

AGENDA
Shawnee Public Schools
Board of Education - Administration Building
326 N. Union Ave.
Shawnee, OK 74801
Monday, September 12, 2022
6:00 PM

Regular Session

NOTE: The Shawnee School District Board of Education may discuss, vote to approve, disapprove, table, or decide not to vote or take action on any item on this agenda.

- A. Call to Order
 - 1. Roll Call
 - 2. Moment of Silence and Invocation led by Larry Walker, Board Member
 - 3. Flag Salute led by Keli Kinsey, Board Minutes Clerk
- B. Opportunity for Public Comment
- C. Central Office Reports
 - 1. Regular Report of the Superintendent
- D. Board Reports and Communications
- E. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action regarding the Board of Education to approve:
 - 1. Retirements, Resignations and Transfers
 - 2. Minutes of the August 1, 2022, Regular Board Meeting
 - 3. Treasurer's Report
 - 4. Encumbrance Registers for 22-23 FY:
GENERAL FUND 11 ENCUMBRANCES 748 - 984
BUILDING FUND 21 ENCUMBRANCES 145 - 163 BOND FUND 31
ENCUMBRANCES 1 - 4
 - 5. GIFT FUND 81 ENCUMBRANCES 6
 - 6. Encumbrance Change Orders for FY22
 - 7. School Activity Fund Transfers for the 22-23 FY
 - 8. School Activity Account Requests for 22-23 SY
 - 9. Approval of the Local Advisory Committee for Gifted Education for the 22-23 SY
 - 10. Organizations Requesting Sanctioning for the 22-23 SY:
 - a) SHS Project Graduation
 - b) Shawnee Indian Education Parent Committee Booster Club
 - 11. Approve the following Agreements:
 - a) GET Imaging (Software/Hardware Support)
 - b) Oklahoma Department of Career and Technology Education Contract for Secondary Career and Technology Education Program(s) for the 22-23 SY
 - c) America Reads Tutoring Agreement 22-23 SY (Student Tutoring)

- F. Business Requiring Board Action:
1. Discussion and possible action on the employment of Stephen L. Smith Corp. as financial consultants to the School District for 22-23 FY.
 2. Discussion and possible action regarding Estimate of Needs for 22-23 FY.
 3. Discussion and possible action regarding collaborative agreement with University of Oklahoma Pre-Employment Transition Services.
 4. Discussion and possible action regarding Board Policy Revisions: **BC** Safety Programs; **BD** Health Services and Communicable Diseases; **BD-R** Head Lice; **BD-R2** Use of Automatic External Defibrillator.
 5. Discussion and possible action regarding the awarding of a bid to Weldon Construction Company LLC for concrete repairs at Will Rogers Elementary and Sequoyah Elementary to be paid out of Pottawatomie County sales tax funds.
 6. Discussion and possible action regarding the agreement between Shawnee Public Schools and Entegry Energy Partners LLC to provide an energy performance audit.
 7. Discussion and possible action regarding the agreement between Shawnee Public Schools and True Solutions Management and Consulting LLC to provide nighttime custodial services.
 8. Discussion and possible action regarding the agreement between Shawnee Public Schools and Pup Pack Daycare to provide breakfast and lunch services.
 9. Discussion and possible action regarding the agreement between Shawnee Public Schools and Early Foundations to provide breakfast and lunch services.
 10. Discussion and possible action regarding setting the adult's minimum charged meal prices under the National School Lunch Program for breakfast at \$2.30 and lunch at \$4.85.
- G. Proposed Executive Session to discuss:
1. Discussion of the appraisal of real property. Oklahoma Statutes, Title 25 § 307 (B)(3)
 2. Discussing the employment hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. Oklahoma Statutes, Title 25 § 307 (B)(1)and (7) as listed:
 - a. Employment of Certified Personnel as presented in Addendum A
 - b. Employment of Support Personnel as presented in Addendum B
 - c. Employment of Athletic Personnel as presented in Addendum C
 3. Possible action regarding to convene or not convene into Executive Session
- H. Acknowledge to return to Open Session
- I. Board President's Statement of Executive Session Minutes.
- J. Discussion and possible action to authorize the Superintendent Dr. April Grace in conjunction with legal counsel to take all necessary actions, including but not limited to signing necessary documents, to affect the sale of Acme Property located approximately at 3126 Acme Rd on behalf of the Board of Education of Shawnee Public Schools.
- K. Discussion possible action regarding Certified Personnel Addendum A for the 22-23 SY.
- L. Discussion possible action regarding Support Personnel Addendum B for the 22-23 SY.
- M. Discussion possible action regarding Support Personnel Addendum C for the 22-23 SY.
- N. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 31(A)(9).
- O. Adjournment

Any persons with a disability and needing special accommodations to attend the Board of Education Meeting should notify the Superintendent's Office at least 24 hours prior to the scheduled time of the meeting, if possible. The telephone number is 273-0653, extension 3125.

Shawnee Board of Education
326 North Union (Front & South Doors)

Posted by Keli Kinsey Executive Administrative Assistant to the Superintendent/Board Minutes Clerk

Posted this ___ at ___ at front and south glass doors of the Shawnee Board of Education Central Offices, Shawnee Public Schools, 326 N. Union, Shawnee, Oklahoma 74801

SEPTEMBER 12, 2022 - PERSONNEL BOARD ACTION

<u>NAME</u>	<u>JOB & SITE</u>	<u>EFFECTIVE DATE</u>
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**RETIREMENT:
CERTIFIED**

**RESIGNATIONS:
CERTIFIED**

1 Earhart, Lauren	Hope Room Teacher/SECC	end of contract
2 Lemmings, Samantha	8th Grade Science/SMS	07/26/22
3 Taylor, Charles	Social Studies Teacher/SMS	end of contract
4 Wilson, Meggan	Executive Director of Academics/CO	09/06/22

SUPPORT

5 Cahill, Alicia	Food Service Asst/Jefferson	08/01/22
6 Coons, Josh	Custodian, Jefferson	08/12/22
7 Lack, Jennifer	Health Aide/Horace Mann	08/15/22
8 Lantrip, Skyler	Paraprofessional/St. Pauls	08/09/22
9 Moore, Kathy	Paraprofessional/SECC	08/10/22
10 Walker, Iva	Food Service Asst/SMS	end of contract
11 Worthley, Jeff	Custodian, SECC	08/16/22

TRANSFERS:

12 Aloway, Jeanine
13 Brooks, Kelsey
14 Greene, Ashley
15 Manion, Tennille
16 Martin, Lauren
17 Seebeck, Donna

CURRENT POSITION

Food Service Assistant/SHS
Paraprofessional PE/SECC
Paraprofessional/SEQ
Admin Asst Nutrition/CO
Kindergarten Teacher/SECC
Food Service Assistant/WR

REASSIGNED POSITION

Admin Asst Nutrition Coordinator/CO
Adjunct PE Teacher/WR
Indian Ed Advisor/SEQ
Exec Asst-Asst Supt/CO
Adjunct Kindergarten Teacher/SECC
Nutrition Site Manager/WR

Minutes of the Monday, August 1, 2022 Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Regular Session on Monday, August 1, 2022, at the Board of Education - Administration Building, 326 N. Union Ave., Shawnee, OK 74801.

