



Board of Education Regular Meeting  
Monday, April 1, 2024 6:00 PM  
Yukon Public School District ISD #27 Administration Bldg., Board Room, 600 Maple Street, 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. Dedication of Auditorium in the future Performing Arts Center.
4. Reports/ Comments from Superintendent and/or Staff
  
5. Board Member Communications and Announcements
  - 5.A. Individual Board Member Comments
  - 5.B. Upcoming Meetings/ Events:
6. 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.
7. 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.
  - 7.A. Encumbrances and Change Orders as recommended by Dr. Jason Simeroth, Superintendent, and Jim Fenrick, Chief Financial Officer
  - 7.B. Treasurer's Report(s) and General Fund Report(s)
  - 7.C. Child Nutrition Report
8. Adjunct applications
  - 8.A. Adjunct application for Charlie Pybas - Mid level social studies
  - 8.B. Adjunct application for Rebecca Martin - Elementary education
9. 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.
  - 9.A. Minutes of the March 6, 2024, Special Board Meeting
  - 9.B. Minutes for the March 8, board meeting.
  - 9.C. Minutes of the March 13, Special Board Meeting
  - 9.D. Minutes of the March 26, Special Board Meeting
  - 9.E. Fiscal Year 24 Audit Contract and engagement letter
  - 9.F. Contract renewals
  - 9.G. Permanent Easement to Yukon
  - 9.H. Adoption of OSSBA Superintendent Evaluation Model for 2024-2025 school year.
  - 9.I. Purchase and construction of a metal building for warehouse use.

- 9.J. Playground remodel for Parkland and Myers elementary schools.
- 9.K. Contracts for Facility Use at Yukon Fine Arts Center
- 9.L. New Evaluation Tool
- 10. 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.
- 11. Personnel Docket:
  - 11.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, transfers, and/or administrator contract renewals as listed on the attached Exhibit A and letters.
  - 11.B. Acknowledge the board has returned from executive session. Executive session minutes compliance announcement.
  - 11.C. Discussion and possible action on the attached Exhibit A, Personnel items.
- 12. Adjournment

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
241681	11	561	2199	619	429	0000	000	061	680.00	2/2/2024	ACT	SUPPLIES AND MATERIALS	Title VI Indian Ed
241682	11	053	1000	619	239	0000	000	753	1,097.50	2/2/2024	AMAZON	SUPPLIES AND MATERIALS	Sped
241683	11	455	1000	619	239	0000	000	705	500.00	2/2/2024	AMAZON	SUPPLIES AND MATERIALS	Title I
241684	11	561	2199	619	429	0000	000	061	758.00	2/2/2024	Trafera, LLC	SUPPLIES AND MATERIALS	Title VI Indian Ed
241685	11	062	1000	644	100	2710	000	705	1,521.37	2/2/2024	The American Automobile Association Inc	SUPPLEMENTAL TEXTBOOKS	Drivers Ed
241687	11	053	1000	619	239	0000	000	753	135.40	2/5/2024	Classic Paper Supply, Inc	SUPPLIES AND MATERIALS	Sped
241688	11	093	2152	320	239	0000	000	753	35,000.00	2/5/2024	Motor Mouth Therapy LLC	PROF ED SERVICES (CONTRACTED CONSULT)	Sped-Speech Path
241853	11	625	5500	653	239	0000	000	196	3,790.00	3/12/2024	Trafera, LLC	TECHNOLOGY - RELATED SUPPLIES	Special Ed - Private Sc
241854	11	053	2170	619	239	0000	000	753	89.59	3/13/2024	E SPECIAL NEEDS, LLC	SUPPLIES AND MATERIALS	Special Ed
241855	11	062	3300	651	640	0000	000	062	50.00	3/13/2024	WALMART / CAPITAL ONE TRADE CREDIT	APPLIANCES, Furniture and Fixtures	Community Ed
241856	11	053	2170	619	239	0000	000	753	540.00	3/13/2024	ABLENET INC	SUPPLIES AND MATERIALS	Special Ed
241858	11	049	2575	337	000	0000	000	050	800.00	3/14/2024	Accufax	OTHER PROFESSIONAL SVCS	Admin Services
241859	11	412	1000	619	315	8828	000	150	900.00	3/14/2024	AMAZON	SUPPLIES AND MATERIALS	CareerTech
241860	11	063	1000	619	251	0000	000	140	1,360.00	3/14/2024	AMAZON	SUPPLIES AND MATERIALS	Gifted Ed
241861	11	053	2140	614	239	0000	000	753	308.40	3/14/2024	Riverside Insights	TESTING SUPPLIES & MATERIALS	Special Ed
241862	11	412	1000	619	315	8874	000	705	200.00	3/25/2024	AMAZON	SUPPLIES AND MATERIALS	CareerTech
241863	11	412	1000	619	315	8720	000	705	700.00	3/25/2024	ODP Business Solutions	SUPPLIES AND MATERIALS	CareerTech
241864	11	053	2170	619	239	0000	000	753	450.00	3/25/2024	ABLENET INC	SUPPLIES AND MATERIALS	Special Ed
241865	11	053	1000	619	239	0000	000	753	167.88	3/25/2024	AMAZON	SUPPLIES AND MATERIALS	Special Ed
241866	11	053	2140	614	239	0000	000	753	457.07	3/25/2024	NCS PEARSON, INC	TESTING SUPPLIES & MATERIALS	Special Ed
241867	11	053	2135	614	239	0000	000	753	667.92	3/25/2024	WPS	TESTING SUPPLIES & MATERIALS	Special Ed
241868	11	065	2132	616	000	0000	000	050	265.00	3/25/2024	One Beat CPR Learning Center LLC	FIRST AID SUPPLIES	Student Health
241869	11	051	2511	310	000	0000	000	050	1,020.00	3/26/2024	TYLER TECHNOLOGIES	OFFICIAL ADMIN SERVICES	Bus Office - Database
241870	11	561	2199	619	429	0000	000	061	679.32	3/26/2024	KIDZ STUFF LLC	SUPPLIES AND MATERIALS	Title VI - Native
241872	11	561	2199	619	429	0000	000	061	297.50	3/26/2024	Literati Press Comemics & Novels	SUPPLIES AND MATERIALS	Title VI - Native
241875	11	552	5500	653	000	0000	000	197	801.97	3/26/2024	BEST BUY FOR BUSINESS	TECHNOLOGY - RELATED SUPPLIES	Title IV - Private Sc
241876	11	052	1000	619	100	0000	000	752	200.00	3/26/2024	AMAZON	SUPPLIES AND MATERIALS	Curriculum
241880	11	367	1000	619	427	1130	000	752	150.00	3/26/2024	WALMART / CAPITAL ONE TRADE CREDIT	SUPPLIES AND MATERIALS	Curriculum
241881	11	052	1000	619	100	0000	000	752	200.00	3/26/2024	WALMART / CAPITAL ONE TRADE CREDIT	SUPPLIES AND MATERIALS	Curriculum
241882	11	067	1000	530	100	2500	000	767	5,031.27	3/27/2024	PowerSchool Group LLC	COMMUNICATION & SOFTWARE SERVICES	Technology
General Fund									<u>58,818.19</u>				
241871	21	066	2620	438	000	0000	000	066	5,075.00	3/26/2024	Kurt's Pest Control Inc	Other Building Repairs and Maintenance	Maintenance
241873	21	066	2620	619	000	0000	000	066	10,000.00	3/26/2024	ENGINEERED EQUIPMENT INC	SUPPLIES AND MATERIALS	Maint - HVAC Parts
241874	21	066	2640	439	000	0000	000	066	6,000.00	3/26/2024	ENGINEERED EQUIPMENT INC	Other Equip/Vehicle Repairs and Maint	Maint - HVAC Parts
Building Fund									<u>21,075.00</u>				
241857	31	213	4620	334	000	0000	000	705	275,000.00	3/13/2024	Midwest Engineering and Testing Corp.	ENGINEERING SERVICES	HS Project - Soil Testing
241877	31	220	2620	736	000	0000	000	130	53,532.47	3/26/2024	YORK INTERNATIONAL CORP	MACHINERY	Parkland - HVAC
241878	31	220	2620	438	000	0000	000	105	12,800.00	3/26/2024	QuickDraw Construction LLC	Other Building Repairs and Maintenance	Central Concrete
241879	31	229	2650	760	000	0000	000	066	46,899.00	3/26/2024	DIFEE FORD LINCOLN INC	VEHICLES	Maintenance - Truck
2021 Bond Fund									<u>388,231.47</u>				

PO Number	Rev No.	Current Vendor	Proposed Vendor	Current Amount	Proposed Amount	Variance	Date of Revision
240255	2	YORK INTERNATIONAL CORP		54,000.00	61,000.00	7,000.00	2/27/2024
240202	0	MINICK MATERIALS		2,500.00	5,500.00	3,000.00	2/28/2024
241557	0	Mid-America Athletic Assoc.	MICHAEL DAIN FOSTER	80.00	80.00	-	2/28/2024
241556	0	Mid-America Athletic Assoc.	Leander Walker	80.00	80.00	-	2/28/2024
241570	0	Erica Ajayi		88.50	147.50	59.00	2/29/2024
241567	0	Robert A Price		88.50	147.50	59.00	2/29/2024
241566	0	Michele R Hale		88.50	147.50	59.00	2/29/2024
241571	0	Jeramey Tamez		88.50	147.50	59.00	2/29/2024
241484	0	Karen Mack		300.00	600.00	300.00	3/1/2024
240682	0	The Stacy Group Inc		13,100.40	23,032.83	9,932.43	3/1/2024
240685	7	The Stacy Group Inc		2,337,607.33	2,417,685.36	80,078.03	3/1/2024
240681	5	The Stacy Group Inc		565,622.61	592,140.21	26,517.60	3/1/2024
240561	0	Tristan Zirkle		850.00	1,150.00	300.00	3/1/2024
240594	0	Ivy Boyce		500.00	800.00	300.00	3/1/2024
240523	0	Adobe Inc		8,065.20	9,025.93	960.73	3/2/2024
240497	1	Unite Private Networks		19,000.00	29,000.00	10,000.00	3/4/2024
240063	0	VISION SERVICE PLAN INC OKLAHOMA		10.00	235.00	225.00	3/4/2024
240208	0	OKLAHOMA CITY LAND FILL/WCI		500.00	750.00	250.00	3/5/2024
241814	0	Avid Hotel Oklahoma City - Yukon		480.60	540.00	59.40	3/5/2024
240533	0	Intrado Interactive Services Corporation	PowerSchool Group LLC	10,925.00	4,737.00	(6,188.00)	3/5/2024
241036	2	WALMART / CAPITAL ONE TRADE CREDIT		2,500.00	3,000.00	500.00	3/6/2024
241387	0	Kassidy Ann Batt		300.00	525.00	225.00	3/6/2024
241037	1	WALMART / CAPITAL ONE TRADE CREDIT		800.00	1,000.00	200.00	3/6/2024
241524	0	ProcureTherapy		50,000.00	100,850.00	50,850.00	3/7/2024
240941	3	BCB West		838,716.64	869,299.42	30,582.78	3/7/2024
241569	1	Lezlie Kropf		103.25	284.56	181.31	3/11/2024
240951	0	YORK INTERNATIONAL CORP		50,000.00	60,533.05	10,533.05	3/11/2024
241852	0	Therapro Inc		957.90	1,340.70	382.80	3/12/2024
240092	1	Accufax		800.00	976.25	176.25	3/13/2024
240090	1	S&P Gopal		21,850.00	33,570.00	11,720.00	3/14/2024
240056	2	TAX MANAGEMENT SERVICES		2,184.00	2,914.00	730.00	3/25/2024
240136	0	AUTO FX		1,000.00	1,897.99	897.99	3/25/2024
240563	0	NOTABLE INC		16,500.00	20,135.25	3,635.25	3/25/2024
240033	1	OKLAHOMA ATTORNEY GENERAL		4,630.00	8,830.00	4,200.00	3/26/2024
240290	0	Kurt's Pest Control Inc		18,300.00	22,425.00	4,125.00	3/26/2024
240165	4	ENGINEERED EQUIPMENT INC		52,750.00	60,117.33	7,367.33	3/26/2024
240974	0	CRAFTKITS	CRAFTKITS	1,000.00	1,487.87	487.87	3/26/2024
241865	0	AMAZON		139.00	167.88	28.88	3/26/2024
241505	0	OMEA		250.00	300.00	50.00	3/26/2024
241780	1	AMAZON		164.00	200.00	36.00	3/26/2024
241036	3	WALMART / CAPITAL ONE TRADE CREDIT		3,000.00	3,645.70	645.70	3/26/2024

YUKON PUBLIC SCHOOLS  
DISTRICT I-27, CANADIAN COUNTY  
TREASURER'S GENERAL LEDGER  
2023-2024

FY24 CUMULATIVE

Assets		Balance	Total Deposits	Transfers	Drawn and	
		Beg. Of Year	And Collections	In/<Out>	Warrants Paid	Balance
<b>Cash</b>						
0101	YNB	3,811,369.81	80,790,981.05	4,759,000.00	87,042,360.32	2,318,990.54
0102	Bank of Oklahoma - Checking	250.25	20.13	0.00	20.00	250.38
0103	Bank of Oklahoma - Money Market	5,775,180.15	488,420.94	-6,263,601.09	0.00	0.00
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	167,440.74	34,780,890.41	0.00	34,948,331.15
	Deposits/Checks in Transit	3,282.36	-3,282.36	0.00	0.00	0.00
	Bank Adjustment	-256.74	-15,456.96	0.00	18,071.91	-33,785.61
	<b>Total Cash</b>	<b>9,589,825.83</b>	<b>81,428,123.54</b>	<b>33,276,289.32</b>	<b>87,060,452.23</b>	<b>37,233,786.46</b>
<b>Investments</b>						
0104	CD - Bank of Oklahoma	54,975,900.16	1,045,627.19	-41,043,456.25	0.00	14,978,071.10
0104	CD - Bank of Ok. Investment in Transit	0.00	0.00	0.00	0.00	0.00
0105	CDAR's	12,000,000.00	232,833.07	7,767,166.93	0.00	20,000,000.00
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>66,975,900.16</b>	<b>1,278,460.26</b>	<b>-33,276,289.32</b>	<b>0.00</b>	<b>34,978,071.10</b>
	<b>Total Assets</b>	<b>76,565,725.99</b>	<b>82,706,583.80</b>	<b>0.00</b>	<b>87,060,452.23</b>	<b>72,211,857.56</b>
<b>Liabilities and Fund Balances</b>						
2023-24 General Fund	4-11	0.00	59,162,167.15	15,743,498.44	45,331,566.43	29,574,099.16
2022-23 General Fund	3-11	27,158,545.27	0.00	-16,072,823.01	11,063,839.29	21,882.97
2021-22 General Fund	2-11	230,113.84	0.00	-230,113.84	0.00	0.00
2023-24 Building Fund	4-21	0.00	4,413,884.90	7,182,264.37	6,622,532.71	4,973,616.56
2022-23 Building Fund	3-21	6,814,008.84	0.00	-6,622,825.96	190,918.02	264.86
2021-22 Building Fund	2-21	44,821.40	0.00	0.00	44,821.40	0.00
2023-24 Child Nutrition Fund	4-22	0.00	1,972,630.80	2,890,267.00	2,073,963.44	2,788,934.36
2022-23 Child Nutrition Fund	3-22	2,995,986.77	0.00	-2,875,914.04	94,447.73	25,625.00
2021-22 Child Nutrition Fund	2-22	14,352.96	0.00	-14,352.96	0.00	0.00
2021 Building Bond	4-31	0.00	4,749.36	16,288,663.51	2,583,399.33	13,710,013.54
2021 Building Bond	3-31	15,291,214.54	0.00	-13,487,626.20	1,799,610.56	3,977.78
2021 Building Bond	2-31	3,171,603.66	0.00	-2,801,037.31	370,566.35	0.00
2018 Building Bond	4-37	0.00	0.00	1,180,739.84	1,180,739.84	0.00
2018 Building Bond	3-37	432,733.17	0.00	-356,660.86	76,072.31	0.00
2018 Building Bond	2-37	824,078.98	0.00	-824,078.98	0.00	0.00
2013 Transportation Bond	4-39	0.00	0.00	1,391,296.19	635,224.73	756,071.46
2013 Transportation Bond	3-39	1,391,296.19	0.00	-1,391,296.19	0.00	0.00
2023-24 Sinking Fund	4-41	0.00	17,153,151.59	17,597,033.60	14,988,803.13	19,761,382.06
2022-23 Sinking Fund	3-41	17,597,033.60	0.00	-17,597,033.60	0.00	0.00
2023-24 Vision Insurance Plan	4-82	0.00	0.00	323,032.63	0.00	323,032.63
2022-23 Vision Insurance Plan	3-82	323,032.63	0.00	-323,032.63	0.00	0.00
2023-24 Workers Comp Fund	4-83	0.00	0.00	29,277.63	0.00	29,277.63
2022-23 Workers Comp Fund	3-83	29,277.63	0.00	-29,277.63	0.00	0.00
2023-24 Casualty/Flood Insurance Fund	4-86	0.00	0.00	0.00	0.00	0.00
2023-24 Unemployment Comp	4-87	0.00	0.00	247,626.51	3,946.96	243,679.55
2022-23 Unemployment Comp	3-87	247,626.51	0.00	-247,626.51	0.00	0.00
	<b>Total Liabilities and Fund Balances</b>	<b>76,565,725.99</b>	<b>82,706,583.80</b>	<b>0.00</b>	<b>87,060,452.23</b>	<b>72,211,857.56</b>
	<b>Variance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Fiscal Year 2024

