



Board of Education Regular Meeting  
Monday, January 9, 2023 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  
YHS Pom
4. Board Member Communications and Announcements
  - 4.A. Individual Board Member Comments
  - 4.B. Upcoming Meetings/ Events:  
JANUARY:  
**BOARD APPRECIATION MONTH**  
13 Community Coffee - 8-9am - Board Room  
16 Martin Luther King Day (No School)  
  
FEBRUARY:  
6 Board Meeting - 6pm - Board Room
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. 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.
  - 7.A. Minutes of the December 5, 2022, board meeting.  
December 5, 2022, Minutes
  - 7.B. After a 30-day public comment and review period, the updated or new policies listed below are ready to be voted on.
  - 7.C. Surplus
  - 7.D. Out of state travel
- Joy Bjerk has requested permission to travel to Dallas, Tx, 1/20-22/2023, with 19 students to a cheer competition. All expenses will be covered by boosters.
- James Rivera and David Craig have requested permission to travel to Kansas City, MO, 3/7-8/2023, with 100 band students to the IMKC Concert Band Festival. All expenses will be covered by boosters.
8. 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.

9. Personnel Docket:
  - 9.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.
  - 9.B. Acknowledge the board has returned from executive session. Executive session minutes compliance announcement.
  - 9.C. Discussion and possible action on the attached Exhibit A, Personnel items.
10. Adjournment

PONumber	Fd	Proj	Func	Obj	Prog	Subj	Job	Site	Amount	PODate	OrderName	AcctDescription	Budget
231323	11	81	1000	580	100	3071	0	520	160.00	12/1/2022	Tami Massey	STAFF TRAVEL	YMS
231324	11	613	2152	860	239	0	0	753	975.00	12/1/2022	BETHANY PUBLIC SCHOOLS	STAFF REGISTRATIONS	SPED - Discretionary PD
231325	11	412	2213	860	315	8835	0	520	150.00	12/1/2022	Oklahoma Science Technology Engineering	STAFF REGISTRATIONS	Career Tech
231326	11	53	1000	580	239	0	0	520	100.00	12/1/2022	Lenta Krejci	STAFF TRAVEL	SPED
231327	11	54	2720	810	0	0	0	54	58.25	12/2/2022	Alexis R Bingen	DUES & FEES	Transportation
231328	11	54	2720	442	0	0	0	54	3,000.00	12/2/2022	MHC Truck Leasing LLC	Equipment and Vehicle Rental Services	Transportation
231330	11	412	1000	619	311	8000	0	705	130.00	12/5/2022	WALMART / CAPITAL ONE TRADE CREDIT	SUPPLIES AND MATERIALS	Career Tech
231331	11	31	2573	860	271	0	0	520	747.00	12/5/2022	CCOSA	STAFF REGISTRATIONS	Professional Development
231332	11	63	1000	614	251	0	0	763	318.00	12/5/2022	PEARSON CLINICAL ASSESSMENT	TESTING SUPPLIES & MATERIALS	Gifted
231334	11	53	1000	619	239	0	0	753	253.70	12/5/2022	ROSS TRANSPORTATION INC	SUPPLIES AND MATERIALS	SPED
231335	11	51	2620	810	0	0	0	51	50.00	12/5/2022	Oklahoma Baptist University	DUES & FEES	Human Resources
231336	11	78	2640	431	0	0	0	140	300.00	12/7/2022	WESTCO LAMINATING SERVICE	Non Tech Repairs and Maintenance	Independence
231337	11	52	2213	641	0	0	0	752	824.70	12/7/2022	Berkemeyer Consulting Group	BOOKS (ebooks)	Curriculum
231338	11	412	1000	619	315	8869	0	140	1,470.19	12/7/2022	AMAZON	SUPPLIES AND MATERIALS	Career Tech
231339	11	412	1000	619	315	8855	0	145	667.90	12/7/2022	SCHOOL SPECIALTY LLC	SUPPLIES AND MATERIALS	Career Tech
231340	11	797	2720	511	425	0	0	750	5,000.00	12/7/2022	YPS TRANSPORTATION	STUDENT TRANSP BY ANOTHER DIST IN STATE	ARP ESSER - Homeless
231341	11	412	1000	619	314	8415	0	705	500.00	12/7/2022	Pizzaovens.com	SUPPLIES AND MATERIALS	Career Tech
231341	11	469	1000	651	314	8415	0	705	3,995.00	12/7/2022	Pizzaovens.com	APPLIANCES, Furniture and Fixtures	Career Tech grant
231343	11	65	2132	616	0	0	0	50	138.00	12/8/2022	One Beat CPR Learning Center LLC	FIRST AID SUPPLIES	Student Health
231344	11	412	1000	653	312	8600	0	705	573.75	12/9/2022	A/C/E Media Supply, Inc	TECHNOLOGY - RELATED SUPPLIES	Career Tech
231346	11	625	1000	530	239	0	0	199	329.99	12/9/2022	APPLE INC	COMMUNICATION & SOFTWARE SERVICES	SPED - Flow/Through
231348	11	625	1000	530	239	0	0	199	235.00	12/9/2022	ESGI LLC	COMMUNICATION & SOFTWARE SERVICES	SPED - Flow/Through
231350	11	561	2199	619	429	0	0	61	665.50	12/12/2022	AISES PUBLISHING INC	SUPPLIES AND MATERIALS	Title VI
231351	11	58	2620	619	0	0	0	758	200.00	12/12/2022	LightParts/Capital One	SUPPLIES AND MATERIALS	Auditorium
231352	11	54	2720	619	0	0	0	54	1,900.00	12/12/2022	B & C Apparel LLC	SUPPLIES AND MATERIALS	Transportation
231353	11	541	2573	580	0	0	0	752	12,700.00	12/12/2022	Capital One/Gaylord Nat'l Harbor Convent	STAFF TRAVEL	Title IIA
231354	11	412	1000	619	315	8838	0	520	500.00	12/12/2022	AMAZON	SUPPLIES AND MATERIALS	Career Tech
231355	11	412	1000	619	315	8838	0	520	1,000.00	12/12/2022	PITSCO EDUCATION LLC	SUPPLIES AND MATERIALS	Career Tech
231356	11	541	2573	359	0	0	0	705	1,200.00	12/13/2022	PowerSchool Group LLC	PROF EE TRAINING & DEV SERVICES	Title IIA
231359	11	54	2720	810	0	0	0	54	96.50	12/14/2022	Ryan Patrick Knutson	DUES & FEES	Transportation
231360	11	82	2620	619	0	0	0	705	81.70	12/14/2022	AMAZON	SUPPLIES AND MATERIALS	YHS
231361	11	412	2213	860	315	8700	0	705	50.00	12/14/2022	Oklahoma Science Technology Engineering	STAFF REGISTRATIONS	Career Tech
231362	11	53	1000	320	239	0	0	753	500.00	12/16/2022	ACT	PROF EDUCATION SERVICES	SPED
231363	11	53	1000	619	239	0	0	753	69.88	12/16/2022	AMAZON	SUPPLIES AND MATERIALS	SPED
231365	11	53	2213	359	239	0	0	753	2,154.00	12/16/2022	Natl Assoc. of School Psychologists Inc	PROF EE TRAINING & DEV SERVICES	SPED
231366	11	51	2511	619	0	0	0	51	2,500.00	12/16/2022	Tyler Business Forms	SUPPLIES AND MATERIALS	Human Resources
231367	11	53	2152	619	239	0	0	130	76.12	12/20/2022	SUPER DUPRER PUBLICATIONS	SUPPLIES AND MATERIALS	SPED
231368	11	53	1000	530	239	0	0	753	9,960.00	12/20/2022	Brighten Learning	COMMUNICATION & SOFTWARE SERVICES	SPED
231370	11	56	2660	344	0	0	0	56	79,967.00	1/3/2023	Canadian County Sheriff	SECURITY SVCS	Security
231371	11	82	1000	619	100	5000	0	705	50.00	1/3/2023	AMAZON	SUPPLIES AND MATERIALS	YHS
231372	11	82	1000	580	100	3071	0	705	450.00	1/3/2023	HVATT REGENCY TULSA	STAFF TRAVEL	YHS
231373	11	82	1000	810	100	3071	0	705	450.00	1/3/2023	OSSAA	DUES & FEES	YHS
231374	11	82	1000	580	100	3071	0	705	160.00	1/3/2023	DARIN CHAPIN	STAFF TRAVEL	YHS
231375	11	82	1000	580	100	3071	0	705	206.50	1/3/2023	DARIN CHAPIN	STAFF TRAVEL	YHS
231376	11	82	1000	580	100	3071	0	705	160.00	1/3/2023	Colin Bannon	STAFF TRAVEL	YHS