A. Call to Order

1. Roll Call

Attendance Taken at 6:00 PM

Present: Keith Sandlin	President
Clif Harden	2 nd Vice President
Bobby Canty	Clerk
Larry Walker	Member
April Stobbe	Member
Absent: Turner Bass	1 st Vice President
Kristen Wilson	Member

2. Moment of Silence and Invocation led by John Wiles, Director of Transportation

3. Flag Salute led by Clif Harden, Board Member

B. Opportunity for Public Comment

No public comments

C. Central Office Reports

1. Regular Report of the Superintendent

- Superintendent Dr. April Grace commented on how excited we are about starting the new school year.
 - She introduced the new principal, Molly Wilson, Will Rogers.
 - Molly Wilson stated how thrilled she is to be here and glad to make Shawnee her home.
 - She commented that all of our new cameras are up and running, there is new flooring at Sequoyah, Will Rogers safe room is up and running.
- Assistant Dr. Aaron Espolt announced we have 4 new buses in the district.
- Assistant Dr. Teresa Wilkerson commented on the hard work from Dax Leone and Julia Holland on getting athletics back on the school schedule at the Middle School.
 - She thanked the board members on the purchase of the Employee Assistance Program, and our staff is already utilizing the program.

D. Board Reports and Communications

- Board Member Larry Walker commented on things are slow in the summer, but we still had a lot of pictures in the paper of different summer programs that SPS puts on.

E. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action by the Board of Education to approve:

Motion was made by Larry Walker and seconded by April Stobbe to Approve the Consent Docket items as presented. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, Bobby Canty: Yes, Keith Sandlin: Yes, Clif Harden: Yes, April Stobbe: Yes, Larry Walker: Yes
Yes: 5, No: 0, Absent: 2

1. Retirements, Resignations and Transfers
2. Minutes of the June 27, 2022, Special Board Meeting
3. Treasurer's Report
4. Encumbrance Registers for 21-22 FY
GENERAL FUND 11 ENCUMBRANCES 1831-1831
GIFT FUND 81 ENCUMBRANCES 75-92
5. Encumbrance Registers for 22-23
GENERAL FUND 11 ENCUMBRANCES 285-787
BUILDING FUND 21 ENCUMBRANCES 128-145
GIFT FUND 81 ENCUMBRANCES 1-5
6. Encumbrance Change Orders for FY21 and FY22
7. School Activity Fund Transfers for the 22-23 FY
8. Out of State Trip request:
 - 1) Julie Moore and Jessica Burdine to Overland Park, KS, to Fourth Annual Richard L. Simpson Conference on Autism from October 5, 2022, to October 7, 2022.
 - 2) Danny Zarrella to Fishers, IN, to Filewave 2022 Training Day from October 5, 2022, to October 7, 2022.
9. Approve selection of ACT (instead of SAT) as our 11th grade measure of academic achievement for the 22-23 SY.
10. Approve the following agreements:
 - 1) Oklahoma Public Consulting Group, Inc. (Medicaid School-Based Health Services)
 - 2) Jennifer R. Gates, M.S. CCC-SLP (Speech)
 - 3) SSM Health (Sports Medicine and Athletic Training Services)
 - 4) Consultant Contract (Educational Consultant Services)

F. Business Requiring Board Action:

1. Discussion and possible action regarding Board Policy Revisions: **BH Sexual Harassment**; **BJ Internet Access and Acceptable Use Policy**; **BR Prohibition of Race and Sex Discrimination**; **EA General Student Policies** **EB Admission, Residency, Placement, Transfer and Withdrawal**; **ED Military Recruiters** as presented.

- Superintendent Dr. Grace stated policy EB-Military Parent Transfers, page 7, changed again because of the new law that passed today.

Motion was made by Larry Walker and seconded by Clif Harden to Approve Board Policy Revisions as listed except Policy EB-Military Parent Transfers, page 7. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, Bobby Canty: Yes, Larry Walker: Yes, April Stobbe: Yes, Keith Sandlin: Yes, Clif Harden: Yes
Yes: 5, No: 0, Absent: 2

2. Discussion and possible action regarding the Student Handbook Revisions:

a) 2022-2023 Elementary Schools/Shawnee Early Childhood Center

b) 2022-2023 Secondary Handbook

Motion was made by Clif Harden and seconded by April Stobbe to Approve Student/Staff Elementary and Secondary Handbook revisions. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, Clif Harden: Yes, April Stobbe: Yes, Keith Sandlin: Yes, Larry Walker: Yes, Bobby Canty: Yes
Yes: 5, No: 0, Absent: 2

3. Discussion and possible action regarding Cooperative Agreement with Pleasant Grove School to allow a student to participate in Shawnee Middle School Football for 22-23 SY.

Motion was made by April Stobbe and seconded by Clif Harden to Approve Cooperative Agreement with Pleasant Grove School to allow a student to participate in Shawnee Middle School Football for 22-23 SY. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, Keith Sandlin: Yes, April Stobbe: Yes, Bobby Canty: Yes, Larry Walker: Yes, Clif Harden: Yes
Yes: 5, No: 0, Absent: 2

4. Discussion and possible action regarding agreement with Dale Public Schools regarding Special Education Students.

Motion was made by Clif Harden and seconded by Larry Walker to Approve. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, Bobby Canty: Yes, Larry Walker: Yes, Clif Harden: Yes, Keith Sandlin: Yes, April Stobbe: Yes
Yes: 5, No: 0, Absent: 2

5. Discussion and possible action regarding the contract between Shawnee Public Schools and Nabholz Construction for construction management services for the Shawnee Elementary Project.

Motion was made by April Stobbe and seconded by Clif Harden to Approve Contract between Shawnee Public Schools and Nabholz Construction for construction management services for the Shawnee Elementary Project. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, April Stobbe: Yes, Bobby Canty: Yes, Keith Sandlin: Yes, Clif Harden: Yes, Larry Walker: Yes
Yes: 5, No: 0, Absent: 2

G. Proposed Executive Session to discuss:

1. Master Contract with Shawnee Association of Classroom Teachers (SACT) for the 2022-2023 SY pending ratification by SACT. Oklahoma Statutes Title 25 §307(B)(2)

2. Negotiated Agreement with Shawnee Federation of School Employees (SFSE) for the 2022-2023 SY pending ratification by SFSE. Oklahoma Statutes Title 25, §307(B)(2)

3. Employment of Certified Personnel as presented in Addendum A, Oklahoma Statutes Title 25, §307(B)(1).
4. Employment of Support Personnel as presented in Addendum B, Oklahoma Statutes Title 25, §307(B)(1).
5. Employment of Athletic Personnel as presented in Addendum C, Oklahoma Statutes Title 25, §307(B)(1).
6. Vote to convene or not convene into Executive Session
Did not convene into Executive Session.

H. Acknowledge to return to Open Session

I. Board President's Statement of Executive Session Minutes.

J. Possible action regarding the Master Contract with Shawnee Association of Classroom Teachers (SACT) for the 2022-2023 SY pending ratification by SACT.

Motion was made by Clif Harden and seconded by Larry Walker to Approve Master Contract with Shawnee Association of Classroom Teachers (SACT) for the 2022-2023 School Year pending ratification by SACT. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, Bobby Canty: Yes, Larry Walker: Yes, Clif Harden: Yes, Keith Sandlin: Yes, April Stobbe: Yes

Yes: 5, No: 0, Absent: 2

K. Possible action regarding the Negotiated Agreement with Shawnee Federation of School Employees (SFSE) for the 2022-2023 SY pending ratification by SFSE.