Object Series Description	July	August	September	October	November	December	January	February	March	April	May	June	Total YTD Transactions	Encumbrances	Total YTD Committed	Budget	% of Budget YTD			
<b>General Fund</b>																				
100 - Salaries	\$ 611,207.69	\$ 876,344.94	\$ 4,538,508.96	\$ 4,556,175.05	\$ 4,547,212.94	\$ 4,512,226.82	\$ 4,555,135.84	\$ 4,641,721.99	\$ 4,565,385.90	\$ -	\$ -	\$ -	\$ 33,403,920.13	\$ 20,748,503.74	\$ 54,152,423.87	\$ 62,719,493.53	86.34	Appropriation	\$ 98,637,714.67	
200 - Benefits	\$ 333,832.29	\$ 290,449.59	\$ 1,646,280.81	\$ 1,647,270.79	\$ 1,649,386.86	\$ 1,689,731.68	\$ 1,709,079.71	\$ 1,715,984.10	\$ 1,724,150.04	\$ -	\$ -	\$ -	\$ 12,406,165.87	\$ 7,985,121.47	\$ 20,391,287.34	\$ 20,280,388.59	100.55			
300 - Contracted Services	\$ 47,531.87	\$ 13,495.11	\$ 128,553.07	\$ 172,705.87	\$ 204,622.16	\$ 45,465.15	\$ 195,727.41	\$ 236,345.89	\$ 171,284.64	\$ -	\$ -	\$ -	\$ 1,215,731.17	\$ 853,821.35	\$ 2,069,552.52	\$ 2,349,317.04	88.09	Expected New Revenue (EoN)	\$ 82,334,777.82	
400 - Property Services	\$ 84,839.84	\$ 98,563.91	\$ 115,413.45	\$ 129,332.70	\$ 152,646.37	\$ 118,438.23	\$ 134,296.22	\$ 140,928.86	\$ 136,109.53	\$ -	\$ -	\$ -	\$ 1,110,569.11	\$ 782,881.00	\$ 1,893,450.11	\$ 1,915,632.98	98.84	Cash Forward Previous Year	\$ 16,302,936.85	
500 - Other Services	\$ 1,208,574.72	\$ 60,411.03	\$ 63,465.40	\$ 64,297.49	\$ 16,250.40	\$ 19,883.86	\$ 18,107.40	\$ 34,453.46	\$ 47,453.34	\$ -	\$ -	\$ -	\$ 1,532,897.10	\$ 343,339.28	\$ 1,876,236.38	\$ 2,130,545.90	88.06	Current Year Expenditures	\$ 85,327,506.76	
600 - Supplies	\$ 123,515.37	\$ 267,884.96	\$ 862,004.41	\$ 596,845.64	\$ 262,781.99	\$ 433,538.31	\$ 126,251.32	\$ 158,332.44	\$ 183,078.13	\$ -	\$ -	\$ -	\$ 3,014,232.57	\$ 1,196,864.47	\$ 4,211,097.04	\$ 8,237,026.02	51.12	Cash Forward YTD (Projected)	\$ 13,310,207.91	
700 - Property (Capital)	\$ -	\$ -	\$ 161,580.81	\$ -	\$ 3,222.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,025.81	\$ -	\$ 168,025.81	\$ 168,025.81	100			
800 - Other Objects (Dues, Fees, Debt, etc.)	\$ 8,196.00	\$ 27,684.75	\$ 11,879.35	\$ 10,768.83	\$ 14,381.87	\$ 15,747.25	\$ 8,240.00	\$ 5,030.50	\$ 25,910.03	\$ -	\$ -	\$ -	\$ 127,838.58	\$ 427,618.84	\$ 555,457.42	\$ 828,768.29	67.02	Current Year Collections	\$ 63,903,678.28	
900 - Other Uses of Funds	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 5,866.27	\$ -	\$ -	\$ -	\$ 110.00	\$ -	\$ -	\$ -	\$ 9,976.27	\$ -	\$ 9,976.27	\$ 8,516.51	117.14	% Revenue Collected	0.78	
Totals	\$ 2,417,697.78	\$ 1,634,834.29	\$ 7,527,686.26	\$ 7,181,396.37	\$ 6,856,371.36	\$ 6,835,031.30	\$ 6,746,837.90	\$ 6,936,129.74	\$ 6,853,371.61	\$ -	\$ -	\$ -					86.51	Change in Cash Forward	\$ (2,992,728.94)	
Fund Totals													\$ 52,989,356.61	\$ 32,338,150.15	\$ 85,327,506.76	\$ 98,637,714.67		86.51		
<b>Building Fund</b>																				
100 - Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	Appropriation	\$ 11,747,029.77
200 - Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0		
300 - Contracted Services	\$ 9,737.00	\$ 74,816.80	\$ 96,978.50	\$ 96,225.03	\$ 77,936.85	\$ 40,387.02	\$ 104,180.41	\$ 1,162,534.43	\$ 129,405.04	\$ -	\$ -	\$ -	\$ 1,792,201.08	\$ 1,430,317.32	\$ 3,222,518.40	\$ 3,295,860.40	97.77	Expected New Revenue (EoN)	\$ 5,124,203.81	
400 - Property Services	\$ 27,545.04	\$ 134,106.37	\$ 97,153.88	\$ 86,557.48	\$ 96,100.99	\$ 64,378.27	\$ 279,379.25	\$ 158,533.33	\$ 71,561.09	\$ -	\$ -	\$ -	\$ 1,015,315.70	\$ 966,567.48	\$ 1,981,883.18	\$ 3,170,922.11	62.5	Cash Forward Previous Year	\$ 6,622,825.96	
500 - Other Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	Current Year Expenditures	\$ 10,040,471.21
600 - Supplies	\$ 85.32	\$ 34,891.76	\$ 143,762.01	\$ 79,556.71	\$ 80,736.42	\$ 83,590.91	\$ 30,446.54	\$ 62,996.79	\$ 70,141.73	\$ -	\$ -	\$ -	\$ 586,208.19	\$ 727,311.44	\$ 1,313,519.63	\$ 1,756,747.26	74.77	Cash Forward YTD (Projected)	\$ 1,706,558.56	
700 - Property (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	100			
800 - Other Objects (Dues, Fees, Debt, etc.)	\$ -	\$ 3,500,000.00	\$ -	\$ -	\$ 17.00	\$ -	\$ -	\$ -	\$ 675.00	\$ -	\$ -	\$ -	\$ 3,500,692.00	\$ 16,858.00	\$ 3,517,550.00	\$ 3,518,500.00	99.97	Current Year Collections	\$ 5,029,198.13	
900 - Other Uses of Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	% Revenue Collected	0.98
Totals	\$ 37,367.36	\$ 3,743,814.93	\$ 337,894.39	\$ 262,339.22	\$ 254,791.26	\$ 188,356.20	\$ 414,006.20	\$ 1,384,064.55	\$ 271,782.86	\$ -	\$ -	\$ -					85.47	Change in Cash Forward	\$ (4,916,267.40)	
Fund Totals													\$ 6,894,416.97	\$ 3,146,054.24	\$ 10,040,471.21	\$ 11,747,029.77		85.47		
<b>Child Nutrition Fund</b>																				
100 - Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	Appropriation	\$ 6,259,723.66
200 - Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0		
300 - Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	Expected New Revenue (EoN)	\$ 3,369,456.66
400 - Property Services	\$ 1,112.47	\$ 1,330.13	\$ 2,439.74	\$ 9,187.64	\$ (1,196.90)	\$ 3,694.16	\$ 1,112.47	\$ 1,371.43	\$ 2,758.93	\$ -	\$ -	\$ -	\$ 21,810.07	\$ 50,566.43	\$ 72,376.50	\$ 170,000.00	42.57	Cash Forward Previous Year	\$ 2,890,267.00	
500 - Other Services	\$ -	\$ 18,512.83	\$ 162,039.36	\$ 358,196.52	\$ 397,833.63	\$ 325,529.15	\$ 304,566.24	\$ 289,498.16	\$ 385,909.08	\$ -	\$ -	\$ -	\$ 2,242,084.97	\$ 823,165.03	\$ 3,065,250.00	\$ 5,843,025.45	52.46	Current Year Expenditures	\$ 3,374,239.54	
600 - Supplies	\$ -	\$ 46,674.20	\$ 104,912.42	\$ 7,279.76	\$ 723.98	\$ 3,073.04	\$ 1,564.02	\$ 1,389.00	\$ 716.86	\$ -	\$ -	\$ -	\$ 166,333.28	\$ 21,621.77	\$ 187,955.05	\$ 233,500.00	80.49	Cash Forward YTD (Projected)	\$ 2,885,484.12	
700 - Property (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,918.30	\$ -	\$ 5,768.70	\$ -	\$ -	\$ -	\$ -	\$ 16,687.00	\$ 13,313.00	\$ 30,000.00	\$ -	0			
800 - Other Objects (Dues, Fees, Debt, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,239.49	\$ -	\$ -	\$ -	\$ 11,239.49	\$ 2,225.00	\$ 13,464.49	\$ 11,128.21	120.99	Current Year Collections	\$ 2,318,098.67	
900 - Other Uses of Funds	\$ -	\$ 2,070.00	\$ -	\$ -	\$ 3,123.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,193.50	\$ -	\$ 5,193.50	\$ 2,070.00	250.89	% Revenue Collected	0.69	
Totals	\$ 1,112.47	\$ 68,587.16	\$ 269,391.52	\$ 374,663.92	\$ 400,484.21	\$ 343,214.65	\$ 307,242.73	\$ 309,266.78	\$ 389,384.87	\$ -	\$ -	\$ -					53.9	Change in Cash Forward	\$ (4,782.88)	
Fund Totals													\$ 2,463,348.31	\$ 910,891.23	\$ 3,374,239.54	\$ 6,259,723.66		53.9		



Yukon Public Schools  
Board of Education Special Meeting  
Wednesday, March 6, 2024 6:00 PM  
Yukon Public School District ISD #27  
Administration Bldg., Board Room  
600 Maple Dr., Yukon, OK 73099

1. Invocation/Moment of Silence and Flag Salute  
Pastor Kinney from Together We Church provided the Invocation

2. Call to Order and Roll Call  
Attendance Taken at 6:02 PM.

Mr. Behymer – Present   Mrs. Cannon – Present   Mr. Coulson – Present   Mr. Sanders – Present   Mr. Wells - Absent

3. Reports/ Comments from Superintendent and/or Staff

- Drop out Report

Melissa Barlow provided the College remediation and dropout reports.

4. Board Member Communications and Announcements

4.A. Individual Board Member Comments

Mr. Behymer: no comment

Mr. Coulson: no comment

Mr. Sanders: no comment

Mrs. Cannon: the board members are getting an opportunity to spend time with different departments and administrators to get a practical vision of the work performed before we vote on things here. Congratulations to Dr. Simeroth who has served ten years as superintendent. Thank you.

4.B. Upcoming Meetings/ Events:

**March**

- 8 Board Meeting - 8:30 to 4:00 OSSBA downstairs conference room for training
- 11, 12, and 14 Parent/Teacher conferences
- 13 Board Meeting - 12:30pm Board Room to sell bonds
- 15-22 Spring Break

**April**

- 1 Board Meeting - 6:00pm Board Room
- 2 Legislative Breakfast - 7am Yukon Police Department

5. 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.

There is a new report cataloging po revisions.

I move we approve items 5A - 5C Passed with a motion by Mr. Cody Sanders and a second by Mr. Brian Coulson.

Mr. Behymer – yes; Mr. Coulson – yes; Mr. Sanders – Yes; Mr. Wells – Absent, Mrs. Cannon – Yes

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

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

5.C. Child Nutrition Report

6. 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.

I move we approve items 6a - 6i Passed with a motion by Mr. Jeff Behymer and a second by Mr. Cody Sanders.

Mr. Behymer – yes; Mr. Coulson – yes; Mr. Sanders – Yes; Mr. Wells – Absent, Mrs. Cannon – Yes

6.A. Minutes of the February 5, 2024, board meeting

6.B. Out of State Travel

- T. Cosby wishes to attend Tyler Connect 2024, in Indianapolis, IN, 5-19 to 5-22-2024. Expenses covered by general funds set aside for professional development.

- C. Coleman wishes to accompany 5 students to the DECA International Career Development Conference in Anaheim, CA, 4-26 to 5-1-2024. Expenses covered by fundraising and district career-tech funds.

6.C. Cash fund estimate of needs and request for appropriation

6.D. New contract with Pitzer's Lawn Management.

This contract will provide mowing, weed control, and landscape services for the district. The contract price is \$116,714.66. This is the same contract price as the current contract.

6.E. Discussion and possible action on the attached Arbitrage contract.

6.F. Surplus

6.G. New sub-account for the Athletics Activity Fund

6.H. Yukon Fine Arts Center use contracts

6.I. Fundraising

7. 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.

8. Personnel Docket:

8.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, the renewal of administrator contracts on the attached Exhibit B, and the quarterly superintendent's evaluation. The board entered into executive session at 6:48pm

I move we convene into executive session Passed with a motion by Mr. Brian Coulson and a second by Mr. Cody Sanders.

Mr. Behymer – yes; Mr. Coulson – yes; Mr. Sanders – Yes; Mr. Wells – Absent, Mrs. Cannon – Yes

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

The board returned from executive session at 7:52pm.

8.C. Discussion and possible action on the attached Exhibit A, the renewal of administrator contracts on the attached Exhibit B, and the quarterly Superintendent's evaluation.

I move we accept the personnel docket as listed Passed with a motion by Mr. Jeff Behymer and a second by Mr. Cody Sanders.

Mr. Behymer – yes; Mr. Coulson – yes; Mr. Sanders – Yes; Mr. Wells – Absent, Mrs. Cannon – Yes

9. Adjournment:

I move we adjourn Passed with a motion by Mr. Jeff Behymer and a second by Mr. Brian Coulson. At 7:53 we adjourned.

Mr. Behymer – yes; Mr. Coulson – yes; Mr. Sanders – Yes; Mr. Wells – Absent, Mrs. Cannon – Yes



Yukon Public Schools  
Board of Education Special Meeting  
Friday, March 8, 2024 8:00 AM  
OSSBA 1st floor meeting room  
2801 North Lincoln Blvd.  
Oklahoma City, OK 73105

1. Call to Order and Roll Call

Attendance Taken at 8:17 AM.

Mr. Jeff Behymer: Present  
Suzanne Cannon: Present  
Mr. Brian Coulson: Present  
Mr. Cody Sanders: Present  
Mr. Leonard Wells: Present

2. OSSBA presentation of new Superintendent Evaluation Tool.

3. Worksession

4. Adjournment

The quorum was lost at 3:20pm.



Yukon Public Schools  
Board of Education Special Meeting  
Wednesday, March 13, 2024, 12:30 PM  
Yukon Public School District ISD #27  
Administration Bldg., Board Room  
600 Maple Dr., Yukon, OK 73099

1. Call to Order and Roll Call

Attendance Taken at 12:30 PM.

Mr. Behymer – Absent   Mrs. Cannon – Present   Mr. Coulson – Present   Mr. Sanders – Present   Mr. Wells - Present

2. Board to discuss annual review of existing or consider and take action on the adoption of written policies and procedures for post-issuance compliance.

Policy can be found here: [YPS Board Policy CCD](#)

No action necessary.

3. Board to discuss continuing disclosure obligations.

4. Board to receive bids for the \$41,650,000 General Obligation Combined Purpose Bonds of this school district and award bonds to the lowest bidder.

4 bidders were on record.

I move we award bonds to the lowest bidder Passed with a motion by Mr. Cody Sanders and a second by Mr. Brian Coulson.