PONumber	Fd	Proj	Func	Obj	Prog	Subj	Job	Site	Amount	PODate	OrderName	AcctDescription	Budget
231377	11	82	1000	580	100	3071	0	705	206.50	1/3/2023	Colin Bannon	STAFF TRAVEL	YHS
231378	11	53	1000	580	239	0	0	753	300.00	1/3/2023	Lois V Garner	STAFF TRAVEL	SPED
231379	11	412	1000	619	315	8700	0	705	280.00	1/4/2023	AMAZON	SUPPLIES AND MATERIALS	Career Tech
231380	11	412	1000	653	316	8100	0	705	2,854.14	1/4/2023	DELL MARKETING L P	TECHNOLOGY - RELATED SUPPLIES	Career Tech
231381	11	53	1000	580	239	0	0	753	300.00	1/4/2023	Judy Jenison	STAFF TRAVEL	SPED
									<u>139,014.32</u>				
231364	21	66	2620	619	0	0	0	66	1,000.00	12/16/2022	AMAZON	SUPPLIES AND MATERIALS	Maintenance
231369	21	66	2630	420	0	0	0	66	116,714.00	1/3/2023	PITZERS LAWN MANAGEMENT INC	CLEANING SERVICES	Landscape management
									<u>117,714.00</u>				
231329	31	221	2620	651	0	0	0	51	4,000.00	12/5/2022	ABC ENTERPRISES LLC	APPLIANCES, Furniture and Fixtures	Furniture
231333	31	241	2220	641	0	0	0	105	592.97	12/5/2022	PERMA-BOUND	BOOKS (ebooks)	Media Center
231342	31	271	1000	619	100	3001	0	705	1,697.00	12/7/2022	Designs By King Inc	SUPPLIES AND MATERIALS	Band
231345	31	241	2220	653	0	0	0	705	343.35	12/9/2022	AMAZON	TECHNOLOGY - RELATED SUPPLIES	Media Center
231347	31	271	1000	619	100	3001	0	705	4,567.00	12/9/2022	Designs By King Inc	SUPPLIES AND MATERIALS	Band
231349	31	271	1000	619	100	3001	0	705	4,430.00	12/14/2022	ABI Digital Solutions	SUPPLIES AND MATERIALS	Band
231357	31	251	1000	653	100	0	0	767	13,071.15	12/14/2022	DELL MARKETING L P	IT	Laptop computers
231358	31	271	1000	655	100	3001	0	705	105,000.00	12/14/2022	PALEN MUSIC CENTER	INSTRUMENTS	Band
231382	31	229	2650	760	0	0	0	66	12,495.00	1/4/2023	Phil's Cycle & ATV LLC	VEHICLES	Maintenance - trailer
									<u>146,196.47</u>				

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

FY23 CUMULATIVE

Assets		Balance	Total Deposits	Transfers	Drawn and	Balance
		Beg. Of Year	And Collections	In/<Out>	Warrants Paid	
<b>Cash</b>						
0101	YNB	2,961,436.58	21,170,441.07	34,350,000.00	56,595,797.14	1,886,080.51
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	112,217.39	3,746,250.00	0.00	13,940,725.75
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	-18,225.83	0.00	-17,848.87	-376.96
	<b>Total Cash</b>	<b>13,044,176.58</b>	<b>21,264,198.96</b>	<b>38,096,250.00</b>	<b>56,577,948.27</b>	<b>15,826,677.27</b>
<b>Investments</b>						
0104	CD - Bank of Oklahoma	53,844,499.02	118,021.04	-38,096,250.00	0.00	15,866,270.06
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
	<b>Total Investments</b>	<b>53,844,499.02</b>	<b>118,021.04</b>	<b>-38,096,250.00</b>	<b>0.00</b>	<b>15,866,270.06</b>
<b>Total Assets</b>		<b>66,888,675.60</b>	<b>21,382,220.00</b>	<b>0.00</b>	<b>56,577,948.27</b>	<b>31,692,947.33</b>
<b>Liabilities and Fund Balances</b>						
2021-22 General Fund	3-11	0.00	19,722,342.96	12,279,971.03	21,845,227.88	10,157,086.11
2021-22 General Fund	2-11	22,764,719.95	0.00	-11,965,192.03	10,000,338.12	799,189.80
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	219,142.37	4,755,632.43	874,904.58	4,099,870.22
2021-22 Building Fund	2-21	5,998,027.63	0.00	-4,734,446.51	459,937.07	803,644.05
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	1,093,427.17	2,321,793.64	888,263.86	2,526,956.95
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	726,381.26	2,052,166.66
2021 Building Bond	2-31	13,029,710.66	0.00	-2,778,547.92	6,355,352.69	3,895,810.05
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	14,794.93	495,720.81
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	266,868.50	16,440,443.05	13,877,021.88	2,830,289.67
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	62,239.00	317,843.50	54,994.72	325,087.78
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
<b>Total Liabilities and Fund Balances</b>		<b>66,888,675.60</b>	<b>21,382,220.00</b>	<b>0.00</b>	<b>56,578,326.31</b>	<b>31,692,569.29</b>