Motion was made by April Stobbe and seconded by Clif Harden to approve. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, April Stobbe: Yes, Larry Walker: Yes, Keith Sandlin: Yes, Clif Harden: Yes, Bobby Canty: Yes

Yes: 5, No: 0, Absent: 2

L. Possible action regarding Certified Personnel Addendum A for the 22-23 SY.

Motion was made by Larry Walker and seconded by Clif Harden to Approve personnel as presented in Addendum A. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, Clif Harden: Yes, Larry Walker: Yes, Bobby Canty: Yes, Keith Sandlin: Yes, April Stobbe: Yes

Yes: 5, No: 0, Absent: 2

M. Possible action regarding Support Personnel Addendum B for the 22-23 SY.

Motion was made by Larry Walker and seconded by Clif Harden to Approve personnel as presented in Addendum B. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, Clif Harden: Yes, Bobby Canty: Yes, April Stobbe: Yes, Keith Sandlin: Yes, Larry Walker: Yes

Yes: 5, No: 0, Absent: 2

N. Possible action regarding Athletic Personnel Addendum C for the 22-23 SY.

Motion was made by Larry Walker and seconded by Clif Harden to Approve personnel as presented in Addendum C. Motion carried.

Turner Bass: Absent, Kristen Wilson: Absent, April Stobbe: Yes, Bobby Canty: Yes, Larry Walker: Yes, Keith Sandlin: Yes, Clif Harden: Yes

Yes: 5, No: 0, Absent: 2

O. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 31(A)(9).

No new business.

P. Adjournment

Motion was made by Keith Sandlin to Motion to adjourn at 6:19pm. Motion Unseconded.

ATTEST: _____ President

Clerk: _____

I hereby certify that I accurately transcribed the forgoing minutes and furnished copies to the executive officers, the board clerk and all board members prior to this meeting, but the original of the same was retained at all times in the administrative office of the School District and that the provisions of the 1977 Open Meeting Law (Title 25, Section 201-314 of Oklahoma Statutes) were adhered to.

Approved: _____

Secretary: _____



PROJECT DEVELOPMENT AGREEMENT

THIS AGREEMENT (“**Agreement**”) is made by and between the Shawnee Public Schools (“**Client**”), and Entegrity Energy Partners LLC (“**Entegrity**”). Client and Entegrity are occasionally referred to herein as the “**Parties**”).

The following Agreement represents the Parties’ mutual commitment to an Energy Savings Performance Contract and outlines each Party’s obligations during project development.

1. **Rights and Responsibilities of Client.** In support of the goal to conduct an Energy Savings Project in partnership with Entegrity, Client agrees to:
 - a. **Information, Access, and Assistance.**
 - i. Provide information to Entegrity within a reasonable amount of time of request. Such information may include design drawings, utility billing data, past energy audits, or any other documents that may help inform Entegrity’s analysis of energy savings.
 - ii. Provide Entegrity access to all facilities during project development to the extent reasonable and possible without causing disruption to the learning environment.
 - iii. Make available, to the fullest extent possible, any staff whose insight may help inform Entegrity’s analysis.
 - b. **Suspension of Outreach and Work.**

Suspend all communication with other energy services companies, auditors, or ESPC contractors whose services may compete with those offered by Entegrity, or whose efforts may jeopardize the feasibility of the Project.
 - c. **Participation and Cancellation.**
 - i. **Participation.** Should Entegrity identify and define an Energy Savings Project during the term of this Agreement, Client will not unreasonably withhold consent to enter into an Energy Savings Performance Contract within **Ninety (90) days** of the being presented with a project proposal, provided that the proposal meets the following Client Requirements:
 - The Energy Savings Project must guarantee that energy savings to the Client is greater than the cost of the Energy Savings Project for the life of the project.
 - ii. **Voluntary Cancellation by Client.** At any time, should Client decide to cancel this Agreement, Client agrees to pay Entegrity for the engineering and development effort as defined in Section 2(c)(i).
 - iii. **Failure to Act.** Failure to act within the time period defined in Section 1(c)(i) shall be considered voluntary cancellation as is defined in Section 1(c)(ii) of this Agreement.

- iv. Involuntary Cancellation by Client See Section 5 of this Agreement.
 - v. Cancellation by Entegrity. Client agrees to grant Entegrity the authority to cancel this Agreement at any time. In such a circumstance, Client shall not be liable for any expenses incurred by Entegrity.
 - vi. Breach of Agreement by Entegrity. Client reserves the right to cancel this Agreement without penalty should Entegrity fail to meet its obligations.
2. **Rights and Responsibilities of Entegrity**. In support of the goal to conduct an Energy Savings Performance Contract in partnership with Client, Entegrity agrees to:
- a. Measurement and Analysis.
 - i. To the fullest applicable extent, follow guidelines defined in **Exhibit A** of this Agreement to quantify the cost and benefit of an Energy and Water Savings Project with Client.
 - ii. Hold in strict confidence any information, documents or files provided by Client to Entegrity. Entegrity agrees to be bound by all state and federal laws and district policy surrounding confidentiality and further recognizes that failure to comply with this provision by Entegrity, or any of its agents, will be considered breach of contract and will be grounds for immediate termination of the contract by Owner with no further compensation due.
 - iii. To the fullest applicable extent, prearrange with Client any site visits that may be required during the term of this Agreement, including any that may be necessary during non-operational hours.
 - b. Delivery of Materials.

Within **One Hundred Twenty (120) days** of the Effective Date of this Agreement, deliver an Energy Savings Project Proposal that fully describes the savings and other benefits of implementing the Project.
 - c. Participation and Cancellation.
 - i. Participation. Entegrity agrees to develop a project in accordance with the terms of this agreement for a fee of **Fifty-Seven Thousand One Hundred Ninety Five (\$57,195)**. This fee shall be deferred until Client executes an Energy Savings Performance Contract or cancels this agreement. If Entegrity fails to meet the Client Requirements in Section 1c(i), or breaches the agreement in any way, no fee shall be charged.
 - ii. Right to Cancel. Entegrity reserves the right to cancel this Agreement at any time. In such a circumstance, Client shall not be liable for any expenses incurred by Entegrity.
 - iii. Involuntary Cancellation. See Section 5 of this Agreement.
3. **Term/Termination**. This Agreement shall commence upon full execution and shall terminate only by the Parties' mutual and written consent to cancel in accordance

with the terms set forth in Sections 1c and 2c of this Agreement, or by the Parties' execution of an Energy Savings Performance Contract, or at the end of the fiscal year with an option for mutual ratification in writing by both parties for subsequent years. **In the event that Client does not ratify or otherwise extend the Agreement for subsequent fiscal years, it shall still be liable for the project development fee pursuant to Section 2c of this Agreement if Entegritty has met the requirements of Section 2 prior to the end of the fiscal year.**

4. **Notices.** All notices and requests in connection with this Agreement shall be given to the Parties via certified mail, return receipt requested, by recognized overnight

delivery service, or by hand, at the addresses listed below, or at such other addresses (including e-mail) as set forth below.