Mr. Coulson   Yes   Mr. Sanders   Yes   Mr. Wells   Yes   Mrs. Cannon   Yes

5. Board to consider and take action on a resolution providing the issuance of General Obligation Combined Purpose Bonds in the sum of \$41,650,000 by this school district, authorized at an election called and held for such purpose; prescribing form of bonds; deeming the preliminary official statement to be 'final' for the purposes of SEC rule 15(C)2-12; agreeing to comply with continuing disclosure requirements of SEC rule 15(C)2-12; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue.

I move we take action on the resolution Passed with a motion by Mr. Leonard Wells and a second by Mr. Brian Coulson.

Mr. Coulson   Yes   Mr. Sanders   Yes   Mr. Wells   Yes   Mrs. Cannon   Yes

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

I move we approve the encumbrances as recommended Passed with a motion by Mr. Cody Sanders and a second by Mr. Brian Coulson.

Mr. Coulson   Yes   Mr. Sanders   Yes   Mr. Wells   Yes   Mrs. Cannon   Yes

7. Discussion and possible action to purchase real property to expand the district.

I move we approve the purchase of Links 2 Learn property Passed with a motion by Mr. Brian Coulson and a second by Mr. Leonard Wells.

Mr. Coulson   Yes   Mr. Sanders   Yes   Mr. Wells   Yes   Mrs. Cannon   Yes

8. Adjournment

TIME: 12:43pm

I move we adjourn Passed with a motion by Mr. Cody Sanders and a second by Mr. Brian Coulson.

Mr. Coulson   Yes   Mr. Sanders   Yes   Mr. Wells   Yes   Mrs. Cannon   Yes



Yukon Public Schools  
Board of Education Special Meeting  
Tuesday, March 26, 2024 12:00 PM  
Yukon Public School District ISD #27 Administration Bldg.  
Board Room 600 Maple Dr., Yukon, OK 73099

1. Call to Order and Roll Call  
Attendance Taken at 12:00 PM.

Mr. Jeff Behymer: Absent  
Suzanne Cannon: Absent  
Mr. Brian Coulson: Present  
Mr. Cody Sanders: Present  
Mr. Leonard Wells: Present

2. Discussion and possible action on a guaranteed maximum price for the high school construction project.

I move we approve the GMP Passed with a motion by Mr. Cody Sanders and a second by Mr. Leonard Wells.

Mr. Jeff Behymer: Absent  
Suzanne Cannon: Absent  
Mr. Brian Coulson: Yes  
Mr. Cody Sanders: Yes  
Mr. Leonard Wells: Yes

3. Adjournment

Meeting adjourned at 12:08pm

I move we adjourn Passed with a motion by Mr. Cody Sanders and a second by Mr. Leonard Wells.

Mr. Jeff Behymer: Absent  
Suzanne Cannon: Absent  
Mr. Brian Coulson: Yes  
Mr. Cody Sanders: Yes  
Mr. Leonard Wells: Yes

**Ryan Walters**  
**State Superintendent of Public Instruction**  
**Oklahoma State Department of Education**  
2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS**  
**2023-2024 SCHOOL YEAR**

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2023-2024 fiscal year beginning July 1, 2023 and ending June 30, 2024.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**ATTEST:**

_____ <b>Clerk</b>	_____ <b>President</b>
Yukon Public Schools	Canadian                      09/1027
_____ <b>District</b>	_____ <b>County</b> _____ <b>County/District Number</b>
Approved this _____	Day of _____ 2024.

**S & B CPAs & Associates, PLLC**

\_\_\_\_\_  
**AUDITING FIRM**

  
\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM**

- PLEASE EXECUTE THIS FORM IN TRIPLICATE:**
- (1) copy for the school file
  - (1) copy for the contracting auditing firm
  - (1) copy to be submitted to the State Department of Education

**EMAIL A SIGNED CONTRACT TO [KATHERINE.BLACK@SDE.OK.GOV](mailto:KATHERINE.BLACK@SDE.OK.GOV) OR MAIL A COPY TO:** Katherine Black, Executive Director, Financial Accounting  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Suite 420  
Oklahoma City, Oklahoma 73105-4599

**MUST BE FILED NO LATER THAN JUNE 30, 2024**  
Contracts dated prior to January 20, 2024, will **not** be accepted.  
Contracts which do not contain **all** of the above provisions **will not** be accepted.

***S & B CPA's & Associates, PLLC***  
***302 North Independence, Suite 103***  
***Enid, Oklahoma 73701***  
***580-234-5468***

March 8, 2024

Mr. Jason Johnson  
Chief Financial Officer  
Yukon Public Schools  
600 Maple  
Yukon, Oklahoma 73099

We are pleased to provide our bid and confirm our understanding of the services we are to provide for Yukon Public School District (the District) for the year ended June 30, 2024.

**Audit Scope and Objectives**

We will audit the financial statements on a regulatory basis of the governmental activities and disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2024. We understand the financial statements will be presented in accordance with a financial reporting model, and prepared using a regulatory basis of accounting, as prescribed by the Oklahoma State Department of Education audit guide format #3. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) to supplement the District's basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. However, because the District's financial statements are presented in a regulatory format, no RSI is presented.

We have also been engaged to report on supplementary information other than RSI, to include, but not limited to the combining financial statements and the schedule of expenditures of federal awards, which accompany the financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in our auditor's report on the financial statements.

-Schedule of Expenditures of Federal Awards

-District's Corrective Action Plan (if required)

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects,

in conformity with the prescribed regulatory basis and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

If federal expenditures exceed \$750,000 the objectives also include reporting on:

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; if federal expenditures exceed \$750,000, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or

misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit(if required). Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (when applicable) and direct confirmation of receivables (when applicable) and certain assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from your attorneys, when applicable, as part of the engagement.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the school district and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

If federal expenditures exceed \$750,000, as required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those

Mr. Jason Johnson  
Chief Financial Officer  
Yukon Public Schools

procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

If federal expenditures exceed \$750,000, Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the estimate of needs, financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with the regulatory basis of accounting and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the estimate of needs, financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the estimate of needs, financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the estimate of needs, financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the estimate of needs, financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

We will also perform the following services which will not be subjected to any auditing procedures applied in our audit, and for which our auditor's report will not provide an opinion or any assurance.

- Preparation of the 24-25 Temporary Appropriations
- Preparation of the 24-25 Estimate of Needs
- State Auditor and Inspector's filing fee for the 23-24 audit
- Presentation of the 23-24 audit report to your Board of Education
- Assist in preparation of supplemental appropriations Forms 307 & 308, if necessary
- Assist in preparation of 23-24 Schedule of Expenditures of Federal Awards
- Unlimited toll-free telephone consultation with District personnel

### **Responsibilities of Management for the Financial Statements and Single Audit if Required**

Mr. Jason Johnson  
Chief Financial Officer  
Yukon Public Schools

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the regulatory basis of accounting, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and if federal expenditures exceed \$750,000, other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the estimate of needs; financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and Governmental Audit Standards.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

Additionally, if federal expenditures exceed \$750,000, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and

Mr. Jason Johnson  
Chief Financial Officer  
Yukon Public Schools

the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for the preparation supplementary information, which we have been engaged to report on, in conformity with the regulatory basis of accounting, as prescribed by the Oklahoma State Department of Education. If federal expenditures exceed \$750,000, you are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with a financial reporting model, and prepared using a regulatory basis of accounting as prescribed by the Oklahoma State Department of Education. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with regulatory basis of accounting as prescribed by the Oklahoma State Department of Education; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with regulatory basis of accounting as prescribed by the Oklahoma State Department of Education; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Engagement Administration, Fees, and Other**

Mr. Jason Johnson  
Chief Financial Officer  
Yukon Public Schools

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

If federal expenditures exceed \$750,000, at the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of S&B CPAs & Associates, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Oklahoma State Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of S&B CPAs & Associates, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oklahoma State Department of Education, U.S. Department of Education and Office of Management and Budget. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$15,000**. If federal expenditures exceed \$750,000 and thus a single audit is required, there will be an additional **\$4,000** fee. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

## **Reporting**

Mr. Jason Johnson  
Chief Financial Officer  
Yukon Public Schools

We will issue written reports upon completion of our Audit or if required Single Audit. Our reports will be addressed to the Governing Board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

***S&B CPAs & Associates, PLLC***

RESPONSE:

This letter correctly sets forth the understanding of Yukon Public Schools.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date:

**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
March 12, 2024

**TOPIC: Renewal Contract with SLRS (Sign Language Resources Services, Inc.) for Interpreter services for School Year 2024-25.**

**RATIONALE FOR RECOMMENDATION:** This is a continuing contract for providing interpreters for our Hearing Impaired students when our employed interpreters have to be absent.

**FISCAL NOTE:** This renewal contract is with no notable changes from the past school year.

**CONTACT PERSON: Amy Beams, Executive Director of Special Services**  
**Jalonda Bengs, Assistant Director of Special Services**





Sign Language Resource Services, Inc.

# Service Agreement

Created: 6/2/23

Company:  
Yukon Public Schools

Billing Dept:

Billing Address:  
600 Maple

Yukon                      OK 73099

Accounts Payable

Acct #

YUKON-3161

AP POC:

AP Phone:

Please provide

AP Email:

donna.mcgee@yukonps.com

Agreement between SLRS- Sign Language Resource Services, Inc., hereafter referred to as "SLRS" and the entity shown above, hereafter referred to as "Company." RATES AND POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE. SLRS provides services as requested, and when available. PEAK seasons are January - May and September - Thanksgiving. During these times, interpreters' schedules are typically booked 2 weeks out. Please provide as much notice as possible. We will always attempt to fill last minute requests.

**QUANTITY/TEAM:** It is the goal of SLRS to provide highly qualified interpreters for each individual request. Typically, an assignment of up to 1.5 hours can be accomplished using 1 interpreter. Most assignments exceeding 1.5 hours of continuous language processing will require 2 interpreters working together as a team. Some assignments will require a team no matter the length based on the information being processed, i.e., legal, and traumatic situations. SLRS will determine the number of interpreters needed per request. In the event SLRS does not provide all necessary interpreters (the Company provides its own teaming interpreter) and for whatever reason the Company's interpreter(s) is late, absent, or is unqualified, the assignment will be canceled, and the Company will be billed the entire booked time.

**MINIMUM CHARGE:** Applies to all requests, per interpreter. Minimum charge covers requests up to one hundred and twenty (120) minutes or two (2) hours. Bookings which exceed two (2) hours will be billed the minimum charge for the first two (2) hours, and the appropriate hourly rate thereafter.

**SHORT NOTICE:** An additional \$10 per hour (\$20 minimum) will be charged for all non-emergency/urgent requests ordered with less than 24 business hours' notice.

**SPECIALTY INTERPRETING:** An additional amount of \$30 per minimum and \$15.00 per hour will be added to all rates, per interpreter, where specialized interpreting is necessary. Specialized services include CDI/DI (Deaf interpreter), Tactile, Deaf-Blind, etc.

**REGULAR: 8:00 AM-5:00 PM, Monday-Friday**

**Onsite:** \$170.00 minimum, \$85.00 hourly | **Virtual:** \$176.00 minimum, \$88.00 hourly

**AFTER HOUR: 5:00 PM-8:00 AM, Monday-Friday, weekends**

**Onsite:** \$256.00 minimum, \$128.00 hourly | **Virtual:** \$262.00 minimum, \$131.00 hourly

**LEGAL: 8:00 AM- 5:00 PM, Monday-Friday**

**Onsite:** \$220.00 minimum, \$110.00 hourly | **Virtual:** \$226.00 minimum, \$113.00 hourly

**AFTER HOUR LEGAL: 5:00 PM-8:00 AM, Monday-Friday, weekends**

**Onsite:** \$330.00 minimum, \$165.00 hourly | **Virtual:** \$336.00 minimum, \$168 hourly

**EMERGENCY/URGENT: After hours or urgent no-notice requests**



Sign Language Resource Services, Inc.

## Service Agreement

**Onsite:** \$340.00 minimum, \$170.00 hourly | **Virtual:** \$346.00 minimum, \$173.00 hourly

**EMERGENCY LEGAL: *Legal Emergency/Urgent orders***

**Onsite:** \$390.00 minimum, \$195.00 hourly | **Virtual:** \$396.00 minimum, \$198.00 hourly

**HOLIDAY: *(New Year, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas)***

**Onsite:** \$426.00 minimum, \$213.00 hourly | **Virtual:** \$432.00 minimum, \$216.00 hourly

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**MILEAGE & EXPENSES:** Company will be billed each interpreter's mileage to and from the assignment in accordance with the IRS standard mileage reimbursement rate per mile, as well as assignment related expenses incurred, typically parking, tolls, etc.

**TRAVEL TIME CHARGES:** (interpreter travels 100 miles or more round trip): Assignment sites outside large metropolitans should expect travel time charges. SLRS uses a Google Maps addon to calculate the interpreter's time necessary to travel to the assignment site and back. The booked time will include the entire block of time: (travel to the site + minimum charge (2 hours), and the travel time back). If canceled in less than 24 business hours (see CANCELLATION POLICY), the entire booked time (travel + appointment time) will be charged.

**CONFIDENTIALITY:** All interpreters are required to keep all assignment related information strictly confidential and to abide by the RID Code of Professional Conduct. All independent contractors have a Business Associate Agreement with SLRS.

**NON-COMPETITION & Business Associate Agreement (BAA):** The Company will not pursue hiring or contracting with SLRS interpreters directly. Interpreters sent by SLRS must be booked through SLRS. When necessary, the Company will provide SLRS a BAA according to and consistent with HIPAA requirements. The Company is responsible for HIPAA compliance as is required by applicable laws and regulations. SLRS is responsible for compliance with the provisions and obligations set forth in the BAA and by applicable laws and regulations executed by the parties. Each party will only be held responsible or liable for compliance with the requirements of HIPAA or the BAA obligations that apply to them. Neither will be held responsible for complying with the legal and regulatory obligations of the other party.

**CANCELLATION POLICY (strictly upheld):** SLRS incurs the cost of interpreting services if services are canceled with less than 24 business hours' notice. Assignments canceled less than 24 business hours from the assignment start time will be charged the entire booked time. This includes, but is not limited to, services are not wanted or needed, appointments are rescheduled, the time/date is adjusted, etc. NO EXCEPTIONS. The cancellation policy goes into effect the moment an order is taken by SLRS. Canceling services must be done through SLRS office personnel only (not the interpreter), or by emailing SLRS at [contact@SLRSinc.com](mailto:contact@SLRSinc.com) (retrieved during normal business hours). Office hours can be found at [SLRSinc.com/contact](http://SLRSinc.com/contact).

**PAYMENT:** Company will not pay or be invoiced from the interpreter. SLRS processes accounts weekly and will send the company an electronic invoice. Payments made by mail will be sent to PO Box 7 Edmond, OK 73083. SLRS accepts Visa, Master Card, Discover, American Express, PO's and checks. Payment is due upon receipt of invoice, made payable to "SLRS Inc." Company will be charged a \$10.00 or 1.5% (whichever is greater and to the extent allowed by law) late fee, per 30 days. Accounts over 120 days will be charged a \$50 collection fee and sent to an outside collection agency. \$30.00 fee for returned checks or ACH. You can set up recurring credit card payments by calling our office. By signing this agreement, you give SLRS permission to store your credit card information, if provided, on our secure credit card processing platform.



Sign Language Resource Services, Inc.

## Service Agreement

Each party represents and warrants to the other that it is not excluded from participation in any Federal Health Care Programs; debarred, suspended, or otherwise excluded from participating in any other federal or state procurement or non-procurement program or activity; or designated a Specially.

Designated National or Blocked Person by the Office of Foreign Asset Control of the U.S. Department of Treasury. Each party further represents and warrants that to the party's knowledge, there are no pending or threatened governmental investigations that may lead to such exclusion. Each party shall notify the other in writing upon the commencement of any such exclusion or investigation immediately upon receiving first notice of such exclusion or investigation. Each party shall have the right to terminate this Agreement immediately upon learning of any such exclusion and shall be kept informed of the status of any such investigation.

Either party may cancel this agreement at any time without cause by providing 10 days' written notice to the other party. By signing below, the Company Representative, being a person of authority representing Company and with the authority to carry out compliance of these terms, has read and understands the above defined rates, policies & procedures and will abide by them as outlined.

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Company Representative Signature

print name, and title

Date

**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
March 13, 2024

**TOPIC:** Motor Mouth Therapy for fill in Speech Therapy

**RATIONALE FOR RECOMMENDATION:** This is a renewal contract with Motor Mount Therapy for Speech Service during absence of regular Speech Therapist.

**FISCAL NOTE:** This is a renewal contract for Speech Therapy during the absence of the regular Therapist at the rate of \$65.00 per hour. No noted changes from the past year.