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

November-22

Assets	Balance	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance	
<b>Cash</b>						
0101 YNB	2,260,665.43	5,228,288.51	2,000,000.00	7,602,873.43	1,886,080.51	
0102 Bank of Oklahoma - Checking	247.97	0.00	0.00	0.00	247.97	
0103 Bank of Oklahoma - Money Market	10,906,108.31	34,617.44	3,000,000.00	0.00	13,940,725.75	
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	-256.74	-2,526.39	0.00	-2,406.17	-376.96	
<b>Total Cash</b>	<b>13,166,764.97</b>	<b>5,260,379.56</b>	<b>5,000,000.00</b>	<b>7,600,467.26</b>	<b>15,826,677.27</b>	
<b>Investments</b>						
0104 CD - Bank of Oklahoma	20,833,311.73	32,958.33	-5,000,000.00	0.00	15,866,270.06	
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	
<b>Total Investments</b>	<b>20,833,311.73</b>	<b>32,958.33</b>	<b>-5,000,000.00</b>	<b>0.00</b>	<b>15,866,270.06</b>	
<b>Total Assets</b>	<b>34,000,076.70</b>	<b>5,293,337.89</b>	<b>0.00</b>	<b>7,600,467.26</b>	<b>31,692,947.33</b>	
<b>Liabilities and Fund Balances</b>						
2021-22 General Fund	3-11	11,929,506.17	4,919,816.16	0.00	6,692,236.22	10,157,086.11
2021-22 General Fund	2-11	846,157.89	0.00	0.00	46,968.09	799,189.80
2020-21 General Fund	1-11	0.00	0.00	0.00	0.00	0.00
2022-23 Building Fund	3-21	4,182,100.09	39,987.80	0.00	122,217.67	4,099,870.22
2021-22 Building Fund	2-21	852,231.90	0.00	0.00	48,587.85	803,644.05
2020-21 Building Fund	1-21	0.00	0.00	0.00	0.00	0.00
2022-23 Child Nutrition Fund	3-22	2,492,028.54	288,145.31	0.00	253,216.90	2,526,956.95
2021-22 Child Nutrition Fund	2-22	206,042.28	0.00	0.00	0.00	206,042.28
2021 Building Bond	3-31	2,230,511.10	0.00	0.00	178,344.44	2,052,166.66
2021 Building Bond	2-31	4,115,315.72	0.00	0.00	219,505.67	3,895,810.05
2018 Building Bond	3-37	550,105.57	0.00	0.00	0.00	550,105.57
2018 Building Bond	2-37	2,557,296.89	0.00	0.00	0.00	2,557,296.89
2013 Transportation Bond	3-39	498,730.38	0.00	0.00	3,009.57	495,720.81
2013 Transportation Bond	2-39	108,416.00	0.00	0.00	0.00	108,416.00
2022-23 Sinking Fund	3-41	2,837,112.55	20,364.62	0.00	27,187.50	2,830,289.67
2021-22 Sinking Fund	2-41	0.00	0.00	0.00	0.00	0.00
2021-22 Vision Insurance Plan	3-82	309,771.75	25,024.00	0.00	9,707.97	325,087.78
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
<b>Total Liabilities and Fund Balances</b>		<b>34,000,213.28</b>	<b>5,293,337.89</b>	<b>0.00</b>	<b>7,600,981.88</b>	<b>31,692,569.29</b>

# National School Lunch Program - School Food Authority Claim Summary

09-I027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

## General Information

Date Signed	<input type="text" value="11/8/2022"/>	Revision	<input type="text" value="Original"/>		
Claim Date	<input type="text" value="11/8/2022"/>	Claim Month	<input type="text" value="October"/>	Claim Year	<input type="text" value="2022"/>
Number of Days In Operation	<input type="text" value="18"/>	Number of Sites	<input type="text" value="12"/>	Number of Children Enrolled	<input type="text" value="9529"/>

This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students).

This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

Comments

## Number of Enrolled Students On Site

Free	<input type="text" value="3152"/>	Reduced	<input type="text" value="1104"/>	Paid	<input type="text" value="5486"/>
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## Average Daily Participation

Breakfast	<input type="text" value="1259"/>	Lunch	<input type="text" value="4615"/>
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## Adult and Contract Meals

Adult Lunches	<input type="text" value="186"/>	Contract Lunches	<input type="text" value="0"/>
Adult Snacks	<input type="text" value="0"/>	Contract Snacks	<input type="text" value="0"/>
Adult Breakfast	<input type="text" value="1"/>	Contract Breakfast	<input type="text" value="0"/>
Adult SNB	<input type="text" value="17"/>	Contract SNB	<input type="text" value="0"/>

Provision 2

Provision 3

CEP

Breakfast

Type	Meals	Rate	Reimbursement
Free	2764	\$2.26	\$6,246.64
Reduced	1059	\$1.96	\$2,075.64
Paid	2948	\$0.50	\$1,474.00
Total	6771		\$9,796.28

**Note:** Regular breakfast served – do not include severe need breakfast (SNB) sites.

Severe Need Breakfast

Type	Meals	Rate	Reimbursement
Free	12530	\$2.67	\$33,455.10
Reduced	3340	\$2.37	\$7,915.80
Paid	6785	\$0.50	\$3,392.50
Total	22655		\$44,763.40

**Note:** Regular Severe Need Breakfast served – do not include severe need Severe Need Breakfast (SNB) sites.

Breakfast - Sub-Totals

Total Breakfast Reimbursement:	\$54,559.68
Total Adjustments:	\$0.00
Warrant Amount:	\$54,559.68

Lunch

Type	Meals	Rate	Reimbursement
Free	35211	\$4.33	\$152,463.63
Reduced	11741	\$3.93	\$46,142.13
Paid	36115	\$0.77	\$27,808.55
Performance Incentive	83067	0.08	\$6,645.36
Total	83067		\$233,059.67

After School Snack Program (ASSP)

**Over 50%**

Meals	Rate	Reimbursement
487	\$1.08	\$525.96

**Under 50%**

<u>After School Snack Program Sub-Total</u>	
Total Meals	487
Reimbursement	\$525.96

Lunch / Snack Sub-Totals

Total Lunch/Snack Reimbursement:	\$233,585.63
Total Adjustments:	\$0.00

Warrant Amount: \$233,585.63

Special Milk - Non Pricing

Special Milk - Option 1

Special Milk - Option 2

Special Milk - Sub-Totals

NSLP SFA Summary Total

\$288,145.31

Advances and Payments

Advance Amount	<u>\$0.00</u>	Adjusted Amount	<u></u>
Payment Plan Amount	<u>\$0.00</u>	Previous Claim Amount	<u>\$0.00</u>
Amount Paid	<u>\$288,145.31</u>		

Claim Management

SFA Claim Submitted by: CAROL L WHITE on 11/8/2022

- Submit
- Print Disbursement
- Claims
- Print Claim Summary
- Use 60 Day Exception
- Process Claims
- Print Site Summary
- Override 60 Day Exception
- Unsubmit SFA Claim

If you have questions or need assistance, please contact our office at 405-521-3327.