Shawnee Public Schools

Aaron Espolt
Assistant Superintendent
326 N Union Ave
Shawnee, OK 74801
405-214-4531/aespolt@shawnee.k12.ok.us

Entegrity Energy Partners, LLC

Jack Bosch
Chief Operating Officer
1403 East 6th Street
Little Rock, AR 72205
(800) 700 – 1414

- 5. **Force Majeure.** Neither party shall be liable to the other party if such delay or failure arises from any event beyond the reasonable control of the affected party (“**Force Majeure Event**”) provided that when a Force Majeure Event occurs, the affected party shall promptly give written notice thereof to the other party. For the purposes of this Agreement, a Force Majeure Event may include, but is not limited to, vandalism, fire, pandemic, acts of any governmental authority, or weather-related occurrence. Force Majeure Events shall not include equipment failures or acts or omissions of agents, suppliers or subcontractors, except to the extent such acts or omissions arise from a Force Majeure Event.
- 6. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. Any subsequent amendments to this agreement shall be in writing and agreed upon in writing by both parties.
- 7. **Amendments.** This Agreement may be amended on the initiative of either Party by submitting a proposed amendment in writing to the other Party and agreement of that Party to the amendment in writing by both parties.

Acknowledged and agreed to this _____ day of _____, 2022.

Shawnee Public Schools

Entegrity Energy Partners, LLC

By: _____

By: _____

Aaron Espolt

Jack Bosch

Assistant Superintendent

Chief Operating Officer

EXHIBIT A TO PROJECT DEVELOPMENT AGREEMENT IGA SCOPE OF WORK AND DELIVERABLES

1. Data and Information.

Collect data and background information from Client concerning facility operation including, but not limited to:

- a) Building square footage.
- b) Utility invoices, online account access, historical consumption and cost.
- c) Occupancy and facility usage information.
- d) Description of all energy-consuming or energy-saving equipment used on the premises.
- e) Description of energy management procedures utilized on the premises.
- f) Description of any energy-related improvements made, currently in-progress, or planned.
- g) Description of any significant changes in the structure of the facility or energy-using or water-using equipment.
- h) Description of plans regarding building modifications or equipment modifications and replacements.
- i) Construction documents of buildings and major additions including building envelope.
- j) Drawings, as available (may include mechanical, plumbing, electrical, building automation and temperature controls, structural, architectural, modifications and remodels).
- k) Original construction submittals and factory data (specifications, pump curves, etc.), as available.
- l) Operating engineer logs, maintenance work orders, etc., as available.
- m) Records of maintenance expenditures on energy-using equipment, including service contracts.
- n) Prior energy audits or studies, if any.

2. Identify Potential Measures

- a) Interview individuals with knowledge of the facility such as the facility manager, maintenance staff, subcontractors and occupants of each building regarding:
 - i. Facility operation, including energy management procedures.
 - ii. Equipment maintenance problems.
 - iii. Comfort problems and requirements.
 - iv. Equipment reliability.
 - v. Projected equipment needs.
 - vi. Occupancy and use schedules for the facility and specific equipment.
 - vii. Facility improvements – past, planned and desired.

viii. External maintenance support

- a) Survey major energy-using equipment, including, but not limited to, lighting (indoor and outdoor), heating and heat distribution systems, cooling systems and related equipment, automatic temperature control systems and equipment, air distribution systems and equipment, outdoor ventilation systems and equipment, exhaust systems and equipment, domestic and process water systems, hot water systems, electric motors, transmission and drive systems, special systems such as kitchen/dining equipment and swimming pools, renewable energy systems, other energy using systems, water consuming systems, such as restroom fixtures, water fountains, and irrigation systems.
- b) Perform surveys outside of normal business hours or on weekends to confirm building system and occupancy schedules, if deemed necessary.
- c) Develop a preliminary list of potential energy and water saving measures. Consider the following for each system:
 - i. Comfort and maintenance problems.
 - ii. Energy use, loads, proper sizing, efficiencies and hours of operation.
 - iii. Current operating condition.
 - iv. Remaining useful life.
 - v. Feasibility of system replacement.
 - vi. Hazardous materials and other environmental concerns.
 - vii. Owner's plans for equipment replacement or building renovations.
 - viii. Facility operation and maintenance procedures that could be affected.
 - ix. Capability to monitor energy performance and verify savings.

3. Base-Year Consumption.

Establish base-year consumption and reconcile with end-use consumption estimates.

- a) Establish appropriate base year consumption by examining utility bills for the past three years for electricity, gas, propane, steam, water, and any other applicable utilities. Present base year consumption in terms of energy units (kWh, kW, MMBtu, ccf, gallons, or other units used in bills), in terms of energy units per square foot, in terms of dollars, and in terms of dollars per square foot. Describe the process used to determine the base year (averaging, selecting most representative contiguous 12 months, removal of anomalies, calendar normalization, weather-normalization, or other statistical method). Consult with facility personnel to account for any anomalous schedule or operating conditions on billings that could skew the base year representation. Account for periods of time when equipment was significantly broken or malfunctioning in calculating the base year.
- b) Estimate loading, usage and/or hours of operation for all major end uses of total facility consumption including, but not limited to: lighting, heating, cooling, motors (fans, pumps, and other pertinent), plug loads, and other major energy and water using equipment. Where loading or usage are highly

uncertain (including variable loads such as cooling), use best judgment, spot measurements or short-term monitoring. Equipment run hours will not be assumed to equal the operating hours of the building(s) or facility staff estimates.

- c) Reconcile annual end-use estimated consumption with the annual base year consumption. This reconciliation shall place reasonable “real-world” limits on potential savings. Propose adjustments to the baseline for energy and water saving measures that shall be implemented in the future.

4. Preliminary Analysis.

- a) Develop a preliminary analysis of potential energy and water saving measures.
- b) List all potential opportunities, whether cost-effective or not. Consider technologies in a comprehensive approach including, but not limited to: lighting systems, heating/ventilating/air conditioning equipment and distribution systems, controls systems, building envelope, domestic and process water systems, irrigation systems, motors, kitchen equipment, pools, renewable energy systems, and other special equipment.
- c) Identify measures which appear likely to be cost effective and therefore warrant detailed analysis.
- d) For each measure, prepare a preliminary estimate of costs and savings.

5. Preliminary Meeting.

- a) If beneficial to project development, meet with Owner to present preliminary analysis. Describe potential project economic scenarios and operational systems associated with each scenario. Discuss assessment of energy use, savings potential, project opportunities, and potential for developing an energy performance contract. Discuss potential maintenance or capital avoidance savings. Develop a list of recommended measures for further analysis and request information required to thoroughly examine opportunities.

6. Savings and Cost Analysis.

- a) Analyze savings and costs for each potential energy and water saving measure and any potential maintenance or capital improvement measures.
- b) Follow the methodology of the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) or other nationally recognized authorities following the engineering principle(s) identified for each retrofit option.
- c) Utilize assumptions, projections and baselines which best represent the true value of future energy or operational savings. Include accurate marginal costs for each unit of savings at the time the audit is performed, documentation of material and labor cost savings, adjustments to the baseline to reflect current conditions at the facility, calculations which account for the interactive effects of the recommended measures.
- d) Use best judgment regarding the employment of instrumentation and recording durations to achieve an accurate and faithful characterization of energy use.

- e) Develop a preliminary measurement and verification plan for each measure.
- f) Follow additional guidelines for analysis and report preparation given below.
- g) If desired by Owner, include cost to provide sustainability services including education, training, certification, or consulting.