**CONTACT PERSON:** **Amy Beams, Executive Director of Special Services**  
**Jalonda Bengs, Assistant Director of Special Services**



## CONTRACT FOR SPEECH THERAPY SERVICES

This agreement ("Agreement") is entered into as of the \_\_\_ day of \_\_\_\_\_, \* 2024 ("Effective Date"), by and between Motor Mouth Therapy, LLC and Yukon Public Schools

WHEREAS School has students requiring SPEECH THERAPY SERVICES part of its overall special education programs; and

WHEREAS Provider desires to contract with the School to offer such services to the School

NOW, THEREFORE, in consideration of the above premises, which are hereby incorporated, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**1. Term and Termination.** This agreement is in effect for the regular and extended (2024-2025) school year and may be terminated by either party, without cause with 30 day notice.

**2. Obligations of Provider.** Professional services rendered by the Provider include the following:

A. Develop and implement Individual Education Programs for students who qualify for speech or occupational therapy services, according to the Oklahoma State Department of Education which may include direct individual or group therapy, consulting, and/or monitoring of progress.

B. Confer with appropriate personnel about student services/needs.

C. Make recommendations regarding service delivery and the student's needs to the IEP team for team consensus.

D. Provider will attend meetings, such as IEP meetings and conferences, given adequate notice, as they are able and of which we are notified that our attendance is required.

E. Prepare and maintain appropriate professional records and reports for all students under provider's care, which may include developing IEPs, progress reports, notes and data on students, and Medicaid billing requirements.

F. Provide consultation to classroom staff regarding needs and programs of the students and supervise speech paraprofessionals, e.g. SLPAs, if applicable.

### **3. Obligations of School.**

A. School will provide an adequate space/room for both individual and group therapy sessions.

B. School will inform therapists of expectations to fulfill duties.

C. School shall pay the pricing as listed in Section 4 below.

### **4.Pricing.**

A. School shall pay Provider \$65 per hour for services provided on-site, billed in 1 hour increments, for professional services listed above provided by a Speech Therapist.

5. **Billing.** Provider shall bill the School during the first week of each month for services provided during the previous month. School shall pay such invoice within 30 days of receiving the invoice or 10% invoice increase will be applied for late payment.

6. **Subcontractors/Employees.** To enforce agreement, Provider may utilize subcontracts and/or employees to implement services. All subcontractors and employees will provide ONLY services listed above. Rates will be implemented as outlined in Agreement. School is not to directly employ and/or contract with Provider's subcontractors/employees within two years of contract start date.

7. **Insurance.** Provider shall ensure all providers maintain professional liability insurance and, dependent on employee status, is responsible for any Social Security and Income Tax withholdings. Proof of liability insurance with a minimum 1,000,000/3,000,000 aggregate will be provided to the district. School is not responsible for workers compensation insurance or teacher's retirement system.

8. **Regulatory Compliance.** Provider will comply with all Federal, State and Local regulations concerning IDEA and maintenance of confidentiality. Provider will submit a W-9 form to be kept on file at the school district office.

9. **Modification and Waiver.** No modification, amendment or waiver of any of the provisions of this Agreement shall be effective unless contained in writing specifically referring to this Agreement and signed by the parties hereto. The failure by a party at any time to enforce any of the provisions of this Agreement, or to require performance of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions or to affect either the validity of this Agreement or any part hereof, or the right of such party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

10. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties concerning the subject matter hereof, and supersedes any and all other written or oral communications, agreements, or contracts between the parties with respect to such subject matter.

11. **Construction.** Section headings are included herein solely for convenience of reference and shall not be construed as part of any section or to modify the contents thereof.

12. **Governing Law.** This Agreement shall be governed by and construed under the internal laws of the State of Oklahoma without reference to conflicts of law principles.

13. **Interpretation.** Neither this Agreement nor any uncertainty or ambiguity herein shall be construed or resolved against one party whether under any rules of construction or otherwise. On the contrary, this Agreement has been negotiated by and between the parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties hereto.

**[Signature page follows]**

IN WITNESS HEREOF, (Yukon Public Schools) ACCEPTS THE TERMS SET FORTH IN THIS AGREEMENT DATED, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024, AND EFFECTIVE IMMEDIATELY UPON EXECUTION OF THIS AGREEMENT.

BY: \_\_\_\_\_, School District Representative

DATE: \_\_\_\_\_

BY: \_\_\_\_\_, Provider Representative

DATE: \_\_\_\_\_

**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
March 14, 2024

**TOPIC: Renewal** of Contract with Jeana Parker, Speech Language Pathologist and Yukon Public Schools

**RATIONALE FOR RECOMMENDATION:** This is a renewal contract for the purpose to perform the services listed in the agreement as part of the “Speech Language Program” a joint venture by the aforementioned parties to provide services through the Yukon Public Schools. In addition to negotiate terms pertaining the use of space, utilities, telephone and internet within the YPS (Yukon Public Schools). No noted changes from the past School Year.

**FISCAL NOTE:** Maximum Fee \$65.00 per hour, for Speech Therapy Services

**CONTACT PERSON:** **Amy Beams, Executive Director of Special Services**  
**Jalonda Bengs, Assistant Director of Special Services**



## Contract Agreement for Speech-Language Pathology Services

This Agreement is entered into for the 2024-25 school year between Jeana Parker and Yukon Public Schools of Canadian County, Oklahoma.

1. Purpose of Agreement: District has need for Jeana Parker to provide Speech-Language Pathology services for district that cannot be performed by district's teachers and other employees.
2. Terms of Agreement: This agreement shall continue in effect from July 1, 2024 to June 30, 2025. The parties may renew the agreement for subsequent fiscal years upon mutual ratification.
3. Provision: Jeana Parker shall provide Speech-Language Pathology services for district. Provided Speech-Language Pathologist is not an employee of District. A Speech-Language Pathologist will perform duties for district according to the terms of this agreement, the needs of the district, needs of students to be served, following OSDE policies and procedures.
4. Compensation and Status: Jeana Parker the is the providing a Speech-Language Pathologist. This Speech-Language Pathologist is not an employee of district. Speech-Language Pathologist will be responsible for all applicable taxes and withholdings. District will not provide health, life, dental, disability, life insurance, unemployment insurance, workers compensation insurance, or any other benefits. Jeana Parker shall be paid an hourly rate of \$65.00 an hour for time worked for district by Speech-Language Pathologist.
5. Calculation of Time Worked: Speech-Language Pathologist shall maintain time sheets and shall submit time sheets monthly to the person designated by district as its representative. District's representative shall be responsible for verifying and approving hours worked.
6. Termination of Agreement: Either party may terminate this agreement upon thirty (30) days written notice to the other. In the event services are terminated, district shall only be liable for those hours actually worked.
7. Policies and Procedures: While providing services to district's students, Speech-Language Pathologist will comply with any applicable regulations, and with district's policies and procedures.
8. Materials and equipment: Any materials/supplies/equipment( ie. Computers, phones, etc.)/test and test protocols related to compliance with OSDE policies and procedures are the responsibility of district.

9. Amount of Services Provided: Speech-Language Pathologist will provide services for 2 school days per week with additional hours to be provided on an as needed basis. Speech Pathologist will determine days therapy is provided. Therapy services will be provided on days school is in session. Therapist will follow school calendar and shall not make up or reschedule missed sessions. SLP is available to provide supervision for up to 1 CFY and additional time/supervisory requirements should be considered and factored into workload during contracted days. Supervisory duties exclude Speech-Language Assistants.
10. Location services and population Speech therapist will provide Speech-language therapy services to students located at Private Schools and shall conduct speech-language therapy/evaluations/observations at alternate sites as needed per contracted days and as clinician is available.
11. Miscellaneous: This Agreement shall be governed and interpreted according to the law of the State of Oklahoma.

**DISTRICT:**

By:

Title:

Date:

Jeana Parker, M.S. CCC-SLP

By:

*Jeana Parker, MS, CCC-SLP*

Title: Speech-Language Pathologist

Date: March 14, 2024

**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
March 13, 2024

**TOPIC: Renewal Contract** ProCare Therapy for fill in Speech Therapy

**RATIONALE FOR RECOMMENDATION:** This is a renewal contract with ProCare Therapy to ensure Speech Therapy services during the absence of the regular Speech Therapist

**FISCAL NOTE:** This is a renewal contract for Speech Therapy during the absence of the regular Therapist, with the established rates based on the Therapist Certification

**CONTACT PERSON: Amy Beams, Executive Director of Special Services**  
**Jalonda Bengs, Assistant Director of Special Services**



## CLIENT SERVICES AGREEMENT

ProCare Therapy, a d/b/a of New Direction Solutions, LLC ("ProCare" or the "Company") and YUKON whose principal location is 600 MAPLE ST, YUKON, OK 73099 ("Client") enter into this non-exclusive Client Services Agreement ("Agreement") for the purpose of referring and placing Consultants ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Client Assignment Confirmation for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

### 1. Scope of Services.

ProCare will use its commercially reasonable efforts to provide Consultants for assignment with Client. ProCare will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including worker's compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, ProCare will use its commercially reasonable efforts to find a replacement in a timely manner.

### 2. Independent Contractor.

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of ProCare and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. ProCare agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. ProCare does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, ProCare will notify Client in advance of the assignment to receive approval of this arrangement.

### 3. Telepractice Services.

ProCare, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D – VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

### 4. Insurance.

ProCare will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employer's Liability - \$1,000,000.

Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate.

Sexual Abuse and Molestation - \$1,000,000 per occurrence and \$3,000,000 aggregate

### 5. Competency and Licensing.

ProCare will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. ProCare will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While ProCare will make every effort to prescreen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, ProCare will make available to Client all appropriate Consultant records that ProCare may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. In the event Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results that may negatively impact the commencement or continuation of said assignment, the Client shall notify ProCare in writing within three (3) business days of Client becoming aware. Client shall furnish all relevant details regarding the situation. Failure to notify ProCare of such matters may result in the termination of the contractual relationship. ProCare will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

### 6. On-Site Responsibility.

Client is responsible for providing all support, facilities, training, direction, materials, supplies, and means for the Consultant to complete the assignment. Client acknowledges that ProCare is not providing special education and/or related services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of care and acknowledges that ProCare is not responsible for the Consultant's on-site performance. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety

training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

**7. Employment of Consultants.**

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by the Company for a period of one year after the latest date of introduction, referral, or placement or the conclusion of Consultant's assignment through the Company. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to the Company upon start date.

**8. Equal Opportunity.**

It is the policy of ProCare to provide equal opportunity to all Consultants for employment. ProCare and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

**9. Timekeeping and Invoicing.**

Client will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of ProCare's timesheet. Timesheets are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

ProCare will generate an invoice for Client based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) services were provided, Consultant name, Consultant job title, hourly bill rate, total hours billed, and total amount due. Client must review the invoice and notify ProCare of any errors, including billed hours or improper rates, immediately and in writing. Invoicing errors not received within thirty (30) days of the date of invoice shall not be disputed and invoices will be due in full.

**10. Payment Terms.**

Client will be billed on a weekly basis for work performed during the previous week and pay ProCare based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. ProCare pays its Consultant(s) overtime in compliance with federal, state, and/or local laws. ProCare will bill Client at one and one-half times the regular bill rate for all hours ProCare is required to pay the Consultant(s) overtime. It is Client's responsibility to notify ProCare if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due within fifteen (15) days of receipt of invoice.**

**11. Default Charges.**

Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, ProCare reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

**12. Limitation of Liability.**

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

**13. Administrative Responsibilities.**

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify ProCare in writing within three (3) business days of alleged failure. Failure to notify ProCare before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify ProCare of time sheet and work performed discrepancies.

**14. Incident and Error Tracking.**

Client will report to ProCare any performance issues, incidents, errors and other events related to the care and services provided by ProCare Consultants. ProCare will document reported incidents in Consultant's personnel file and track all such

events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

**15. Reporting of Work-Related Injuries.**

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which ProCare's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to ProCare within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to ProCare concurrently with Client for the purpose of reporting such event to ProCare's workers compensation carrier. If ProCare's Consultants are not eligible for treatment of work-place injury, incident or exposure by Client or if reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both ProCare and ProCare's Consultant.

**16. Termination of Contracted Assignment with Cause.**

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that ProCare facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless ProCare has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to ProCare's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that ProCare's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by ProCare in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. ProCare shall have five (5) business days to refill the position in the event of termination with cause. Should ProCare identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultants assignment.

**17. Termination of Contracted Assignment without Cause.**

Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by ProCare as a result of such cancellation.

**18. Guaranteed Minimum Hours.**

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled shift(s) or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours.

**19. Unscheduled Facility Closure Policy.**

ProCare will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by ProCare. ProCare and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of \$200 per day for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

**20. Multiple Locations.**

If client requires Consultant to travel to and perform services at more than one location, Client will compensate ProCare for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

**21. Issue Resolution.**

In the event Client encounters an issue that is not satisfactorily resolved by its ProCare representative, Client should escalate the issue to the appropriate ProCare manager by calling: 800-825-7133. Please ask for your account representative's manager.

**22. Indemnification.**

Each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

**23. Confidentiality.**

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information.

Disclosures required by law including properly executed Freedom of Information Act requests and information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement shall be the only exceptions permitted under this Agreement.

Confidential Information of ProCare shall include, but is not limited to, any and all unpublished information owned or controlled by ProCare and/or its Consultants, that relates to the clinical, technical, marketing, business or financial operations of ProCare and which is not generally disclosed to the public including but not limited to Consultant information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

**24. Family Education Rights and Privacy Act.**

ProCare shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by ProCare and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

**25. State Retirement System Notice.**

Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify ProCare if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise ProCare of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to ProCare by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by ProCare. The Client and ProCare expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

**26. Conflicts of Interest.**

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary



**PERMANENT EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS THAT** YUKON PUBLIC SCHOOLS (“grantor”) for and in consideration of One Dollar and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey unto **THE CITY OF YUKON**, a municipal corporation, its public trusts, and their successors and assigns (herein collectively referred to as “grantee”) a permanent waterline easement over, under, across, through and to the following described property situated in Canadian County, Oklahoma, to wit:

**See Exhibit “A” and “B”**

plus the right of ingress and egress through grantor’s property to and from said Subject Property along with all rights, title and interest in and to all land, fixtures, and appurtenances within the boundaries of the Subject Property, incidentally removed during the use of said easement, for the use of grantee for the exclusive purpose of constructing, operating, maintaining, and replacing waterlines, sanitary sewer lines, drainage structures and other City owned or operated utilities and appurtenances thereto, over, under, through and upon the same. Grantor further covenants and agrees to neither erect a building or other structure nor change the terrain (no excavation or addition of soil) within the described easement without the prior approval of the grantee. Grantor acknowledges the requirement of Oklahoma Statutes Title 63, Section 142.1 et seq., to call OKIE/One Call. Should the grantee abandon the permanent easement and right-of-way for the purposes above stated, then the said easement shall revert to the grantor, its successors and/or assigns.

The grantor hereby agrees that grantor, its heirs, successors, grantees, and assigns, will repair, maintain, and replace paving and facilities on this permanent easement whenever it becomes necessary due to the normal operation, maintenance, and/or repair of the utilities, appurtenances, and facilities. The grantor hereby further agrees that grantor, its heirs, successors, grantees and assigns, will hold the grantee harmless for any damage that should occur as a result of operations, maintenance, and/or repair of such facilities and utilities within the easement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_ as \_\_\_\_\_ of Grantor.

My Commission Expires: \_\_\_\_\_ Notary Public # \_\_\_\_\_

**ACCEPTED** by the Council of **THE CITY OF YUKON** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**REVIEWED** for form and legality.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mayor

EXHIBIT "A"

Yukon Public Schools - Yukon High School  
Existing Utilities Easement Legal Description

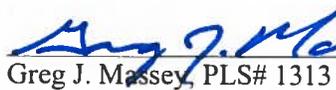
Legal Description:

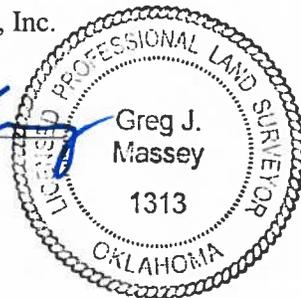
A tract or parcel of land being Fifteen Feet (15') wide, 7.5 feet each side of the existing centerline as constructed, of all 8" or larger Waterline and Sanitary Sewer lines as such exist as of this date, including all fixtures, structures and appurtenances, serving Yukon Public Schools (aka: Yukon High School) located in the Northeast Quarter (NE/4) of Section Twenty-Eight (28), Township Twelve (12) North, Range Five (5) West of the Indian Meridian, Canadian County, Oklahoma, as shown on the attached Exhibit "B".