# Oklahoma State Department of Education

## Child Nutrition Programs

### NSLP Site Claim List

- YUKON

600 Maple Street

Yukon, OK 73099

Claim Month/Year: 10/2022

<u>Name</u>	<u>Enrolled</u>	<u>B</u>	<u>SNB</u>	<u>L</u>	<u>S</u>	<u>Milk</u>	<u>Amount</u>
CENTRAL ES	339	0	1229	3001	286	0	\$11,101.11
INDEPENDENCE INTERMEDIATE SCHL	762	0	2525	8337	0	0	\$31,757.19
LAKEVIEW INTERMEDIATE SCHOOL	601	0	2510	7567	0	0	\$26,292.97
MYERS ES	491	0	1933	4587	0	0	\$18,150.09
PARKLAND ES	344	0	1102	3443	0	0	\$13,359.60
RANCHWOOD ES	441	0	1981	4491	0	0	\$15,336.16
REDSTONE INTERMEDIATE SCHOOL	748	4144	0	8849	0	0	\$27,433.19
SHEDECK ES	361	0	1699	4062	201	0	\$18,190.89
SKYVIEW ES	464	0	1527	4430	0	0	\$15,413.99
SURREY HILLS ES	726	2627	0	5776	0	0	\$18,849.38
YUKON MS	1410	0	4750	15940	0	0	\$53,331.13
YUKON HS	2842	0	3399	12584	0	0	\$38,929.61
<b>Totals: Sites Claimed: 12</b>	<b>9529</b>	<b>6771</b>	<b>22655</b>	<b>83067</b>	<b>487</b>	<b>0</b>	<b>\$288,145.31</b>



## National School Lunch Program - School Food Authority Claim Summary

09-I027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

### General Information

Date Signed	<input type="text" value="12/1/2022"/>	Revision	<input type="text" value="Original"/>
Claim Date	<input type="text" value="12/1/2022"/>	Claim Month	<input type="text" value="November"/>
		Claim Year	<input type="text" value="2022"/>
Number of Days In Operation	<input type="text" value="17"/>	Number of Sites	<input type="text" value="12"/>
		Number of Children Enrolled	<input type="text" value="9525"/>

This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students).

This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

Comments

### Number of Enrolled Students On Site

Free	<input type="text" value="3146"/>	Reduced	<input type="text" value="1108"/>
		Paid	<input type="text" value="5448"/>

### Average Daily Participation

Breakfast	<input type="text" value="1279"/>
Lunch	<input type="text" value="4590"/>

### Adult and Contract Meals

Adult Lunches	<input type="text" value="289"/>	Contract Lunches	<input type="text" value="0"/>
Adult Snacks	<input type="text" value="0"/>	Contract Snacks	<input type="text" value="0"/>
Adult Breakfast	<input type="text" value="18"/>	Contract Breakfast	<input type="text" value="0"/>
Adult SNB	<input type="text" value="0"/>	Contract SNB	<input type="text" value="0"/>

Provision 2

Provision 3

CEP

Breakfast

Type	Meals	Rate	Reimbursement
Free	2511	\$2.26	\$5,674.86
Reduced	928	\$1.96	\$1,818.88
Paid	2804	\$0.50	\$1,402.00
Total	6243		\$8,895.74

**Note:** Regular breakfast served – do not include severe need breakfast (SNB) sites.

Severe Need Breakfast

Type	Meals	Rate	Reimbursement
Free	11970	\$2.67	\$31,959.90
Reduced	3303	\$2.37	\$7,828.11
Paid	6468	\$0.50	\$3,234.00
Total	21741		\$43,022.01

**Note:** Regular Severe Need Breakfast served – do not include severe need Severe Need Breakfast (SNB) sites.

Breakfast - Sub-Totals

Total Breakfast Reimbursement:	\$51,917.75
Total Adjustments:	\$0.00
Warrant Amount:	\$51,917.75

Lunch

Type	Meals	Rate	Reimbursement
Free	33100	\$4.33	\$143,323.00
Reduced	10898	\$3.93	\$42,829.14
Paid	34025	\$0.77	\$26,199.25
Performance Incentive	78023	0.08	\$6,241.84
Total	78023		\$218,593.23

After School Snack Program (ASSP)

**Over 50%**

Meals	Rate	Reimbursement
440	\$1.08	\$475.20

**Under 50%**

Type	Meals	Rate	Reimbursement
Free	0	\$1.08	\$0.00
Reduced	0	\$0.54	\$0.00
Paid	0	\$0.09	\$0.00

<u>After School Snack Program Sub-Total</u>			
Total Meals	440	Reimbursement	\$475.20

<b>YUKON BOARD OF EDUCATION</b>		<b>DEE-R1</b>
<b>TRAVEL AND EXPENSES -Mileage &amp; Reimbursement</b>		
<i>Adoption Date:</i>	<i>Revision Date(s): 10/7/2019, 09/08/20</i>	<i>Page 1 of 3</i>

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-District Travel:** 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.

<b>YUKON BOARD OF EDUCATION</b>		<b>DEE-R1</b>
<b>TRAVEL AND EXPENSES -Mileage &amp; Reimbursement</b>		
<i>Adoption Date:</i>	<i>Revision Date(s): 10/7/2019, 09/08/20</i>	<i>Page 2 of 3</i>

**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.

<b>YUKON BOARD OF EDUCATION</b>		<b>DEE-R1</b>
<b>TRAVEL AND EXPENSES -Mileage &amp; Reimbursement</b>		
<i>Adoption Date:</i>	<i>Revision Date(s): 10/7/2019, 09/08/20</i>	<i>Page 3 of 3</i>

- 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**

<b>YUKON BOARD OF EDUCATION</b>		<b>DE-R1</b>
<b>SALARY SCHEDULES</b>		
<i>Adoption Date:</i>	<i>Revision Date(s): 10/7/2019, 01/09/22</i>	<i>Page 1 of 1</i>

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 payseale 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).**

**Written Procedures for Comparability***Adoption Date: October 2017**Revision Date(s): Oct 1, 2019, Dec 7th, 2020,  
01/09/2023**Page 1 of 2*

**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 31<sup>st</sup> 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-

**Written Procedures for Comparability***Adoption Date: October 2017**Revision Date(s): Oct 1, 2019, Dec 7th, 2020,  
01/09/2023**Page 2 of 2*

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.
- 

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.