7. Audit Report

Prepare an Investment Grade Audit Report. The report provides an engineering and economic basis for negotiating a potential Energy Performance Contract between the Owner and the Contractor. The report shall include:

- a) Overview.
- b) Contact information.
- c) Brief executive summary identifying project phases, building names, total project cost, total energy and water savings, and financial summary.
- d) Summary of recommended energy and water saving measures, by building/ECM, with itemization for each measure of rebates, annual maintenance costs, the first-year cost avoidance (in dollars and energy/water units), simple payback and new equipment service life.
- e) Summary by building of annual energy and water use by fuel type and costs of existing or base year condition.
- f) Summary of annual energy and water use by fuel type and costs of existing or base year condition.
- g) Base year energy use.
- h) Description and itemization of current billing rates, including schedules and riders.
- i) Summary of all utility bills for all fuel types and water.
- j) Identification and definition of base year consumption and description of how established.
- k) Calculation of cost savings expected if all recommended measures are implemented.
- l) Description of the existing facility, mechanical and electrical systems.
- m) Summary description of measures
- n) Discussion of measures considered but deferred or omitted from the final project scope.
- o) Conclusions and recommendations.
- p) Full description of each energy and water saving measure including:
 - i. Existing conditions.
 - ii. Description of equipment to be installed and how it shall function.
 - iii. Include discussion of facility operations and maintenance procedures that shall be affected by installation/implementation.
 - iv. Present the plan for installing or implementing the recommendation.
 - v. Savings calculations.
 - vi. Base year energy use and cost.
 - vii. Post-retrofit energy use and cost.
- q) Annual savings estimates. The cost savings for all energy saving measures must be determined for each year during the contract period, which is one

fiscal year with an option for mutual ratification in writing by both parties for subsequent years.

- r) Percent cost-avoidance projected.
- s) Description and calculations for any proposed rate changes.
- t) Explanation of how savings interactions between retrofit options are accounted for in calculations.
- u) Operation and maintenance savings, including detailed calculations and description. Ensure that maintenance savings are only applied in the applicable years and only during the lifetime of the particular equipment.
- v) Future capital cost avoidances, because they are not explicitly cost savings and are instead reallocated Owner capital funds, must be clearly noted and include an explanation as such for edification of the Owner.
- w) If computer simulation is used, include a short description and state key input data. If requested by Owner, access shall be provided to the program and all assumptions and inputs used, and/or printouts shall be provided of all inputfiles and important output files and included in the Investment Grade Audit with documentation that explains how the final savings figures are derived from the simulation program output printouts.
- x) If manual calculations are employed, formulas, assumptions and key data shall be stated.

8. Post-Audit Meeting

- a) Meet with Owner to review the recommendations, savings calculations and impact of the measures on the operations of the facility. Describe how the projected project economics meet the Owner's terms for completing the Investment Grade Audit and Performance Contract Proposal. Discuss the willingness and capability of Owner to make capital contributions to the project to improve the economics of the overall project.

9. Proposal.

Prepare an Energy Performance Contract Proposal. In anticipation of Contractor and Owner entering into an Energy Performance Contract to design, install, and monitor the energy and water saving measures proposed in the Investment Grade Audit Report, Contractor shall prepare a proposal to be incorporated in an Energy Performance contract that includes the following:

- a) Project Cost is the maximum not to exceed amount Owner shall pay for the project and Contractor's services. Costs shall include: engineering, designing, procuring, installing (from Investment Grade Audit Report results); performance/payment bond costs; construction management costs; commissioning costs; maintenance costs; monitoring and verification costs; training costs; and overhead and profit.
- b) Include a List of Services that shall be provided as related to each cost.
- c) Expected term of the Energy Performance Contract, which is one fiscal year with an option for mutual ratification in writing by both parties for subsequent years.
- d) Expected utility rate forecast (escalation or decline) based on historical trends, utility provider rate forecasts, economic forces of supply and demand (global, national, local or regional), natural resource availability, technology, utility capital investment, and environmental requirements.

- e) Description of how the project shall be financed including available interest rates and financing terms, based on interest rates likely available to Owner at this time, and based on a 60-day and 90-day lock option.
- f) Explanation of how the savings shall be calculated and adjusted due to weather (such as heating and cooling degree days), occupancy or other factors. Monitoring and verification methods must be consistent with the most current version of *the International Performance Measurement and Verification Protocol (IPMVP)*
- g) Analysis of annual cash flow for Owner during the contract term, which is one fiscal year with an option for mutual ratification in writing by both parties for subsequent years

Feasibility Study

Shawnee Public
Schools

June 2022



10319 East 54th St
Tulsa, OK 74146
www.entegritypartners.com

entegrity
energy.integrity.

Section

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4	<u><i>Project Summary</i></u> <i>pg 11</i> ESPC Function Projected Financials ESPC Process

EXECUTIVE SUMMARY

As the enclosed report will reflect, Shawnee Public Schools has significant opportunity for energy and operational cost savings. Implementing strategic HVAC replacements, retro-commissioning, enhanced HVAC controls, envelope improvements, and solar power could yield significant energy cost savings.

Project Potential Table

Metric	Data
Current Annual Utility Cost	\$740,000
Projected Annual Utility Savings Range	15%-30% <i>15-22%</i>
Projected Annual Utility Cost Savings	\$111,000 - \$222,000 <i>\$150,000</i>
Projected Minimum 20-year Savings	\$2,220,000 <i>7.15 million over 20-year</i>
Projected Maximum 20-year Savings	\$4,440,000

These preliminary findings warrant further investigation and quantification of building performance improvements. The next phase of project development will identify a detailed list of ECMs and FIMs, quantify guaranteed energy savings pursuant to each energy measure, and develop costs associated with each proposed improvement. We will also determine a scope and implementation recommendation that fits with Shawnee Public Schools's goals and funding preferences.

The following report provides further detail on existing utility consumption of your facility and the opportunities for various energy conservation measures identified during this study. At the end of the report, we provide a project financial projection and outline the steps to move forward with developing a project.

QUICK FACTS

\$1B

Entegrity has \$1 billion bonding capacity for public projects

30+

Entegrity has completed projects in 30+ states in the U.S.

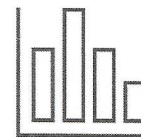
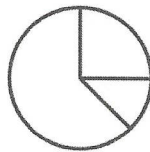
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Entegrity's construction team has been ranked among ENR's Top 400 Largest General Contractors for 30 years

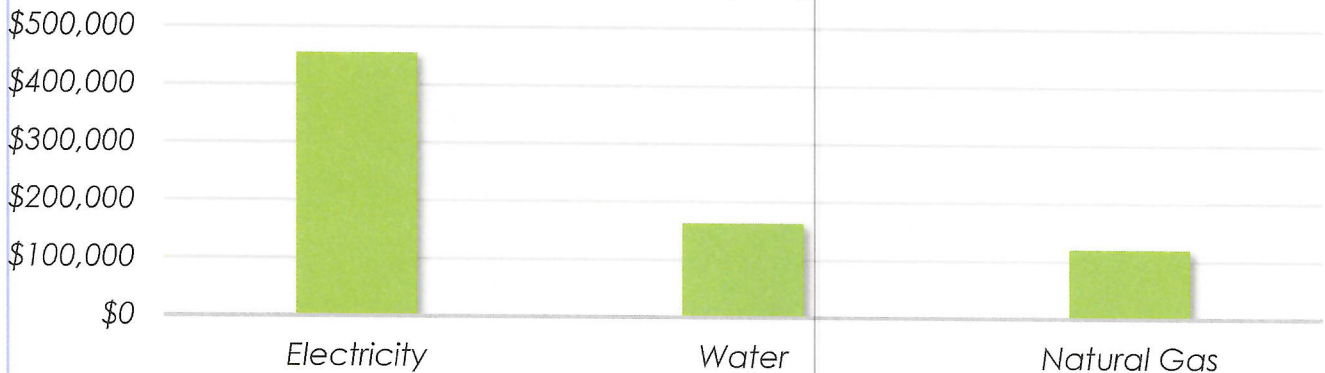
8

Entegrity has 8 offices throughout the US and a local office in Tulsa, OK

PERFORMANCE ANALYSIS



Annual Utility Spend



The Shawnee Public Schools facility spends approximately \$738,000 annually on utilities. Annual expenses for electricity are approximately \$456,000. Annual expenses for district water are approximately \$162,000 and natural gas approximately \$120,000.