All other utilities, less than 8" in diameter shall be considered "private" and shall become the maintenance responsibility of the property owner.

Prepared this 25<sup>th</sup> day of March, 2024

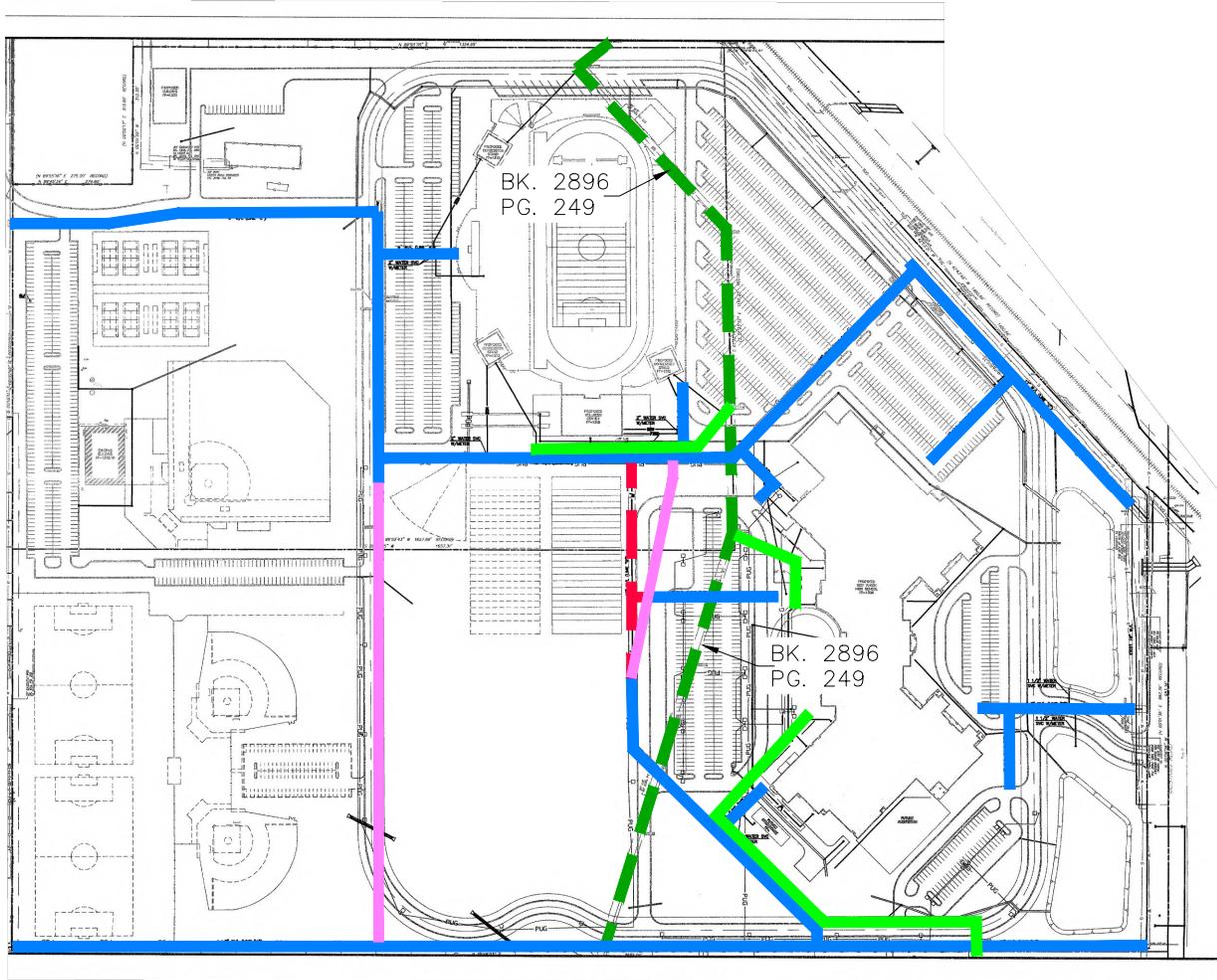
By: Red Plains Professional, Inc.

  
Greg J. Massey, PLS# 1313



DATE: MARCH, 2024  
 LOCATION: YUKON, OKLAHOMA  
 DRAWING SCALE: NONE

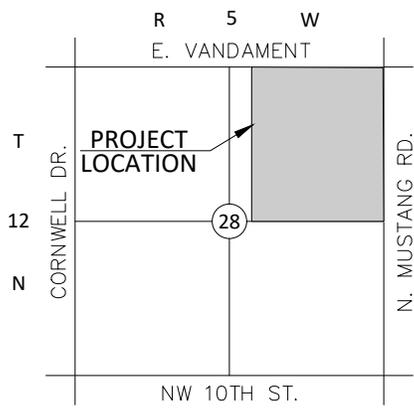
( EXHIBIT "B" )



**EXIST. WATER AND SANITARY SEWER MAINS  
 TO BE CONVEYED TO PUBLIC WITHIN 15' U/E**

EXIST. SANITARY SEWER REC. BK.2896, PG. 249	
EXIST. SANITARY SEWER	
EXIST. WATER MAIN	

EXIST. WATER MAIN (TO BE ABANDONED)	
PROPOSED PUBLIC WATER MAIN EASEMENT (BY SEPARATE INSTRUMENT)	



**LOCATION MAP**  
 NOT TO SCALE



P:\ENG\PROJ\21498\CAD\SURVEY\PROPOSED EASEMENT EXBT

**PERMANENT EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS THAT** YUKON PUBLIC SCHOOLS (“grantor”) for and in consideration of One Dollar and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey unto **THE CITY OF YUKON**, a municipal corporation, its public trusts, and their successors and assigns (herein collectively referred to as “grantee”) a permanent waterline easement over, under, across, through and to the following described property situated in Canadian County, Oklahoma, to wit:

**See Exhibit “A” and “B”**

plus the right of ingress and egress through grantor’s property to and from said Subject Property along with all rights, title and interest in and to all land, fixtures, and appurtenances within the boundaries of the Subject Property, incidentally removed during the use of said easement, for the use of grantee for the exclusive purpose of constructing, operating, maintaining, and replacing waterlines, sanitary sewer lines, drainage structures and other City owned or operated utilities and appurtenances thereto, over, under, through and upon the same. Grantor further covenants and agrees to neither erect a building or other structure nor change the terrain (no excavation or addition of soil) within the described easement without the prior approval of the grantee. Grantor acknowledges the requirement of Oklahoma Statutes Title 63, Section 142.1 et seq., to call OKIE/One Call. Should the grantee abandon the permanent easement and right-of-way for the purposes above stated, then the said easement shall revert to the grantor, its successors and/or assigns.

The grantor hereby agrees that grantor, its heirs, successors, grantees, and assigns, will repair, maintain, and replace paving and facilities on this permanent easement whenever it becomes necessary due to the normal operation, maintenance, and/or repair of the utilities, appurtenances, and facilities. The grantor hereby further agrees that grantor, its heirs, successors, grantees and assigns, will hold the grantee harmless for any damage that should occur as a result of operations, maintenance, and/or repair of such facilities and utilities within the easement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_ as \_\_\_\_\_ of Grantor.

My Commission Expires: \_\_\_\_\_ Notary Public # \_\_\_\_\_

**ACCEPTED** by the Council of **THE CITY OF YUKON** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**REVIEWED** for form and legality.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mayor

## Exhibit "A"

Water Line Legal Description  
Yukon High School  
March, 2024

### Legal Description:

A tract or parcel of land located in the Northeast Quarter (NE/4) of Section Twenty-Eight (28), Township Twelve (12) North, Range Five (5) West of the Indian Meridian, Canadian County, Oklahoma,  
Being more particularly described as follows:

Commencing at the Northeast corner of said Northeast quarter (NE/4) South 00°07'29" East along the East Section Line of said Section Twenty-Eight (28), a distance of 1,413.87 feet; Thence North 89°45'00" East a distance of 1,809.70 feet; Thence South 00°24'16" East a distance of 48.07 feet to the POINT OF BEGINNING;

Thence from said Point of Beginning continuing South 00°24'16" East a distance of 1,065.73 feet;

Thence South 89°35'34" West a distance of 15.00 feet;

Thence North 00°24'16" West a distance of 1,065.73 feet;

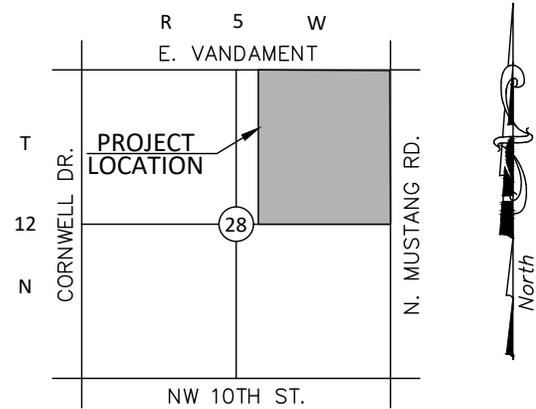
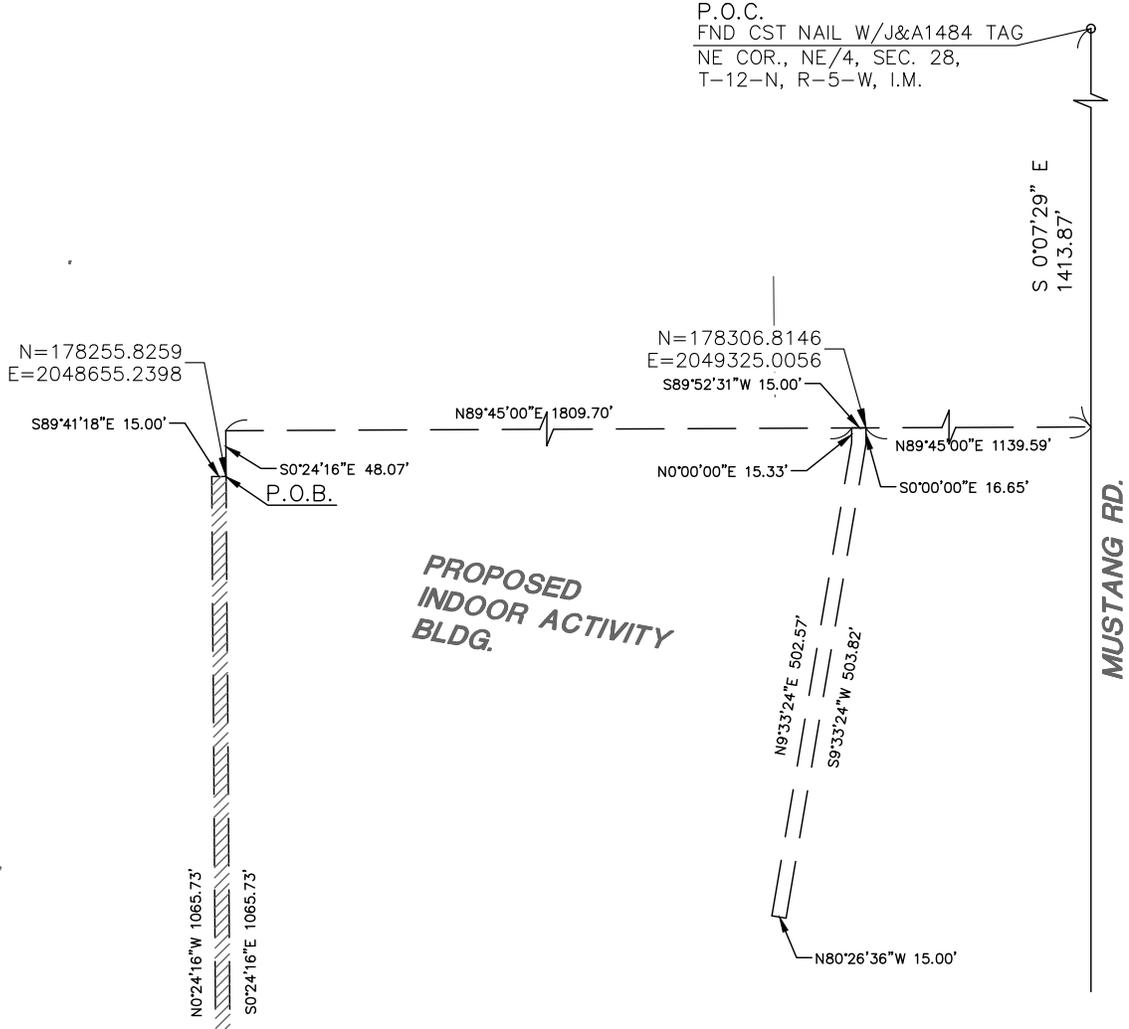
Thence South 89°41'18" East a distance of 15.00 feet to the Point of Beginning.

Said described tract of land containing 0.3673 acres or 16,000 square feet more or less.

DATE: MARCH, 2024  
 LOCATION: YUKON, OKLAHOMA

( EXHIBIT "B" )

P.O.C.  
 FND CST NAIL W/J&A1484 TAG  
 NE COR., NE/4, SEC. 28,  
 T-12-N, R-5-W, I.M.



LOCATION MAP  
 NOT TO SCALE

P:\ENG\PROJ\21498\CAD\SURVEY\PROPOSED EASEMENT EXBT

**PERMANENT EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS THAT** YUKON PUBLIC SCHOOLS (“grantor”) for and in consideration of One Dollar and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey unto **THE CITY OF YUKON**, a municipal corporation, its public trusts, and their successors and assigns (herein collectively referred to as “grantee”) a permanent waterline easement over, under, across, through and to the following described property situated in Canadian County, Oklahoma, to wit:

**See Exhibit “A” and “B”**

plus the right of ingress and egress through grantor’s property to and from said Subject Property along with all rights, title and interest in and to all land, fixtures, and appurtenances within the boundaries of the Subject Property, incidentally removed during the use of said easement, for the use of grantee for the exclusive purpose of constructing, operating, maintaining, and replacing waterlines, sanitary sewer lines, drainage structures and other City owned or operated utilities and appurtenances thereto, over, under, through and upon the same. Grantor further covenants and agrees to neither erect a building or other structure nor change the terrain (no excavation or addition of soil) within the described easement without the prior approval of the grantee. Grantor acknowledges the requirement of Oklahoma Statutes Title 63, Section 142.1 et seq., to call OKIE/One Call. Should the grantee abandon the permanent easement and right-of-way for the purposes above stated, then the said easement shall revert to the grantor, its successors and/or assigns.

The grantor hereby agrees that grantor, its heirs, successors, grantees, and assigns, will repair, maintain, and replace paving and facilities on this permanent easement whenever it becomes necessary due to the normal operation, maintenance, and/or repair of the utilities, appurtenances, and facilities. The grantor hereby further agrees that grantor, its heirs, successors, grantees and assigns, will hold the grantee harmless for any damage that should occur as a result of operations, maintenance, and/or repair of such facilities and utilities within the easement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_ as \_\_\_\_\_ of Grantor.