<b>YUKON BOARD OF EDUCATION</b>		<b>DE</b>
<b>SALARIES AND EXPENSES</b>		
<i>Adoption Date:</i>	<i>Revision Date(s): 10/7/2019, 01/09/22</i>	<i>Page 1 of 1</i>

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**

**RECORD RETENTION AND  
ARCHIVAL OF ELECTRONIC MAIL TRANSMISSIONS**

*Adoption Date: 09/09/2013*

*Revision Date(s): 08/07/2017; 01/09/23*

*Page 1 of 6*

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.

<b>RECORD</b>	<b>RETAIN</b>
<b>Selection, hiring, and employment records</b> <ul style="list-style-type: none"> <li>● Job Applications</li> <li>● Resumes</li> <li>● Job Ads</li> <li>● Screening tools/tests</li> <li>● Interview notes &amp; other records relating to hire/no-hire decision</li> </ul>	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.
<ul style="list-style-type: none"> <li>● Promotion</li> <li>● Demotions</li> <li>● Transfers Performance appraisals</li> <li>● Terminations</li> <li>● Reasonable accommodations and/or requests</li> <li>● Training records</li> <li>● Incentive plans</li> <li>● Merit systems</li> <li>● Seniority systems</li> </ul>	2 years after creation or the personnel action involved, whichever is later.
<b>Employment Contract/Collective Bargaining Records</b>	Last effective date of contract plus 5 years
<b>Affirmative action plans (AAP) Records</b> AAP records including those related to: <ul style="list-style-type: none"> <li>● Workforce analysis</li> <li>● Job group analysis</li> <li>● Availability analysis</li> <li>● Placement goals</li> <li>● Internal audit and reporting systems</li> </ul> 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: <ul style="list-style-type: none"> <li>● External dissemination of policy, outreach, and positive recruitment activities</li> <li>● Audit and reporting systems</li> <li>● Data collection analysis</li> <li>● Benchmarks for hiring</li> </ul>	3 years.

**RECORD RETENTION AND  
ARCHIVAL OF ELECTRONIC MAIL TRANSMISSIONS**

Adoption Date: 09/09/2013

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<p><b>Payroll records, time sheets/cards</b> Basic employee data:</p> <ul style="list-style-type: none"> <li>● Name</li> <li>● Address</li> <li>● Social Security number</li> <li>● Gender</li> <li>● Date of Birth</li> <li>● Occupation</li> <li>● Job classification</li> </ul>	3 years.
<p>Compensation records:</p> <ul style="list-style-type: none"> <li>● Amounts and dates of actual payments</li> <li>● Time and day of week when employee's work week begins</li> <li>● Total hours worked each day and workweek</li> <li>● Basis and rate at which wages are paid</li> <li>● Straight time and overtime hours/pay. All additions to or deductions from the employee's wages</li> <li>● Total wages paid each pay period</li> <li>● Records explaining any sex-based pay differences</li> <li>● Annuity and pension payments</li> <li>● Fringe benefits paid</li> <li>● Date of payment and the pay period covered by the payment</li> </ul>	<p>Retain for the length of employment plus five years.</p> <p>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.</p>
<p><b>Form I-9</b></p> <ul style="list-style-type: none"> <li>● Form I-9</li> <li>● Copies of documentation (if applicable)</li> </ul>	3 years after the date of hire or 1 year after the date of termination, whichever is later.
<p><b>Employment benefits</b> Except for specific exemptions, Employee Retirement Income Security Act's (ERISA) reporting and disclosure requirements apply to all pension and welfare plans, including:</p> <ul style="list-style-type: none"> <li>● Summary plan descriptions (updated with changes and modification)</li> <li>● Annual Reports</li> <li>● Notice of reportable events (e.g., plan amendments that may decrease benefits, a substantial decrease in the number of plan participants)</li> <li>● Plan termination</li> </ul>	<p>6 years</p> <p>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.</p>
<p><b>Health &amp; Benefits Record</b></p> <ul style="list-style-type: none"> <li>● Beneficiary forms</li> <li>● Plan elections</li> </ul>	Termination of plan and coverage plus 3 years
<p><b>Health care continuation</b> Records of written notice to employees and their dependent of their option to continue group health plan coverage following certain qualifying events.</p>	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.
<p><b>Background Checks</b></p>	1 year from date information obtained or used.

**RECORD RETENTION AND  
ARCHIVAL OF ELECTRONIC MAIL TRANSMISSIONS**

*Adoption Date: 09/09/2013*

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<p>Background check information obtained through a consumer reporting agency, for example:</p> <ul style="list-style-type: none"> <li>● Credit reports</li> <li>● Criminal history reports</li> <li>● Driving reports</li> <li>● Driving records</li> <li>● Information regarding character, general reputation, personal characteristics or mode of living</li> <li>● Any other background check reports created by a third party</li> <li>● Consent forms and required disclosures to individuals subject to background checks</li> </ul>	<p>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).</p>
<p><b>Tax Records</b></p> <ul style="list-style-type: none"> <li>● Employer identification number</li> <li>● Amounts and dates of all wage, annuity and pension payments</li> <li>● The fair market value of in-kind wages paid</li> <li>● Names, addresses, Social Security numbers, and occupations of employees and recipients</li> <li>● Any employee copies of Form W-2 that were returned as undeliverable</li> <li>● Dates of employment</li> <li>● 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</li> <li>● Copies of employees' and recipients' income tax withholding allowance certificates (Forms W-4, W-4P, W-4S, and W-4V)</li> <li>● Dates and amounts of tax deposits</li> <li>● Copies of returns filed</li> <li>● Records of allocated tips</li> <li>● Records of fringe benefits provided, including substantiation</li> </ul>	<p>4 years after filing the 4th quarter for the year</p> <p>4 years after separation or after form was amended, whichever is sooner</p>
<p><b>Safety Data</b></p> <ul style="list-style-type: none"> <li>● Log of occupational injuries and illnesses</li> <li>● Records of injuries and illnesses</li> <li>● Summary of injuries and illnesses</li> <li>● Records of exposure to toxic substances for each employee</li> </ul>	<p>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</p> <p>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</p>
<p><b>FMLA Leave Records</b></p> <ul style="list-style-type: none"> <li>● Employee data, including basic payroll and identifying employee data</li> </ul>	<p>3 years</p>