Energy Cost Index (ECI)

An important metric used to understand a building's energy costs and savings opportunities is energy cost index (ECI), which is represented by total annual utility cost per square foot (550,000 SF). The utility costs and the square footage for Shawnee Public Schools represent an energy cost index (ECI) of \$1.34/SF.

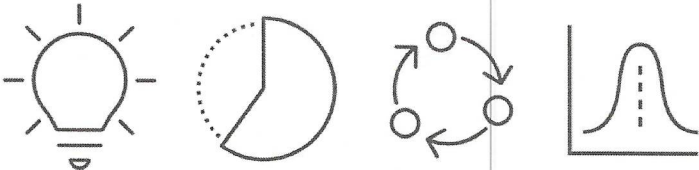
Energy cost indexing considers the impact of local utility rates in addition to all of the existing conditions that affect energy use intensity, such as building age, occupancy, and systems, climate. While energy cost and energy use generally go hand-in-hand, some measures, such as utility rate correction, can reduce energy costs without impacting energy use.

Utility	Annual Cost (\$)	Energy Cost Index (\$/SF)
Electricity	\$456,000	\$0.83
Water	\$162,000	\$0.29
Natural Gas	\$120,000	\$0.22
Total	\$738,000	\$1.34

Bonded rate of 2.5-3%




Avg = 0.85-0.87 cents

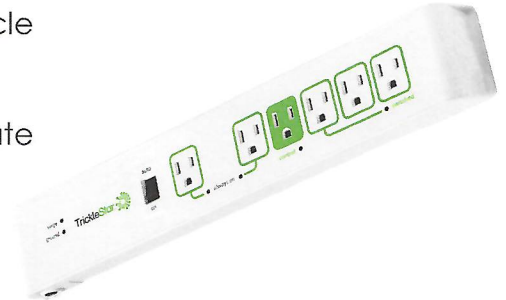
OPTIMIZATION OPPORTUNITY








Plug Loads

-  Plug load reduction through receptacle energy management strategies
-  Install plug load sensors in all appropriate locations to eliminate wasted energy
-  Utilize centralized data management for optimized plug load management






DDC Controls

-  Improved equipment performance and reduced energy use
-  Reduced maintenance costs with upgraded components and equipment optimization
-  Better operational and occupant control of HVAC equipment for energy performance and indoor comfort








Water Conservation

-  New, low flow water fixtures and high efficiency water heaters
-  Reduced water usage and maintenance costs
-  Automated water fixtures where applicable to optimize water consumption







Building Envelope

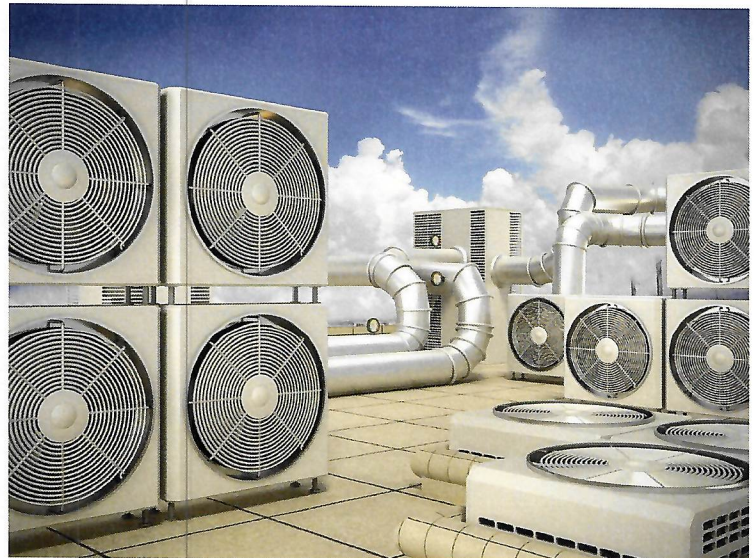
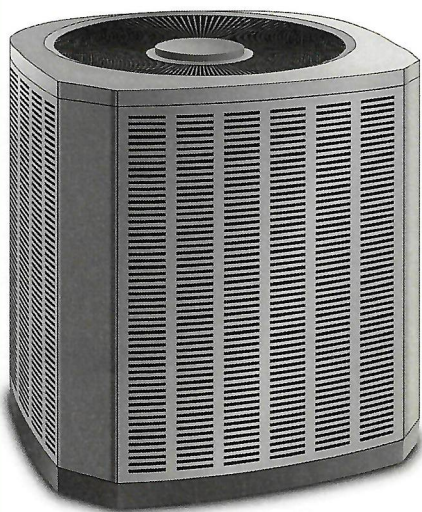
-  Improve performance through envelope testing and weatherization program
-  Reduce maintenance costs of envelope degradation through exterior upgrades including roofs, masonry, gutters and flashing
-  Increase envelope thermal resistance and reduce solar heat gain through added insulation, shading, solar films and/or window upgrades.





HVAC Tune Up & Replacement

-  HVAC system type and component upgrades and/or like-for-like replacements
-  High efficiency systems with variable control and current technologies
-  Improved occupant comfort and control
-  Reduced component failures and maintenance costs



