jessica	MAS	Community Engagement	12/1/2022
Lowery, Ryan	Asst. Babeball Coach	Athletics	from Drew Qualls 11/14/2022

RESIGNATIONS/RETIREMENTS/SEPARATIONS:

Name	Position	Site/Dept	Effective	Explanation
Hensley, Hanna	5th grade ELA/SS	IIS	12/16/2022	no reason given
Turner, Michael	Auditorium Tech	FAC	12/16/2022	personal reasons
Sanford, Lindsay	5th grade	LIS	12/6/2022	personal reasons

Unrein, Angel	Guest teacher	Administration	11/14/2022	leaving education
Alvarez, Mandi	Cafeteria monitor (only)	IIS	11/18/2022	personal reasons
Hash, Emily	Paraeducator	Myers ES	12/16/2022	homemaking
Slavik, Kerstin	MAS	Community Engagement	11/11/2022	health
Brummett, Ron	Principal	Myers ES	6/5/2023	retirement
Martin, Todd	Keystone/OK History	YHS	12/16/2022	RIF/not rehired
Fowler, Donna	Cafeteria monitor	Parkland ES	11/18/2022	personal reasons