**RECORD RETENTION AND  
ARCHIVAL OF ELECTRONIC MAIL TRANSMISSIONS**

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<ul style="list-style-type: none"> <li>• 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</li> <li>• Copies of employee notices of leave provided to the employer under the FMLA, if in writing, and copies of all eligibility notices given to employees as required under the FMLA</li> <li>• Any documents (including written and electronic records) describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leave</li> <li>• Premium payments of employee benefits</li> <li>• Records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the employer or employee of the reasons for designation and for the disagreement</li> </ul>	
<p><b>Certificate and Licenses</b></p> <ul style="list-style-type: none"> <li>• Required of employees to qualify or remain eligible to hold a position requiring certification or licensing</li> <li>• 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</li> </ul>	5 years from the date of separation of employee or until superseded.
<p><b>Disability accommodations</b> Requests for reasonable accommodation from employees and/or applicants and responses and/or accommodations provided by employer.</p>	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.
<p><b>Drug test records</b> See list of records at 49 C.F.R. § 382.401 for employees covered by the U.S. Department of Transportation (DOT).</p>	1 year from test date and up to 5 years for records relating to drug testing for DOT positions.
<p><b>Military leave records</b> All records related to a military leave of absence and reemployment and employee benefits during and upon return from a military leave.</p>	Indefinite; no statute of limitations under the Uniform Services Employment and Reemployment Rights Act (USERRA)
<p><b>Litigation Case Files</b></p> <ul style="list-style-type: none"> <li>• Includes all cases to which the district is a party. Review before disposal; some case files may merit permanent retention for historical reasons.</li> </ul>	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.

**RECORD RETENTION AND  
ARCHIVAL OF ELECTRONIC MAIL TRANSMISSIONS**

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<p><b>Statements of Organization and Reports of Contributions and Expenditures</b> 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.</p>	<p>4 years after the date on which they are filed</p>
<p><b>Business Records</b></p> <ul style="list-style-type: none"> <li>● Purchase orders</li> <li>● Bank statements and reconciliations</li> <li>● Canceled checks/warrants</li> <li>● Revenue and expense reports</li> <li>● Payment notices</li> <li>● Investment documents (expired)</li> <li>● Employment contracts, withholding forms</li> <li>● IRS form 1099's</li> <li>● Activity fund records</li> </ul>	<p>5 years</p>
<ul style="list-style-type: none"> <li>● Federal program files</li> <li>● Free and reduced meal applications</li> <li>● Child nutrition records</li> <li>● Accident reports</li> <li>● Construction documents (competitive bid information)</li> </ul>	<p>7 years</p>
<ul style="list-style-type: none"> <li>● Insurance policies</li> <li>● Surety bonds</li> <li>● IRS 941 quarterly reports</li> <li>● Workers compensation/reports</li> <li>● Unemployment compensation records/reports</li> <li>● Land contracts and purchase agreements</li> </ul>	<p>10 years</p>
<ul style="list-style-type: none"> <li>● Payroll registers</li> <li>● W-2 information</li> <li>● Retirement earnings records</li> <li>● Bond election results</li> </ul>	<p>50 years</p>
<ul style="list-style-type: none"> <li>● Board minutes</li> <li>● Deeds (owned and divested) and titles</li> <li>● Reorganization, consolidation and/or annexation of district information</li> <li>● Board policy manual (until amended or suspended)</li> <li>● Transcript of bond proceeds</li> <li>● Audit reports</li> <li>● Estimate of needs</li> <li>● Fixed asset information (updated continuously)</li> </ul>	<p>Permanently</p>

**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

**RECORD RETENTION AND  
ARCHIVAL OF ELECTRONIC MAIL TRANSMISSIONS***Adoption Date: 09/09/2013**Revision Date(s): 08/07/2017; 01/09/23**Page 6 of 6*

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***Adoption Date:**Revision Date(s):**Page 1 of 3*

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.

**Non-Public Schools Consultation and Monitoring**

Adoption Date:

Revision Date(s):

Page 2 of 3

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.

<b>September</b>	<p>§ Begin programs and services.</p> <p>§ Consult with private school officials about <i>current</i> programs and services implementation and modify as necessary.</p>
<b>October</b>	§ Continue consultation about <i>current</i> programs and services implementation.
<b>November-December</b>	§ Consult with private school officials about the status of <i>current</i> programs and services.

**Non-Public Schools Consultation and Monitoring**

Adoption Date:

Revision Date(s):

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	<p>§ 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.</p>
<b>January</b>	<p>§ Continue consultation with private school officials about the status of <i>current</i> programs and services.</p> <p>§ Send “Intent to Participate” forms to all private schools in the LEA with a February deadline for returning the forms.</p>
<b>February -March</b>	<p>§ Continue consultation with private school officials about the status of <i>current</i> programs and services.</p> <p>§ 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 <i>next</i> school year.</p> <p>§ Consult with private school officials to identify students’ and teachers’ needs, discuss services and estimated funding figures, design programs, and establish priorities for the <i>next</i> school year.</p>
<b>April-May</b>	<p>§ Evaluate programs and services for the <i>current</i> school year and make suggestions for modifying programs that will be implemented again in the <i>next</i> school year.</p> <p>§ Continue consultation and planning for programs and services for <i>next</i> school year.</p>
<b>June</b>	<p>§ Finalize actions related to programs and services.</p>
<b>July-August</b>	<p>§ Inform private school officials about the readiness of programs and services for the <i>upcoming</i> school year.</p> <p>§ Provide program funding figures to private school officials for the upcoming school year.</p>

## SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Adoption Date:

Revision Date(s): 5/28/2020, 01/09/2023

Page 1 of 4

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

## SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

*Adoption Date:**Revision Date(s): 5/28/2020, 01/09/2023**Page 2 of 4*

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

## SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

*Adoption Date:**Revision Date(s): 5/28/2020, 01/09/2023**Page 3 of 4*

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.

**SANCTIONING OF PARENT ORGANIZATIONS  
AND BOOSTER CLUBS***Adoption Date:**Revision Date(s): 5/28/2020, 01/09/2023**Page 4 of 4*

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.***

**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**









**SCHOOL :** Early Childhood Furniture Refresh  
Skyview

**Date:** 1-3-23

# ITEMS	DESCRIPTION	Reason for Surplus
22	Rolling blue padded chairs	
1	Rolling gray padded chair	NEW
3	small blue student chairs	FURNITURE
1	medium blue student chair	REFRESH
1	large blue student chair	^
1	metal teacher desk	^
1	black wooden bookshelf	^
1	blue wooden bookshelf	^
2	square student desks	^
1	turquoise painted wooden bookcase	^
1	small child's play table	^
1	big book hanging rack	^
4	green metal bookcases	^
4	red metal bookcases	^
4	blue metal bookcases	^
1	white storage container (wooden)	^
1	tan big book holder	^
14	play kitchen pieces	^
1	dark brown wooden bookcase	^
1	black long wooden bookcase (2 shelves)	^
3	metal art drying racks	^
1	navy bookcase	^
1	plastic rolling cart- 3 drawer	^
1	red wooden desk	^
3	teacher rolling chairs- gray	^























# 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

Joy

Bjerk

School employee requesting trip.