My Commission Expires: \_\_\_\_\_ Notary Public # \_\_\_\_\_

**ACCEPTED** by the Council of **THE CITY OF YUKON** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**REVIEWED** for form and legality.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mayor

## Exhibit "A"

Water Line Legal Description  
Yukon High School  
March, 2024

### Legal Description:

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Being more particularly described as follows:

Commencing at the Northeast corner of said Northeast quarter (NE/4) South  $00^{\circ}07'29''$  East along the East Section Line of said Section Twenty-Eight (28), a distance of 1,413.87 feet; Thence North  $89^{\circ}45'00''$  East a distance of 1,139.59 feet to the POINT OF BEGINNING;

Thence from said Point of Beginning South  $00^{\circ}00'00''$  East a distance of 16.65 feet;

Thence South  $09^{\circ}33'24''$  West a distance of 503.82 feet;

Thence North  $80^{\circ}26'36''$  West a distance of 15.00 feet;

Thence North  $09^{\circ}33'24''$  East a distance of 502.57 feet;

Thence North  $00^{\circ}00'00''$  East a distance of 15.33 feet;

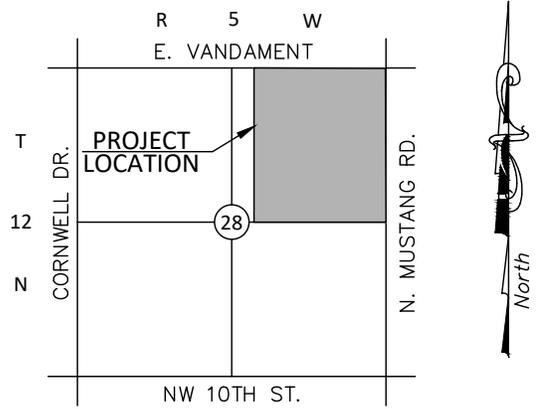
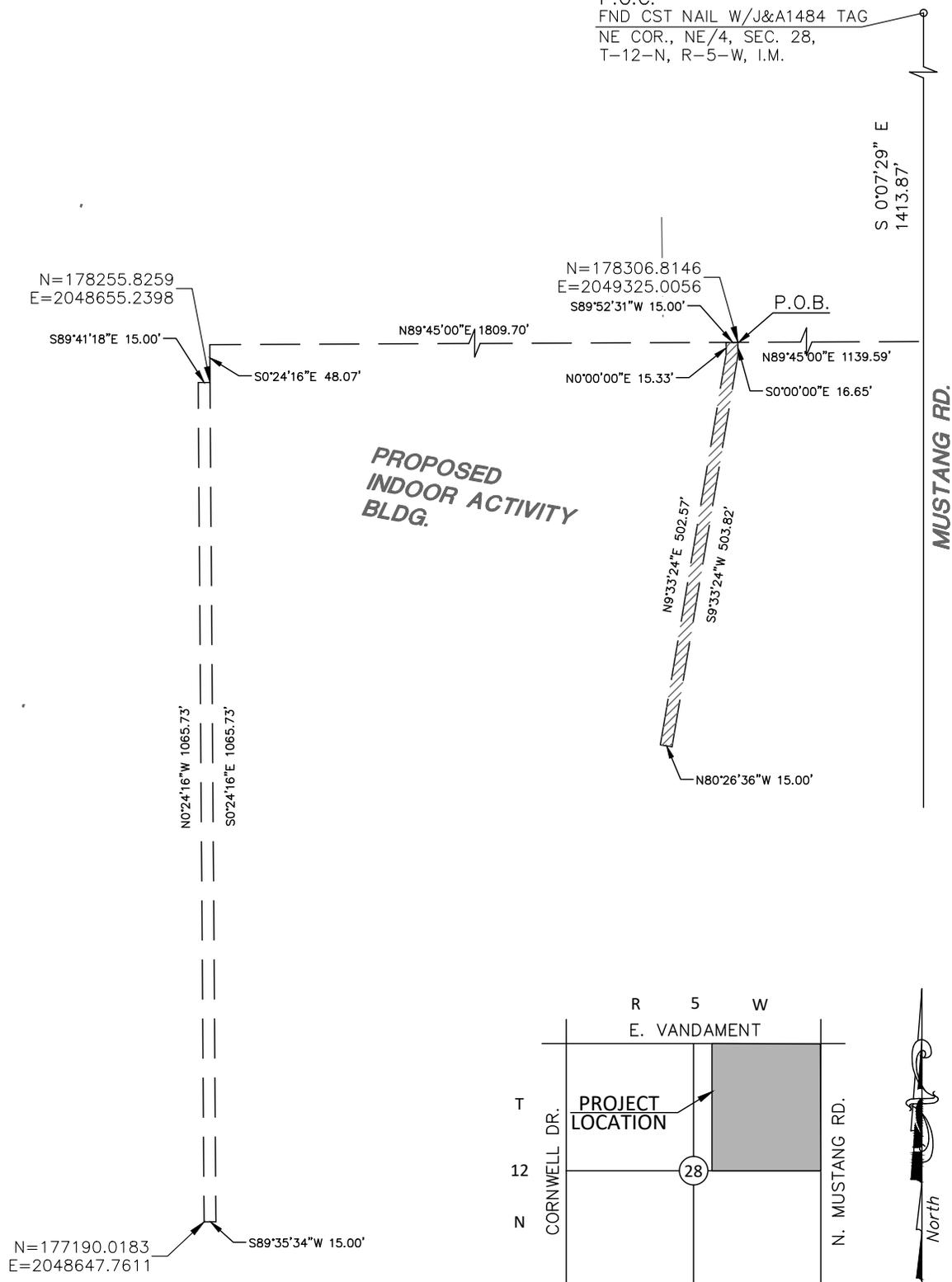
Thence South  $89^{\circ}52'31''$  West a distance of 15.00 feet to the Point of Beginning.

Said described tract of land containing 0.17896 acres or 7,778.00 square feet more or less.

DATE: MARCH, 2024  
 LOCATION: YUKON, OKLAHOMA  
 DRAWING SCALE: 1"=200'

( EXHIBIT "B" )

P.O.C.  
 FND CST NAIL W/J&A1484 TAG  
 NE COR., NE/4, SEC. 28,  
 T-12-N, R-5-W, I.M.



P:\ENG\PROJ\21498\CAD\SURVEY\PROPOSED EASEMENT EXBT

**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
April 1, 2024

**TOPIC:**

To utilize funds from the 2021 bond to purchase and construct a 40 x 80 x 14 metal building.

**ADMINISTRATIVE RECOMMENDATION:**

The administration recommends purchasing the building from Elevate Contracting and Construction LLC.

**RATIONALE FOR RECOMMENDATION:**

This 40 x 80 x 14 metal building will be used as the primary warehouse for the district. 25% of the building will be climate controlled.

**FISCAL NOTE:**

\$91,200.38

**CONTACT PERSON: Mark D. Lebsack, Chief Operations Officer**



# Estimate

## Elevate Contracting and Construction llc.

**For** Mr. Frank Mass - Yukon Public Schools

**Estimate Num**  
**Date**

898  
Mar 26, 2024

Description	Quantity	Rate	Amount
* Indaco Metals building package ( see attached document for product description) Taxes, delivery, blueprints, and accessories not included. Please contact Indaco Metals for additional costs and final pricing: 405 273 9200	1	\$24,357.55	\$24,357.55
* Weld up steel building erecting costs including: 40x80x14 weld up steel building erecting and sheet metal walls and roof installation.	1	\$13,500.00	\$13,500.00
* Three overhead door frames only, and two walk in door framings and walk in door installations.	1	\$1,100.00	\$1,100.00
* Gutters and downspouts installation.	1	\$990.00	\$990.00
* Three overhead doors 12'x12' standard white doors insulated with seals. Installation included, motors not included.	1	\$8,047.83	\$8,047.83
* Scissor Lift Rental.	1	\$1,835.00	\$1,835.00
* Concrete floor slab including: 3500 psi concrete ready mix, #3 rebar grid at 2' centers, #4 rebar perimeter, field sand cushion, perimeter thickened edge, pouring and smooth surface finish, distress concrete cuts, overhead concrete notches, backfill.	1	\$25,300.00	\$25,300.00
* 31 perimeter pier footings ( additional cost of concrete ready mix only) to fill up piers 18"x5'at 10' centers.	1	\$4,750.00	\$4,750.00
* Red select compacting dirt ( materials & delivery)	26	\$220.00	\$5,720.00
* Dirt work and dirt pad preparation including: dirt spreading, grading and compacting.	1	\$5,600.00	\$5,600.00

\* Indicates non-taxable item

**Note: quote does not include insulation , steel prices and overhead doors are subject to change, const of construction and inspections by the City of Yukon not included.Thank you for your business.**

<b>Subtotal</b>	\$91,200.38
<b>Tax (0%)</b>	\$0.00
<hr/>	
<b>Total</b>	<b>\$91,200.38</b>

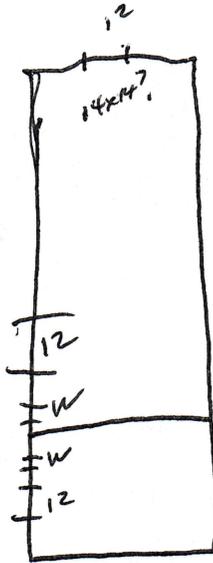
# VOSS

LIGHTING • DESIGN • SERVICES

40x80 x 14

Existing building  
30x40 x 12  
10x10 and 10x12 Doors

Would prefer  
door to be on one  
side rather than  
This Building



[vosslighting.com](http://vosslighting.com)  
**PHILIPS**

We Sell  
To Tell   
June 2019

**INFORMAL PROCUREMENT LOG**  
**TO BE USED FOR PURCHASES OF \$250,000 OR LESS**

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet. Document contact with 2 or more vendors.

Items to be purchased and specifications:

	Date & Method of Contact	Bid Price	Negotiated Price	Notes
Supplier #1 Callahan	Feb 8 Phone	81,888		TURN KEY 12 Ft wall 40x60
Supplier #2 Quick draw mueller	Feb 23	84,937		Split Job 14 Ft wall 40x60
Supplier #3 Elevate Const.	MARCH 2	68,807		TURN KEY 14 Ft wall 40x60



February 8, 2024

Frank Mass  
(405) 409-2840  
[Frank.mass@yukonps.com](mailto:Frank.mass@yukonps.com)  
Re: Storage Building

Thank you for inquiring about our all steel buildings. Callahan Steel Buildings is a family owned business in which we have been installing metal buildings since 1969. We custom build to fit whatever needs you have. The steel building that we would erect for you will have a One (1) Year Warranty. The Warranty will consist of your IBC 2015, 115 M.P.H wind, snow, and ice loads. The 26 Gauge Ultra Panel Loc Plus will have a Lifetime Warranty from the manufacturer.

#### **DELUXE BUILDING PACKAGE**

##### **40' X 60' X 12' ALL STEEL BUILDING**

4"- 3500 PSI Concrete Floor, Fiber Mix, 3/8" Rebar 2' O.C.

12" X 18" Footing with (2) 5/8" Rebar

All Steel Primed Pre-Engineered Framing System

3/12 Pitch

Square Steel Columns

26 Gauge Panel Loc Plus- Lifetime Warranty

Basic Trim Accessories-Baked on Enamel Finish

3' Steel Entry Door With Lock and Key Installed

(2) 12' X 12' Insulated Overhead Doors

Labor and Material Included

Professional Erection on Your Job Site

Local Building Code Modification May Be Extra

**Total Cost:**

**\$ 81,888.00**

**Option:**

**3" Vinyl Back Insulation + \$ 8,400.00**

**I respectfully request a reply when the estimate is received. It lets me know that you received it. Sometimes emails don't arrive and I don't want you unnecessarily waiting on an email that was not received.**

**These figures do not include the cost of Permit, Permit Fees, Electric, Interior work, Plumbing (we will work with the plumbers to install before the concrete is poured), Dirt, Sand and Groundwork. Travel Fees ( 50 Mile Radius) (If Applicable)**

We look forward to working with you on your future project. If you have any questions or comments in regard to the above pricing, please contact me at your convenience. If you would like to have more information about our company or our buildings, please visit our website, [www.callahansteel.com](http://www.callahansteel.com).

Thank you,

Darin Snow  
General Manager  
448 E.State Hwy 152  
Mustang, Ok. 73064  
(405) 323-7767 Cell  
(405) 376-4949 Ofc  
[dsnower@callahansteel.com](mailto:dsnower@callahansteel.com)  
[www.callahansteel.com](http://www.callahansteel.com)



**QUICKDRAW**  
CONSTRUCTION

**QuickDraw  
Construction**

337 E Grand Teton  
Yukon, OK 73099  
Vender: 0001300999  
GL:670128 CECO:1402034  
405 627-8079  
rcoltthomas@yahoo.com

ESTIMATE  
EST1599

DATE  
02/23/2024

TOTAL  
USD \$51,000.00

TO

**Jason Teague**

Frank

☐ +14054092840

jason.teague@yukonps.com

DESCRIPTION	RATE	QTY	AMOUNT
40 x 60 x 16 metal building concrete and installation. With two 14 x 14 overhead doors and one walk-through door. Breakdown: Concrete = \$23,000 Installation = \$25,000 Doors = \$3000	\$51,000.00	1	\$51,000.00
TOTAL			USD \$51,000.00

- Meet on site to conduct safety and job specification meeting.
- Mobilize all material and necessary equipment to job site
- Set up staging area on site for access, material, and equipment.
- Perform Scope of work in attached table
- Remove and dispose all excess materials and job site debris



40x60x16 metal building with 12" x 18" concrete footing with 4 inch slab at 3500 psi with a 2' x 2'. Rebar grid. Two 14' x 14' overhead doors and one walk-through man door. This bid does not include the price of metal. Any additional concrete will be \$9.60 per square foot any additional installation will be \$10.40 per square foot.

# PreFab Kit Building Quote

Prepared By: Adriana Dunk

Date: 2/21/2024

Width: 40  
Length: 60  
Eave Height: 16  
Building Option: Utility  
Pitch: 1:12  
Building Code: IBC 2012  
Loading: 20/10/115 MPH  
Framed Opening Size: 14 x 14

	Qty.	Accessories Description
	2	MUE RUD - 14 X 14 W300
	1	3' x 7' Walk Door

Wall Color: Burnished Slate  
Roof Color: Burnished Slate  
Trim Color: Burnished Slate  
Gutters: No  
Anchor Bolts: No

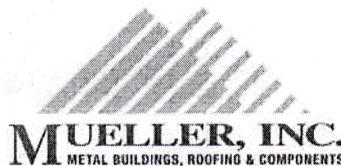
Total Weight: 13,270.7 lbs.

Base Cost:	\$ 25,995.00
Panel/Trim Colors:	\$ 1,699.67
Options/Accessories:	\$ 5,893.12

Shipping:	\$ 350.00
Sales Tax (0.00 %):	\$ 0.00

Total Price:	\$ 33,937.79
--------------	--------------

*Quotes are good for 14 days*



[www.MuellerInc.com](http://www.MuellerInc.com)

# Mueller, Inc.

Steel Building Systems & Components

## ADDENDUM 1

### Anchor Bolts

Salesperson: Adriana Dunk

Date: 2/21/2024

Job #: 61317

**Customer Data**

**Standard Series**

Customer:

**\*Anchorage**

Item Description	Quantity	Weight	Price
5/8" X 12" Anchor Bolts	28	36.4	\$164.08
3/4" X 15" Anchor Bolts	16	35.2	\$173.60
1/2" X 8" Anchor Bolts	4	3.0	\$ 9.04
Anchor Bolt Template Sets	1		\$100.00
Anchor Bolt Ship to Branch	1		No Additional Charge
Template Ship to Branch	1		No Additional Charge
Sub Total			\$446.72

74.6

\*May change due to engineering requirements

**Terms and Conditions**

- 1) Buyer understands and acknowledges that Mueller is not the engineer of record for Buyer's foundation, that Mueller offers no foundation engineering services, and that Buyer should consult a foundation engineer for the depth of anchor bolts or any other questions or concerns Buyer may have regarding Buyer's foundation.
- 2) If Buyer's construction project requires an engineered foundation, Buyer understands and acknowledges that it is Buyer's responsibility to retain the services of a third party foundation engineer and obtain anchor bolts as per the requirements of the foundation engineer from whichever vender the customer so chooses; do to the limited inventory of anchor bolt lengths that Mueller inventories. Otherwise, Buyer understands and accepts that Mueller can only communicate to Buyer the diameter and overall length of the anchor bolt.
- 3) Buyer understands and acknowledges that any modifications or other change orders to the building can affect the anchor bolt and anchor bolt template count , pricing, and the completion date of Mueller's performance.
- 4) Buyer understands and acknowledges that any and all change orders may delay Mueller's performance under this Agreement, and, in no event, shall Mueller be liable for any direct, consequential, or liquidated damages (including loss of use) which Buyer may suffer by reason of Mueller's delays in performance of this Agreement.