Date of Request

12/16/2022



Allowed format is MM/DD/YYYY Ex: 01/03/2023

Name of Organization, Grade

Yukon High School Cheer

Departure Date of Trip

01/20/2023



Allowed format is MM/DD/YYYY Ex: 01/03/2023

Return Date of Trip

01/22/2023



Allowed format is MM/DD/YYYY Ex: 01/03/2023

Departure Time

9:00am

Departure Location

Yukon High School

Number of Days

3

Means of Transportation required

- Airline
- School Vehicle
- Private Vehicle

Number of Students Participating required

19

Number of Parents/Guardians Attending required

0

Age of Students required

14-18

Place, Purpose, and Nature of the Trip required

Dallas Texas, NCA Nationals Cheer Competition

## **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

\$199 per cheerleader (Paid by our Booster Club)

Lodging Cost/PO Number: required

\$175 per Cheerleader (Paid by our Booster Club)

Transportation Costs/PO Number: required

Approx \$1500 (School Bus and Driver Paid by our Booster Club)

Airfare or Personal or District Vehicle

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

Bus Driver Meals (Paid by our Booster Club)

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

Educational Benefits required

This will teach the girls about the competitive mind and working towards and end goal of winning. We are excited about the team bonding that will occur throughout this process and look forward to bringing home awards that represent Yukon Athletics.

Attachments

Upload Schedule of Events: 2023 Schedule of Event for NCA Competition.pdf

Upload Itinerary: 2023 Yukon High School Cheer NCA Itinerary.pdf

Workflow

Attached Workflow

Out of State Travel Request

Current Status

Submitted

Submitted By

Joy Bjerk

Workflow Steps

- Completed 1 Signed by Joy Bjerk on 12/16/2022 at 10:43 AM  
**Signature:** Joy Bjerk

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- Completed 2 Approved by Melissa Barlow on 12/16/2022 at 01:33 PM

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- Current 3 Review by Group: Superintendent's Office

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- Forthcoming 4 TBD

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- Forthcoming 5 Approval by William Simeroth

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- Forthcoming 6 Review by Group: Superintendent's Office

Joy Bjerk

----DRAFT----

# 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

James

Rivera

School employee requesting trip.

Date of Request required

12/16/2022



Allowed format is MM/DD/YYYY Ex: 01/03/2023

Name of Organization, Grade required

Band

Departure Date of Trip required

03/07/2023



Allowed format is MM/DD/YYYY Ex: 01/03/2023

Return Date of Trip required

12/08/2022



Allowed format is MM/DD/YYYY Ex: 01/03/2023

Departure Time required

10:00 AM

Departure Location required

Yukon High School

Number of Days required

2

Means of Transportation required

- Airline
- School Vehicle
- Private Vehicle

Number of Students Participating required

100

Number of Parents/Guardians Attending required

10

Age of Students required

14-18

Place, Purpose, and Nature of the Trip required

The IMKC Concert Band Festival provides rewarding music experiences for middle and high school band students and directors. Nationally recognized guest conductors and UMKC faculty host a full schedule of concerts, master classes, and professional clinics, offering in-service time and personal growth.

## **COST ANALYSIS**

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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

1000/NA

Lodging Cost/PO Number: required

See Attached Contract

Transportation Costs/PO Number: required

See Attached Contract

Airfare or Personal or District Vehicle

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

N/A

Cost of a Substitute: required

N/A

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

Educational Benefits required

The IMKC Concert Band Festival provides rewarding music experiences for middle and high school band students and directors. Nationally recognized guest conductors and UMKC faculty host a full schedule of concerts, master classes, and professional clinics, offering in-service time and personal growth.

Attachments

Upload Schedule of Events: Kansas City Contract.pdf

Upload Itinerary: Kansas City Preliminary Itinerary.pdf

Workflow

Attached Workflow

Out of State Travel Request

Current Status

Submitted

Submitted By

James Rivera

Workflow Steps

- Completed 1 Signed by James Rivera on 12/16/2022 at 11:00 AM  
**Signature:** James Rivera

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- Completed 2 Approved by Melissa Barlow on 12/16/2022 at 01:31 PM

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- Current 3 Review by Group: Superintendent's Office

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- Forthcoming 4 TBD

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- Forthcoming 5 Approval by William Simeroth

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- Forthcoming 6 Review by Group: Superintendent's Office

James Rivera

----DRAFT----

# 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

David

Craig

School employee requesting trip.

Date of Request

01/04/2023



Allowed format is MM/DD/YYYY Ex: 01/06/2023

Name of Organization, Grade

Yukon HS Symphonic Band (9-12)

Departure Date of Trip

03/07/2023



Allowed format is MM/DD/YYYY Ex: 01/06/2023

Return Date of Trip

03/08/2023



Allowed format is MM/DD/YYYY Ex: 01/06/2023

Departure Time

11:00 am

Departure Location

Yukon HS Band Room

Number of Days

2 days, 1 night

Means of Transportation required

- Airline
- School Vehicle
- Private Vehicle

Number of Students Participating required

48

Number of Parents/Guardians Attending required

n/a

Age of Students required

9th-12th grade

Place, Purpose, and Nature of the Trip required

We are taking the Symphonic Band to the Music for All Concert Band Festival in Kansas City. This is both a performance and learning opportunity for our students as they will perform at UMKC, and have a clinic session with one of the nationally renowned adjudicators. This will be an excellent opportunity for them to learn and grow as musicians.

## **COST ANALYSIS**

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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

\$500

Lodging Cost/PO Number: required

see form from Mr. Rivera

Transportation Costs/PO Number: required

see form from Mr. Rivera

Airfare or Personal or District Vehicle

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

n/a

Cost of a Substitute: required

n/a

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

Educational Benefits required

We are taking the Symphonic Band to the Music for All Concert Band Festival in Kansas City. This is both a performance and learning opportunity for our students as they will perform at UMKC, and have a clinic session with one of the nationally renowned adjudicators. This will be an excellent opportunity for them to learn and grow as musicians. This will also help in our preparations for OSSAA State Contest in April.

Attachments

Upload Schedule of Events: Kansas City Preliminary Itinerary.pdf

Upload Itinerary: Kansas City Preliminary Itinerary.pdf

Workflow

Attached Workflow

Out of State Travel Request

Current Status

Submitted

Submitted By

David Craig

Workflow Steps

✓ Completed

1

Signed by David Craig on 01/04/2023 at 09:40 AM  
**Signature:** David Craig

✓ Completed

2

Approved by Melissa Barlow on 01/04/2023 at 02:53 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

David Craig

----DRAFT----

**PERSONNEL REPORT**

**EXHIBIT A**

**RECOMMENDATION TO HIRE:**

<b>ADMINISTRATIVE CONTRACT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
NONE			

**RECOMMENDATION TO HIRE:**

<b>CERTIFIED TEMPORARY CONTRACT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
	5th math/science		1/2/2023
	Long-term Sub (SPED LEAP teacher)		1/2/2023
	Physics Teacher		8/1/2023

**RECOMMENDATION TO HIRE:**

<b>SUPPORT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
	Cafeteria Monitor		12/12/2022
	Bus Driver		12/14/2022
	Cafeteria/Playground monitor		1/3/2023
	Paraeducator		1/3/2023
	Secretary		1/2/2023
	Guest Teacher		12/5/2022
	Guest Teacher		12/5/2022
	Guest Teacher		12/5/2022
	Guest Teacher		12/9/2022
	Guest Teacher		12/13/2022
	Guest Teacher		12/14/2022
	Guest Teacher		12/15/2022
	Guest Teacher		1/3/2023
	Guest Teacher		1/3/2023
	Guest Teacher		1/3/2023
	Guest Teacher		1/3/2023
	Guest Teacher		1/4/2023
	Public Info Officer		1/17/2023

	Intern Teacher		1/4/2023
	Guest Teacher		1/4/2023
	Paraeducator		1/10/2023
	Guest Teacher		1/6/2023

**SEASONAL STUDENT AND/OR ADULT:**

Name	Position	Site/Dept	Effective
	Student Tech		11/1/2022
	Adult Lighting Designer		11/1/2022
	Adult Tech		11/1/2022
	Adult Tech		11/1/2022
	Student Auditorium Crew		11/1/2022

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

Name	Position	Site/Dept	Effective	Explanation of Change
Kinnick-Jevas, Kimberly	SpEd teacher	IIS	12/13/2022	new start date
Jandebeur, Amy	GT/Virtual Teacher	Administration	1/2/2023	to part time
Searle, Steve	Cafeteria monitor	RIS	12/1/2022	from 3.5 to 3 hours
Ramirez, Jennifer	MAS Supervisor	Community Engagement	12/5/2022	from 4 to 3 hours
Williams, Tina	RISE Long term guest teacher	Central ES	1/2/2023	from secretary/7.5 - 7.67 hrs
Estes, Addyson	Long Term sub	Surrey Hills ES	1/2/2023	to tier IV long term sub pay scale
Heitzman, Marcia	SpEd teacher	YMS	11/1/2022	from long-term sub

**STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:**

Name	Position	Site/Dept	Effective
Bush, Jessica	MAS Supervisor	Community Ed	12/1/2022
Krejci, Lenita	Homebound teacher	Special Services	11/15/2022
Zadora, Tara	Homebound teacher	Special Services	12/2/2022
Messer, Brianna	MAS Supervisor	Community Ed	11/7/2022
Dowdy, Natasha	Tutor	Central ES	10/24/2022

**RESIGNATIONS/RETIREMENTS/SEPARATIONS:**

Name	Position	Site/Dept	Effective	Explanation
Compton, Kathryn	Cafeteria monitor	Surrey Hills ES	12/16/2022	no reason given

Strain, Nicroasha	Bus Aide	Transportation	12/9/2022	no reason given
Hudspeth, Carlisa	Bus Driver	Transportation	12/16/2022	health reasons
McKeever, Amber	8th grade teacher	IIS	23-24 school year	Leave of Absence
Megli, Melissa	Asst. Principal	YHS	6/5/2022	retirement
Swartz, Laura	Cafeteria monitor	Central ES	12/15/2022	personal reasons

**PERSONNEL REPORT****EXHIBIT A****RECOMMENDATION TO HIRE:**

<b>ADMINISTRATIVE CONTRACT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
NONE			

**RECOMMENDATION TO HIRE:**

<b>CERTIFIED TEMPORARY CONTRACT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Powell, Brett	5th math/science	LIS	1/2/2023
Brownie, Erica	Long-term Sub (SPED LEAP teacher)	YHS	1/2/2023
Harris, Matthew	Physics Teacher	YHS	8/1/2023

**RECOMMENDATION TO HIRE:**

<b>SUPPORT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Swartz, Laura	Cafeteria Monitor	Central ES	12/12/2022
Terry, Cortney	Bus Driver	Transportation	12/14/2022
Jamison, Kari	Cafeteria/Playground monitor	Surrey Hills ES	1/3/2023
Cunningham, Joanne	Paraeducator	YMS	1/3/2023
Bruington, Abbigail	Secretary	Surrey Hills ES	1/2/2023
Stringer, Melissa	Guest Teacher	Administration	12/5/2022
Parker, Theodora	Guest Teacher	Administration	12/5/2022
Howard, Marie	Guest Teacher	Administration	12/5/2022
Hartley, Sarah	Guest Teacher	Administration	12/9/2022
McMahon, LaBecca	Guest Teacher	Administration	12/13/2022
Darby, Brooklyn	Guest Teacher	Administration	12/14/2022
Graham, Masen	Guest Teacher	Administration	12/15/2022
MdKinnon, Alyxa	Guest Teacher	Administration	1/3/2023
Rolen, Ashley	Guest Teacher	Administration	1/3/2023
Leatherwood, Barbara	Guest Teacher	Administration	1/3/2023
McGuire, Verla	Guest Teacher	Administration	1/3/2023
Riggs, Trudie	Guest Teacher	Administration	1/4/2023

Agnitsch, Kala	Public Info Officer	Administration	1/17/2023
Kilpatric, Megan	Intern Teacher	Ranchwood ES	1/4/2023
Caldwell, Pamela	Guest Teacher	Administration	1/4/2023
Faylor, Madison	Paraeducator	Myers ES	1/10/2023
Arneson, Michelle	Guest Teacher	Administration	1/6/2023

**SEASONAL STUDENT AND/OR ADULT:**

Name	Position	Site/Dept	Effective
Burrows, Lillian	Student Tech	YFAC	11/1/2022
Ferguson, Michaela	Adult Lighting Designer	YFAC	11/1/2022
Bowen, Forest	Adult Tech	YFAC	11/1/2022
Williams, Sylvanius	Adult Tech	YFAC	11/1/2022
Sanchez-Rios, Andrea	Student Auditorium Crew	YFAC	11/1/2022

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**RESIGNATIONS/RETIREMENTS/SEPARATIONS:**

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<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>	<b>Explanation</b>
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