**BUYER:**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name and Date

# Estimate

## Elevate Contracting and Construction llc.

**For** Mr. Frank Mass - Yukon Public Schools

**Estimate Num**  
**Date**

898  
Mar 2, 2024

Description	Quantity	Rate	Amount
* Weld up steel building erecting costs including: 40x60x14 weld up steel building erecting and sheet metal walls and roof installation.	1	\$9,800.00	\$9,800.00
* Roll up vinyl insulation installation.	1	\$2,500.00	\$2,500.00
* Two overhead door frames only, and two walk in door framings and walk in door installations.	1	\$850.00	\$850.00
* Gutters and downspouts installation.	1	\$680.00	\$680.00
* Scissor Lift Rental.	1	\$1,835.00	\$1,835.00
* Concrete floor slab including: 3500 psi concrete ready mix, #3 rebar grid at 2' centers, #4 rebar perimeter, field sand cushion, perimeter thickened edge, pouring and smooth surface finish, distress concrete cuts, overhead concrete notches, backfill.	1	\$19,000.00	\$19,000.00
* 24 perimeter pier footings ( additional cost of concrete ready mix only) to fill up piers at 10' centers.	1	\$3,250.00	\$3,250.00
* Concrete line pump service. ( if applicable)	1	\$865.00	\$865.00
* Two overhead doors 12'x12' standard white doors insulated with seals. Installation included, motors not included.	1	\$5,365.22	\$5,365.22
* Indaco Metals building package ( see attached document for product description) Taxes, delivery, blueprints, and accessories not included. Please contact Indaco Metals for additional costs and final pricing: 405 273 9200	1	\$24,662.77	\$24,662.77

\* Indicates non-taxable item

**Thank you for your business.**

**Subtotal** \$68,807.99

**Tax (0%)** \$0.00

---

**Total** **\$68,807.99**

877-300-7334 TOLL FREE  
 405-273-9200 PHONE  
 405-273-9206 FAX

**INDACO METALS**  
 WWW.INDACOMETALS.COM

3 AMERICAN WAY  
 SHAWNEE , OK 74804

ENGINEERED PACKAGE SIZE	Welded	Welded w/Insulation	Bolted	Bolted w/Insulation
20 X 20 X 10 Building Package	\$ 5,045.10	\$ 6,245.04	\$ 5,545.00	\$ 6,913.06
20 X 20 X 12 Building Package	\$ 5,575.53	\$ 6,846.51	\$ 6,075.53	\$ 7,387.62
20 X 20 X 14 Building Package	\$ 6,264.46	\$ 7,686.40		
20 X 30 X 10 Building Package	\$ 6,400.48	\$ 7,976.34	\$ 7,139.66	\$ 8,572.44
20 X 30 X 12 Building Package	\$ 6,980.35	\$ 8,633.17	\$ 7,653.60	\$ 9,156.60
20 X 30 X 14 Building Package	\$ 7,710.67	\$ 9,585.49		
24 X 24 X 8 Building Package	\$ 6,250.68	\$ 7,521.66	\$ 7,011.96	\$ 8,168.60
24 X 24 X 10 Building Package	\$ 6,490.72	\$ 7,927.06	\$ 7,238.70	\$ 8,546.52
24 X 30 X 10 Building Package	\$ 7,136.23	\$ 9,025.45	\$ 8,039.91	\$ 9,707.77
24 X 30 X 12 Building Package	\$ 7,682.00	\$ 9,571.22	\$ 8,519.15	\$ 10,237.01
24 X 40 X 10 Building Package	\$ 8,665.96	\$ 11,008.06		
24 X 40 X 12 Building Package	\$ 9,366.72	\$ 11,708.82		
24 X 30 X 14 Building Package	\$ 8,568.56	\$ 10,688.66		
30 X 30 X 10 Building Package	\$ 8,076.63	\$ 9,965.85	\$ 8,999.46	\$ 10,717.32
30 X 30 X 12 Building Package	\$ 8,704.86	\$ 10,824.96	\$ 9,557.82	\$ 11,484.72
30 X 30 X 14 Building Package	\$ 9,566.09	\$ 11,908.19		
30 X 40 X 10 Building Package	\$ 9,879.86	\$ 12,221.96	\$ 10,886.63	\$ 13,014.53
30 X 40 X 12 Building Package	\$ 10,628.08	\$ 13,101.22	\$ 11,550.19	\$ 13,809.13
30 X 40 X 14 Building Package	\$ 11,578.32	\$ 14,373.30		
30 X 40 X 16 Building Package	\$ 12,767.34	\$ 15,793.20		
30 X 50 X 10 Building Package	\$ 11,465.34	\$ 14,260.32	\$ 12,664.25	\$ 15,202.19
30 X 50 X 12 Building Package	\$ 12,292.20	\$ 15,332.46	\$ 13,676.31	\$ 16,437.69
30 X 50 X 14 Building Package	\$ 13,428.30	\$ 17,208.96		
30 X 50 X 16 Building Package	\$ 14,981.97	\$ 18,460.71		
30 X 60 X 10 Building Package	\$ 12,954.32	\$ 16,216.58	\$ 14,765.32	\$ 18,027.70
30 X 60 X 12 Building Package	\$ 14,003.52	\$ 17,496.66	\$ 15,581.53	\$ 18,752.95
30 X 60 X 14 Building Package	\$ 15,163.53	\$ 18,878.67		
30 X 60 X 16 Building Package	\$ 17,110.35	\$ 21,990.93		
30 X 70 X 12 Building Package	\$ 15,986.99	\$ 19,933.01		
40 X 40 X 10 Building Package	\$ 13,200.52	\$ 16,226.38	\$ -	\$ -
40 X 40 X 12 Building Package	\$ 14,027.45	\$ 17,275.31	\$ -	\$ -
40 X 40 X 14 Building Package	\$ 15,184.03	\$ 18,662.77		
40 X 40 X 16 Building Package	\$ 16,384.70	\$ 18,590.18		
40 X 50 X 10 Building Package	\$ 15,380.80	\$ 18,873.94	\$ -	\$ -
40 X 50 X 12 Building Package	\$ 16,298.47	\$ 20,013.61	\$ -	\$ -
40 X 50 X 14 Building Package	\$ 17,541.56	\$ 21,709.58		
40 X 50 X 16 Building Package	\$ 18,924.48	\$ 23,323.38		
40 X 60 X 10 Building Package	\$ 17,442.78	\$ 21,388.80	\$ -	\$ -
40 X 60 X 12 Building Package	\$ 18,474.19	\$ 22,796.13	\$ -	\$ -
40 X 60 X 14 Building Package	\$ 19,652.41	\$ 24,273.31		
40 X 60 X 16 Building Package	\$ 21,563.32	\$ 26,415.10		
40 X 80 X 10 Building Package	\$ 21,873.84	\$ 26,740.02		
40 X 80 X 12 Building Package	\$ 23,130.43	\$ 28,449.49	\$ -	\$ -
40 X 80 X 14 Building Package	\$ 24,357.55	\$ 30,283.41		
40 X 80 X 16 Building Package	\$ 26,870.07	\$ 33,094.89		
40 X 100 X 10 Building Package	\$ 26,363.80	\$ 32,372.14	\$ -	\$ -
40 X 100 X 12 Building Package	\$ 27,846.92	\$ 34,308.14	\$ -	\$ -
40 X 100 X 14 Building Package	\$ 29,526.61	\$ 36,440.71		
40 X 100 X 16 Building Package	\$ 31,866.73	\$ 39,233.71		
50 X 50 X 10 Building Package	\$ 18,524.71	\$ 22,678.33		

Prices are based on Duraloc panel with 40yr paint warranty 26 gauge #1

Prices include 3068 walk door. Sheets cut to length.

Overhead Door Not Included in any package.



**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
**April 1, 2024**

**TOPIC:**

For Yukon Public Schools to utilize funds from the 2021 Bond to purchase new playground equipment for Parkland Elementary and Myers Elementary. Both sites would receive a new modular play structure that has ADA accessibility and is designed for students in grades PK-3rd. Furthermore, both sites would receive synthetic turf under their new structure, as well as their existing playground equipment that currently has wood fiber or pea gravel. Myers would receive a new 50 X 50 concrete basketball court with new poles and backboards. Parkland's design would include the relocation of specific playground equipment that has historical significance to the school.

**ADMINISTRATIVE RECOMMENDATION:**

The Administration recommends purchasing these items from Happy Playgrounds, LLC  
8601 South Oxford Avenue, Tulsa, OK 74137

**RATIONALE FOR RECOMMENDATION:**

Yukon Public Schools received three bid proposals that were due on Tuesday, March 12 at 12:00 p.m. Each bid that was received before the deadline was reviewed and evaluated by a YPS committee to determine which bid met all of the listed criteria that was set forth in the Request for Proposal that was posted on February 12, 2024. The evaluation rubric was based on the following criteria: price, prior experience in the industry, proximity, met all requirements and personal qualifications / references. There were 3 companies that submitted proposals. Happy Playgrounds, LLC best met the criteria in the scoring rubric.

**FISCAL NOTE: (Not to exceed)**

Parkland Elementary: \$471,300.00  
Myers Elementary: \$481,474.50

**CONTACT PERSON: Mark D. Lebsack, Chief Operations Officer**



# RENTAL CONTRACT

## YUKON FINE ARTS CENTER (Gene Cranfill Auditorium)

850 Yukon Avenue, Yukon, OK 73099 (405) 354-8356  
[wes.mcatee@yukonps.com](mailto:wes.mcatee@yukonps.com)

### CUSTOMER COPY

Organization: **Steven Fite Concerts** Program: **Childrens Concerts**

Street: **819 N.W. 92nd St** City: **Oklahoma City** State: **OK** Zip:

Contact: **Stephen Fite** Phone: **405 830-4379** Cell:

Email 1: [stephen@melodyhousemusic.com](mailto:stephen@melodyhousemusic.com) Email 2: [stephenfite@coxinet.net](mailto:stephenfite@coxinet.net)

Director: **Stephen Fite** Phone: **405 840-3383** Cell: **405 830-4379**

Number in Program: **1** Estimated Attendance: **2000** Ticket Price: **\$7.00**

Date(s) Requested: **4/4/2024** Origination: **3/25/2024**

**FOR APPROVAL: CONTRACT AND DEPOSIT MUST BE RECEIVED NO LATER THAN: 3/27/2024**

School Board:	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	Date: _____
Director Review	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Deny	Date: <u>03-26-24</u> *See Attachment
Insurance Certificate Due:	3/25/2024 Certificate Received: Date:		

#### Level 2

RATE PER HOUR	HOURS USED		TOTAL			
	Estimated	Actual	Estimated	Actual		
\$275.00	4.5		\$1237.50	\$0.00		
<b>(DEPOSIT PAID BY CASHIERS CHECK ONLY)</b>		<b>DEPOSIT</b>	75%	DEP. 1	\$0.00	
CK#			\$928.13	DEP. 2	\$0.00	
CK#			<b>Balance Due</b>	\$0.00		
CK#			<b>Cleaning Fee</b>	\$200.00		
<b>Balance Due At Close of Program</b>			<b>Additional Charges if any</b>	\$0.00		
<b>Paid By Company Check or Cash</b>			<b>FINAL BALANCE</b>	\$200.00		

Rates charged on an hourly basis. First 30 minutes are 1/2 the hourly rate. After 30 minutes, the full hourly rate will be charged.

(3) CLEANING DEPOSIT	DEPOSIT PAID		DEPOSIT RETURNED	
\$400	Date:	Ck #:	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 Stephen Fite Date 3/25/24

# RENTAL CONTRACT

## YUKON FINE ARTS CENTER (Gene Cranfill Auditorium)

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

[wes.mcatee@yukonps.com](mailto:wes.mcatee@yukonps.com)

**OFFICE COPY**

Organization: Canadian Valley Vo-Tech      Program: NTHS Ceremony

Street: 6505 E. HWY. 66      City: El Reno      State: OK      Zip: 73036

Contact: Shelli Chipman      Phone:      Cell:

Email 1: chipmans@cvtech.edu      Email 2: bkramer@cvtech.org

Director: Shelli Chipman      Phone:      Cell: 405 422-2354

Number in Program: 175      Estimated Attendance: 800      Ticket Price: na

Date(s) Requested: 4/3/2024      Origination: 1/18/2024

**FOR APPROVAL: CONTRACT AND DEPOSIT MUST BE RECEIVED NO LATER THAN: 2/17/2024**

School Board:	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	Date: _____
Director Review	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Deny	Date: <u>03-26-24</u> *See Attachment
Insurance Certificate Due: 3/24/2024		Certificate Received: Date: _____	

### Level I

RATE PER HOUR	HOURS USED		TOTAL	
	Estimated	Actual	Estimated	Actual
NC	4		\$0.00	\$0.00
<b>(DEPOSIT PAID BY CASHIERS CHECK ONLY)</b>		<b>DEPOSIT</b>	<b>75%</b>	\$0.00
CK#			<b>DEP. 1</b>	\$0.00
CK#			<b>DEP. 2</b>	\$0.00
CK#			Balance Due	\$0.00
<i>Balance Due At Close of Program</i>			Cleaning Fee	\$200.00
<i>Paid By Company Check or Cash</i>			Additional Charges if any	\$0.00
			<b>FINAL BALANCE</b>	\$200.00

Rates charged on an hourly basis. First 30 minutes are 1/2 the hourly rate. After 30 minutes the full hourly rate will be charged.

(3) CLEANING DEPOSIT	DEPOSIT PAID	DEPOSIT RETURNED
\$400	Date: _____	CK #: _____
		<input type="checkbox"/> Yes <input type="checkbox"/> 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: Jimmie Veibing      Date: 03-25-24 wmm

# ITEM FOR CONSIDERATION

Board of Education Meeting

April 1st, 2024

## **TOPIC: Certified Evaluation Training**

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends approval of the contract with CCOSA (Cooperative Council for Oklahoma School Administration) for OK TLE Tulsa Model New Administrator Training in May.

**RATIONALE FOR RECOMMENDATION:** Yukon Public Schools is required by the State of Oklahoma to adopt an evaluation tool for facilitating certified evaluations. There are only two options for vendors/platforms. Learning Sciences was our former provider but we have undergone a process to evaluate changing to the OK Teacher & Leader Effectiveness Model also known as the Tulsa TLE Observation and Evaluation System for the 24-25 school year.

The process included our site and district administrators having initial conversations in the Fall. We then collected questions and concerns from site leaders in December and January and used those during a follow up presentation by Barlow and Associates and CCOSA in February. With an informal vote to proceed, we held a meeting with the YPEA Negotiations Representatives and Site Administrator Representatives including Mrs. Lipe and Mrs. Smith. We gave the YPEA team packets to review the rubrics and discussed the pros/cons. They were overall very positive about the change, received feedback from Site Reps and then gave us the go ahead to make a formal vote with site principals. Our site administrators voted unanimously to make the change to the Tulsa Model for the 24-25 school year.

Over 500 districts in the state use the Tulsa Model, meaning the majority of teachers in Oklahoma with experience are already trained and have been evaluated using this platform. Therefore, most experienced teachers transferring into Yukon will not have to learn a new evaluation system. Also, the support for the Tulsa Model is local and training is provided through CCOSA (Cooperative Council for Oklahoma School Administration), while Learning Sciences is based out of state and we must rely on out-of-state trainers and IT support.

However, the largest reason for the change in platforms is the ease and use of the rubrics to provide teachers with ongoing feedback for growth. The Tulsa Model is very teacher friendly in terms of rubric language while still providing direct and high levels of expectations for teaching and student learning. This is important for our administrators as they are working with teachers on ways to improve instruction, especially with alternatively certified and even new, first year teachers. The rubric language also matches our district initiatives and instructional language.

**OPTIONS:**

1. Approve the contract with CCOSA
2. Do not approve the contract with CCOSA

**FISCAL NOTE:** Will not exceed \$7500.00 out of Title II 541 funds. This is \$7500 for Tulsa TLE for 50 administrators (\$7500). This cost is an increase of \$1607.25 from the 23-24 training costs due to this being an initial training (2 days) vs a half day recertification training (\$5892.75). In future years the cost for re-certification training will be \$75 per person with CCOSA vs \$130.95 per person with Learning Sciences and therefore a future cost savings.

**YPS GOALS:**

- **Personnel-** We will recruit, retain, and compensate highly motivated educators that are committed to professional growth and excellence.
- **Professional Development** – We will create and implement professional development that is relevant and applicable to meet the needs of all educators.
- **Curriculum** – We will establish a research- based curriculum to implement a viable, relevant, meaningful learning experience for all students.
- **Instruction-** We provide meaningful learning with high expectations for all.

**CONTACT PERSON: Diana Lebsack**  
**Assistant Superintendent of Human Resources**





Oklahoma Teacher & Leader Effectiveness

*Please mail a signed copy of this document to:*

**OKTLE**

2801 N. Lincoln Blvd., Suite 226  
Oklahoma City, OK 73105

or

Scan and Email to [info@OKTLE.com](mailto:info@OKTLE.com)

or

Fax to: 405-495-2610

EES 2024-2025 Agreement – Page 1 of 4

**LICENSE AGREEMENT**

**THIS LICENSE AGREEMENT (the “Agreement”)**, dated as of \_\_\_\_\_, 2024, is made and entered into by and between **EMPLOYEE EVALUATION SYSTEMS, INC. (“EES”)**, whose notice address is 2801 N. Lincoln Blvd., suite 226, Oklahoma City, Oklahoma 73105, and **SCHOOL DISTRICT NO. \_\_\_\_\_ OF \_\_\_\_\_ COUNTY, OKLAHOMA, a/k/a \_\_\_\_\_ PUBLIC SCHOOLS (“District”)**.

**RECITALS:**

A. EES has developed a web application known as OKTLE for use with the teacher evaluation framework known as the Tulsa TLE Observation and Evaluation System. EES has developed a web application known as SEES for use in support employee evaluation. EES has also developed a web application for use with the McREL principal/leader evaluation system.

B. EES and the District desire to license the use of EES’s OKTLE, SEES, and/or McREL web-based Systems to the District for use in teacher, support employee and/or principal/leader evaluations for the 2024-2025 school year and thereafter.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, EES and District agree as follows:

1. **Grant of License.** Subject to the terms and conditions of this Agreement, EES hereby grants to District a non-exclusive, non-transferable license to use the OKTLE, SEES, and/or McREL web-based Systems (the “License”).

2. **Term.** The term of this Agreement shall be for one year, beginning July 1, 2024 and

ending June 30, 2025.

3. **Support, Training and Services**. District’s license of the OKTLE, SEES, and/or McREL web-based Systems includes online access to the web-based teacher, support employee and principal/leader evaluation systems, online users guides, unlimited technical support, reports of observation and evaluation data, and training related to the operation of the web-based systems. State mandated training for evaluators on the Tulsa TLE Observation and Evaluation System or McREL principal/leader system is not included with this license, and may be obtained from the State or State licensed vendors according to the requirements of the Oklahoma State Department of Education.

4. **License Fee.**

**OKTLE – Teacher Evaluation**

**\$27.50 per teacher**

**\$24.75 per teacher for members of OROS, ORES or USSA**

For the 2024-2025 school year, the District will have

\_\_\_\_\_ teachers

X \_\_\_\_\_ per teacher

**OKTLE TOTAL \_\_\_\_\_**

**McRel – Leader Evaluation**

~~\$200.00 per Leader/Principal~~

**\$160.00 per Leader/Principal for OKTLE districts**

For the 2024-2025 school year, the District will have

\_\_\_\_\_ Leaders/Principals,

X \$160.00 per Leader/Principal

**McREL TOTAL \_\_\_\_\_**

**SEES - Support Employee Evaluation**

~~\$20.00 per employee~~

**\$16.00 per employee for OKTLE districts**

For the 2024-2025 school year, the District will have

\_\_\_\_\_ support employees  
X \$16.00 per employee

**SEES TOTAL** \_\_\_\_\_

**TOTAL 2024-2025 SCHOOL YEAR COST** \_\_\_\_\_

5. **Release by District.** District, in consideration for the grant of the License and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby releases EES, its officers, agents and employees, from any and all liability or expense, including, without limitation, reasonable attorneys' fees, expenses, costs, judgments, settlements, or other costs to the extent arising out of or relating to (1) District's use, misuse or modification of the OKTLE, SEES, and/or McREL web-based Systems; or (2) District's failure to use corrections or enhancements to the OKTLE, SEES, and/or McREL web-based Systems provided to District by EES.

6. **District's Remedies.** District's exclusive remedy hereunder is termination of this Agreement.

7. **Limitation of Liability.** To the maximum extent permitted by law, under no circumstances shall either party be liable to the other for indirect, incidental, consequential, special or exemplary damages arising from this agreement or the breach hereof.

8. **Miscellaneous.**

(a) **Entire Agreement.** This Agreement constitutes the entire agreement of the parties relative to the licensing of use of the OKTLE, SEES, and/or McREL web-based Systems and supersedes all oral or written proposals or understandings concerning such subject matter. This Agreement may be modified only pursuant to a writing executed by both parties.

(b) **Severability.** If any of the provisions of this Agreement are held by a court of competent jurisdiction to be invalid or unenforceable under any applicable statute or rule of law, such provision shall, to that extent, be deemed omitted and the remaining portions of this Agreement shall remain in full force and effect.

(c) **Survivability.** The obligations set forth herein shall survive any termination of this Agreement.

(d) **Waiver.** No term or provision of this Agreement shall be deemed to be waived and no consent to any breach or default shall be deemed to have been made unless such waiver or consent shall be in writing signed by the party against whom the waiver or consent is asserted. The waiver of one breach or default or any delay in exercising any rights under this Agreement shall not constitute a waiver of any subsequent breach or default.

(e) **Construction.** Descriptive headings or captions in this Agreement are for convenience only and shall not affect the construction or application of this Agreement. No rule of construction requiring interpretation against the drafting party shall be applied or given effect.

(f) **Intellectual Property.** District shall cooperate fully with EES in the maintenance and protection by EES of any rights or interests of EES in the OKTLE, SEES, and/or McREL web-based Systems or other intellectual property or interests therein that are the subject matter of this License.

**IN WITNESS WHEREOF**, EES and District have executed this Agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**EMPLOYEE EVALUATION SYSTEMS, INC.**

**By:**  
**President**

**“EES”**

**INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_**

**OF \_\_\_\_\_ COUNTY, OKLAHOMA,  
a/k/a \_\_\_\_\_ PUBLIC SCHOOLS**

**By:  
For the District**

**“DISTRICT”**

# GENERAL SERVICE AGREEMENT

THIS GENERAL SERVICE AGREEMENT (the "Agreement") is dated this 1st day of April, 2024,

## BETWEEN

Independent School District No. 27 of Canadian County, a/k/a Yukon Public Schools,  
300 S. 9<sup>th</sup> St., Yukon, OK 73099 (the "District")

- AND -

Cooperative Council for Oklahoma School Administration,  
2901 N. Lincoln Blvd., Oklahoma City, OK 73105 ("CCOSA").

## BACKGROUND:

- A. The District is of the opinion that CCOSA, in partnership with Barlow Education Management Services, has retained independent contractors with the necessary qualifications, experience and abilities to provide services to the District.
- B. CCOSA is agreeable to providing such services to the District on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the District and CCOSA (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

### 1. Services Provided

The District hereby engages CCOSA to provide the District with the following services (the "Services"):

CCOSA, through its highly qualified trainers, will provide a two-day **TLE Tulsa Model Training Workshops** for 50 District Administrators on May 28-29, 2024.

This two-day training will provide participants with an overview of the Tulsa Model Evaluation. Upon completion of the training and after passing the test, participants will be certified in the Tulsa Model Evaluation Process.

**2. Term of Agreement**

The term of this Agreement (the "Term") will begin on the date this Agreement is effective and will remain in full force and effect until the completion of the Services.

Except as otherwise provided in this Agreement, the obligations of CCOSA will terminate upon the earlier of CCOSA ceasing to be engaged by the District or the termination of this Agreement by the District or CCOSA.

**3. Performance**

The Parties agree to do everything reasonably necessary to ensure that the terms of this Agreement take effect.

**4. Compensation**

For the Services rendered by CCOSA trainers over two two-day trainings for 50 participants at \$150.00 per participant as required by this Agreement, the District will provide compensation to CCOSA in the amount of **\$7,500.00**.

**5. Method of Payment**

**Purchase Order Number:** \_\_\_\_\_

**\*\*Attach a copy of the purchase order to this form\*\***

All payments are expected from District within 30 days of the completion of CCOSA's Services.

**6. Jurisdiction and Severability**

This Agreement is entered into in the State of Oklahoma and shall be performed in the State of Oklahoma. Accordingly, the laws of the State of Oklahoma shall govern this Agreement. Should any provision of this Agreement be found contrary to the law by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect.

**7. Breach**

Unless otherwise addressed herein, failure or refusal by either party hereto to perform any of the terms or conditions hereof, without sufficient legal cause, shall constitute a breach of this Agreement. Said breach of this Agreement shall entitle the non-breaching party to excuse their performance hereunder and to any damages in equity or at law that a court may deem appropriate.

**8. Signatures**

The Parties hereto represent and warrant that the person executing this Agreement on behalf of each Party has full power and authority to enter into this Agreement. You should read and understand this Agreement. It is a legal and binding Agreement.

**For CCOSA**

Signature\_\_\_\_\_

Printed Name and Title\_\_\_\_\_

Date\_\_\_\_\_

**For District**

Signature\_\_\_\_\_

Printed Name and Title\_\_\_\_\_

Date\_\_\_\_\_

April 1st, 2024

I, Scott Hein, Executive Director of Elementary Schools, hereby recommend to the Yukon Public Schools Board of Education that the following administrators be provided contract renewal with an administrator's contract for the 2024-2025 school year, effective on or after July 1st, 2024.

Shannon Dutton	Principal
Gallagher, Laurie	Principal
Lipe, Kristin	Principal
Mitchell, Heather	Principal
Pierce, Billy (Bill)	Principal
Smith, Carla	Principal
Stowe, Randy	Principal
Langley, Chase	Assistant Principal
Oglesby, Rebecca (Becky)	Assistant Principal (currently Administrative Intern)

Sincerely,

Scott Hein

April 1st, 2024

I, Adam Jewell, Executive Director of Secondary Education, hereby recommend to the Yukon Public Schools Board of Education that the following administrators be provided contract renewal with an administrator's contract for the 2024-2025 school year, effective on or after July 1st, 2024.

Barlow, Melissa	Principal
Garcia, Karyn	Principal
Pendleton, Jody	Principal
Sowinski, Tracy	Principal
Summers, Samuel	Principal
Barlow, Richard	Assistant Principal
Davis, Kimberly	Assistant Principal
Dobbins, Shila	Assistant Principal
Ellis, Taryn	Assistant Principal (currently Administrative Intern)
Haworth, Natalie	Assistant Principal
Hunt, Steven	Assistant Principal
Kesler, Virginia (Vicky)	Assistant Principal
Lunsford, Audrey (Abbie)	Assistant Principal
Perez, Michael	Assistant Principal
Reape, Rebecca	Assistant Principal
Rodriguez, Amber	Assistant Principal
Sexton, Micah	Assistant Principal
Ward, Phillip	Assistant Principal

Sincerely,

Adam Jewell

***YPS will empower learners to be self-sustaining, successful contributors, to life and the global community.***

**PERSONNEL REPORT**

**EXHIBIT A**

**RECOMMENDATION TO HIRE:**

<b>ADMINISTRATIVE CONTRACT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Collins, Caleb	Assistant Principal	YHS	8/6/2024

**RECOMMENDATION TO HIRE:**

<b>CERTIFIED TEMPORARY CONTRACT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
	SLPA		8/6/2024
	5th ELA/SS		8/6/2024
	Math		8/6/2024
	Math		8/6/2024
	3rd grade		8/6/2024
	4th math/science		8/6/2024
	1st grade		8/6/2024
	kindergarten		8/6/2024
	2nd grade		8/6/2024
	8th math		8/6/2024
	7th math		8/6/2024
	ISI/Head Boys Basketball Coach		8/6/2024
	3rd grade		8/6/2024

**RECOMMENDATION TO HIRE:**

<b>SUPPORT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
	Non licensed tradesman		3/25/2024
	Classroom Aide		8/12/2024

**SEASONAL STUDENT AND/OR ADULT:**

<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
	Gate worker		3/4/2024
	Gate worker		3/1/2024
	Gate worker		3/4/2024

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

<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>	<b>Explanation of Change</b>
Daves, Chad	Apprentice HVAC	maintenance	7/1/2024	1.413 to 1.520
Thomas, Laci	4th math and science	RIS	8/6/2024	from 4th ELA/SS
Welch, Irene	Curriculum Office Manager	Admin	3/25/2024	from I/T office manager
Bell, Lisa	Lead Secretary	Central ES	7/22/2024	from asst. sec.
Pybas, Charlie	6th geography	RIS	8/6/2024	from para

Martin, Rebecca	4th ELA/SS	RIS	8/6/2024	from para
Mason, Dustin	HS Asst. Wrestling coach	YHS	7/1/2024	stipend from booster to district paid
Graham, Kaleb	HS Asst. Wrestling coach	YHS	7/1/2024	stipend from booster to district paid
Smith, Brenda	Treasurer	Business Off	7/1/2024	from Asst. Treas.
Blackowl, Samantha	paraeducator	Myers ES	3/12/2024	from LIS
Benefiel, Danielle	6th math/sci	RIS	8/6/2024	from 4th grade
Galloway, Devan	4th self-contained	RIS	8/6/2024	from 1st @ Shedeck ES
Webb, Kiley	Kindergarten	Surrey Hills ES	8/6/2024	from pre-k
Bromfield, Katelyn	SpEd teacher	YMS	3/1/2024	from long term sub
Davis, Julie	paraeducator	RIS	8/13/2024	from monitor/MAS at Surrey Hills ES
Gilreath, Bethany	Pre-K teacher	Shedeck ES	8/6/2024	from Kindergarten
Kean, Lyndsey	instructional specialist	YMS	8/6/2024	from IIS
Wiggins, Kaitlyn	7th math	YMS	8/6/2024	from math at IIS
Lower, Blake	Tech teacher	Surrey Hills ES	8/6/2024	from 3rd grade
Waters, Samantha	I2nd grade	Surrey Hills ES	8/6/2024	from intern teacher

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

Name	Position	Site/Dept	Effective
Chapin, Darin	Musical Stipend	YHS	1/1/2024
Bannon, Colin	Musical Stipend	YHS	1/1/2024
Rhoads, Kathleen	Musical Stipend	YHS	1/1/2024
Smith, Brenda	Treasurer	Business Off	7/1/2024

**RESIGNATIONS/RETIREMENTS/SEPARATIONS:**

Name	Position	Site/Dept	Effective	Explanation
Boyd, Robert	Math teacher	YHS	5/23/2024	retirement
Ward-Freeman, Casey	Science teacher	YHS	5/23/2024	homemaking
David, Breanna	MAS supervisor	Surrey Hills ES	3/14/2024	no reason given
Yniguez, Hope	7th grade Math	YMS	5/23/2024	leaving the state
Turner, Megan	7th grade Math	YMS	5/23/2024	leaving the state
Taylor, Madyson	2nd grade	Surrey Hills ES	5/23/2024	no reason given
Kelley, Leah	Para	RIS	5/22/2024	personal reasons

Scouten, Sandra	Registrar	YHS	6/28/2024	personal reasons
Alvarado, Alexia	Kindergarten	surrey Hills ES	5/23/2024	personal reasons
Rodriguez, Irma	substitute	administration	12/12/2023	no reason given
Rayburn, Kaylee	classroom aide	Central ES	5/22/2024	no reason given
DiProfio, Jon	SpEd teacher	YMS	3/25/2024	leaving education
McCarty, Carly	Monitor	IIS	3/25/2024	health reasons
Norris, Lisa	substitute	administration	3/14/2024	another district in state
Walker, Ali	5th grade	RIS	5/23/2024	another district in state
Summers, Mischele	Kindergarten	surrey Hills ES	5/23/2024	no reason given
Lankford, Angela	substitute	administration	2/1/2024	leaving education
Lane, Britny	7th science	YMS	5/23/2024	leaving education
Stewart, Khristy	Reading Specialist	Shedeck ES	5/23/2024	retirement
Ferguson, Kelly	playground monitor	LIS	3/27/2024	no reason given
Ferguson, William	playground monitor	LIS	3/27/2024	no reason given

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

<b>ADMINISTRATIVE CONTRACT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Collins, Caleb	Assistant Principal	YHS	8-Jul-24

**RECOMMENDATION TO HIRE:**

<b>CERTIFIED TEMPORARY CONTRACT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Rosa, Raquel	SLPA	Special Services	8/6/2024
Gray, Patrice	5th ELA/SS	LIS	8/6/2024
Dudley, Nicholas	Math	YHS	8/6/2024
Dillingham, Jacob	Math	YHS	8/6/2024
Yeaman, Rebecca	3rd grade	RIS	8/6/2024
Shade, Chandler	4th math/science	RIS	8/6/2024
Holland, Bailey	1st grade	Sheddeck ES	8/6/2024
Holliday, Sharon Kay	kindergarten	Surrey Hills ES	8/6/2024
Castrop, Kaycee	2nd grade	Skyview ES	8/6/2024
Innis, Melinda	8th math	YMS	8/6/2024
Innis, Robert	7th math	YMS	8/6/2024
Jefferson, Ja'Ron	ISI/HS Boy's Basketball Head Coach	YHS	8/6/2024
Dechant, Kimberly	3rd grade	Surrey Hills ES	8/6/2024

**RECOMMENDATION TO HIRE:**

<b>SUPPORT</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Rose, Brandon	Non licensed tradesman	Maintenance	3/25/2024
Jones, Sabrena	Classroom Aide	YALE	8/12/2024

**SEASONAL STUDENT AND/OR ADULT:**

<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Brobston, Haley	Gate worker	Athletics	3/4/2024
Carver, Kennedy	Gate worker	Athletics	3/1/2024
Black Terri	Gate worker	Athletics	3/4/2024

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

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Kelley, Leah	Para	RIS	5/22/2024	personal reasons
Scouten, Sandra	Registrar	YHS	6/28/2024	personal reasons
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Ferguson, Kelly	playground monitor	LIS	3/27/2024	no reason given
Ferguson, William	playground monitor	LIS	3/27/2024	no reason given