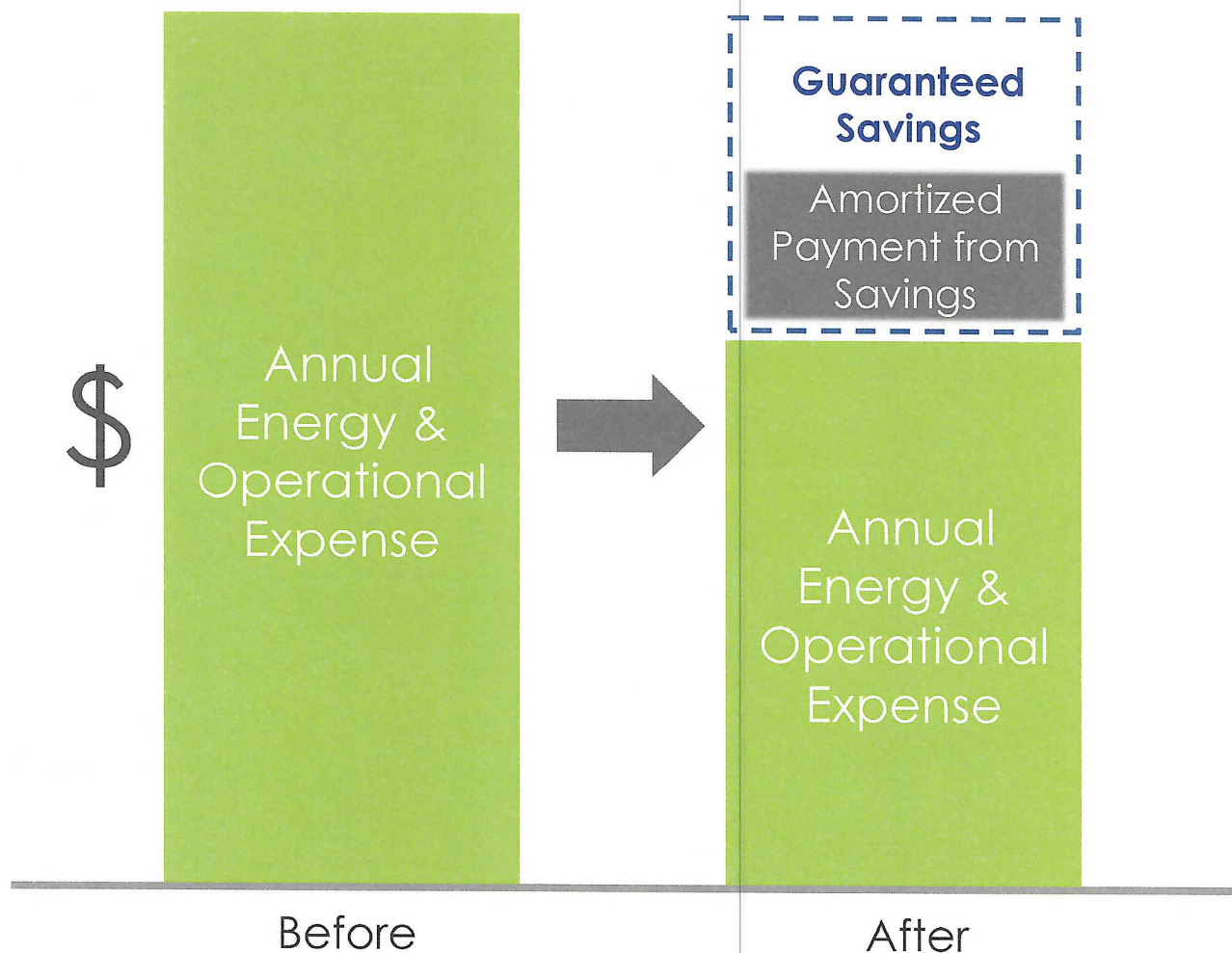
ESPC PROJECT SUMMARY



ESPC Function

In this report, Entegrity has estimated that Shawnee Public Schools is spending 15-30% too much on utility costs each year. Using traditional funding, the district would have to increase program fees, conduct fundraising, apply for grants, or increase tax revenue to reduce this waste through an energy project.

By adopting the energy savings performance contracting (ESPC) method, Shawnee Public Schools can use the project's guaranteed savings to repay the costs over time. This budget-neutral framework will allow the system to implement a package of improvements without increasing the existing maintenance & operations budget by a single penny. The below chart illustrates the self-funding nature of ESPC.



ESPC Project Potential

An energy savings performance contract (ESPC) project provides a solution to the dilemma of costly facility upgrades. By using existing waste in its annual operations & maintenance budget, Shawnee Public Schools can implement a project that:

- Pays for itself using money that is already in the current operating budget
- Addresses critical facility needs on a comprehensive basis rather than incrementally
- Capitalizes on low-interest rate environment with a guarantee of savings that will exceed the cost of debt service
- Shifts the risk of performance to the ESCO through a guarantee that ensures refund for any savings shortfalls
- Allows staff to operate and service building systems proactively instead of. reactively



The improvements recommended in this Feasibility Study are projected to generate significant operational cost savings for Shawnee Public Schools. The potential savings could fund the implementation of strategic HVAC replacements, retro-commissioning, enhanced HVAC controls, envelope improvements, and solar power.

Estimates of the benefits of these facility upgrades is below.

Project Summary Table

Metric	Value
Current Annual Utility Cost	\$738,000
Projected Annual Utility Savings Range	15% - 30%
Projected Annual Utility Cost Savings	\$111,000 - \$222,000
Projected 15 -year Cumulative Savings	\$2,220,000- \$4,440,000

20-yr

PROJECT SUMMARY



The financial scenario presented below shows the potential impact of a comprehensive ESPC project. This scope of work for this scenario includes HVAC equipment and controls upgrades, water conservation measures, envelope upgrades, and solar at Shawnee Public Schools.

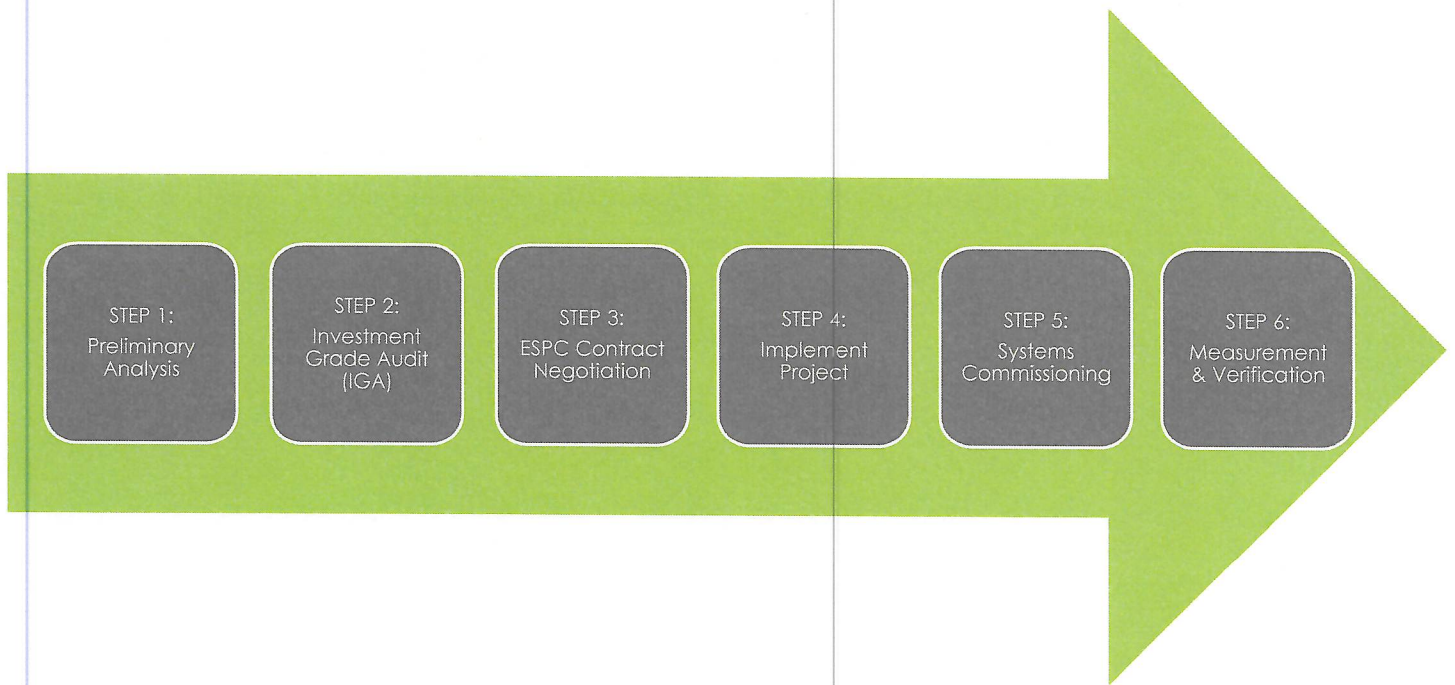
The analysis below assumes the following conditions:

- Total Financed Amount of \$3,568,288
- Financing Interest Rate of 2.5%
- Owner Cash Contribution of \$0
- 20-year finance term
- Year-1 Guaranteed Utility Cost Savings of \$113,000
- Year-1 Guaranteed Operational Cost Savings of \$121,000
- Annual Escalation rate of 2.0% for utility costs and 3.0% for operation costs

Year	Estimated Savings			Financial Performance		
	Utility Savings	Operational Savings	Annual Savings	Annual Debt Service	Cash Flow	Cumulative Balance
0	22,680	24,196	46,876	0	46,876	46,876
1	113,400	120,980	234,380	228,895	5,485	52,361
2	115,668	124,609	240,277	228,895	11,382	63,743
3	117,981	128,348	246,329	228,895	17,434	81,176
4	120,341	132,198	252,539	228,895	23,644	104,820
5	122,748	136,164	258,912	228,895	30,016	134,836
6	125,203	140,249	265,452	228,895	36,556	171,393
7	127,707	144,456	272,163	228,895	43,268	214,661
8	130,261	148,790	279,051	228,895	50,156	264,816
9	132,866	153,254	286,120	228,895	57,225	322,041
10	135,523	157,851	293,375	228,895	64,480	386,521
11	138,234	162,587	300,821	228,895	71,926	458,446
12	140,999	167,465	308,463	228,895	79,568	538,014
13	143,819	172,489	316,307	228,895	87,412	625,426
14	146,695	177,663	324,358	228,895	95,463	720,889
15	149,629	182,993	332,622	228,895	103,727	824,615
16	152,621	188,483	341,104	228,895	112,209	936,824
17	155,674	194,137	349,811	228,895	120,916	1,057,740
18	158,787	199,962	358,749	228,895	129,853	1,187,593
19	161,963	205,960	367,923	228,895	139,028	1,326,622
20	165,202	212,139	377,342	228,895	148,446	1,475,068
TOTAL	2,778,002	3,274,974	6,052,976	4,577,908	1,475,068	

ESPC Process

Energy savings performance contract (ESPC) projects follow a step-by-step process that begins with a preliminary assessment and carries forward through measurement and verification of savings following project completion. Listed below is a description of each step in the process.

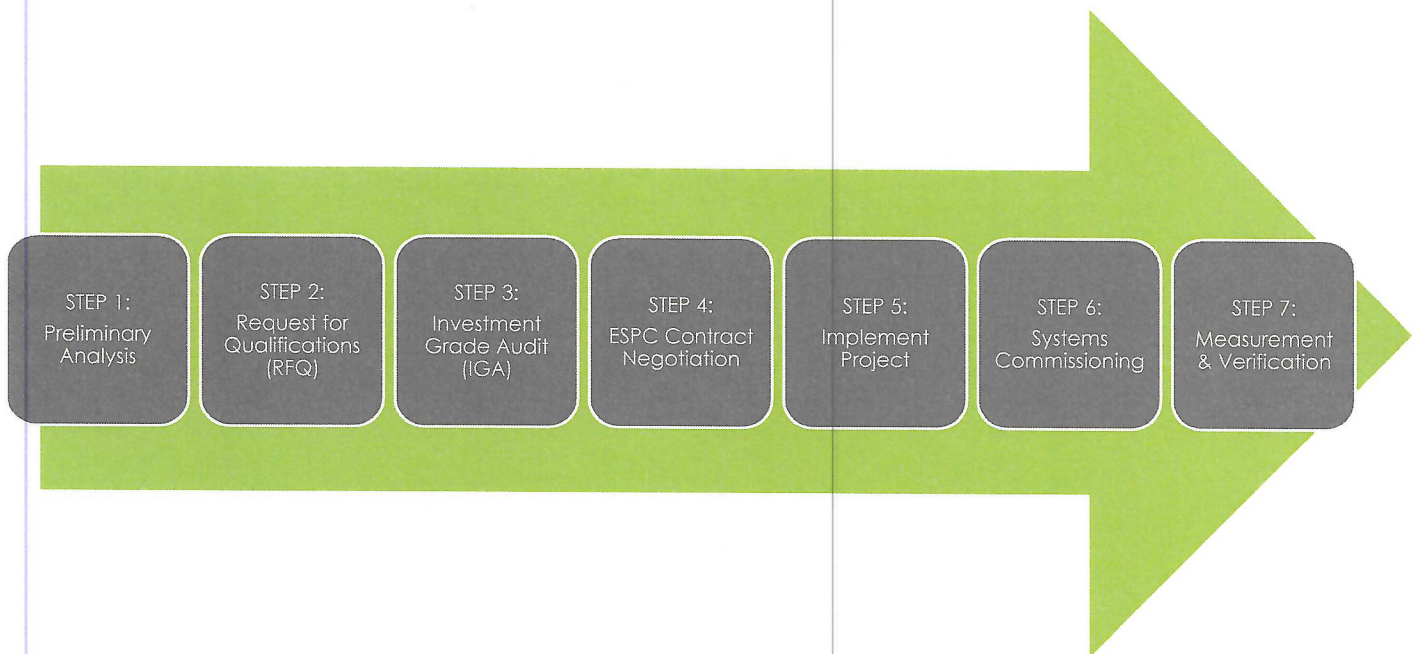


- 1. Preliminary Analysis.** The goal of the preliminary analysis is to identify potential ECMs that could be implemented under the ESPC framework, and to estimate the potential savings and benefits that the client would realize by moving forward with a project. The analysis, while not an investment-grade report, is a useful tool to share with other decision-makers as you evaluate next steps in the ESPC process.

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- 2. Investment Grade Audit (IGA).** Following selection of an ESCO, the client and ESCO will next enter into an investment-grade audit (IGA) agreement. This document allows the ESCO time (typically 4 months) to fully investigate all facets of the client's facilities. Typical IGA activities include inventory of all water and energy systems, data logging, power measurement, billing and other record collection, partial design of ECMs, energy modeling, and reporting. At the conclusion of the IGA term, the ESCO will deliver a comprehensive report outlining the various ECMs identified on each facility, along with the guaranteed-maximum price of installation, and the guaranteed-minimum amount of energy and water savings that the client can expect to realize on an annual basis. The cost of the IGA, while documented in the IGA agreement, is not payable at any point during the term, and is deferred into the overall project costs if the client moves forward with an ESPC project of any size or kind.
 - 3. ESPC Contract Negotiation.** This phase of the process involves negotiation of the final project scope, arrangement of financing, formal presentations to governing boards or other executive bodies, and execution of the final performance contract agreement.
 - 4. Project Implementation.** Once the performance contracting agreement has been executed, the project moves forward to the construction phase. This process begins with completion of design, submission of project documents for state or local approval, permitting, and mobilization to begin work. Once work is underway, arrangements are made to maintain a safe and clean jobsite that reduces or eliminates, to the fullest extent possible, interference with the client's day-to-day operations.
 - 5. Systems Commissioning.** The goal of the commissioning phase is to ensure that all facets of the project are operating in full accordance with their design intent. This can include, but is not limited to, calibration of sensors, testing and balancing of air distribution systems, functional testing of HVAC equipment and controls, and satisfaction of any corrective actions. The commissioning effort runs throughout the design and construction process, but also punctuates the construction phase following substantial completion.
 - 6. Measurement & Verification (M&V).** The last phase of an ESPC project is performance M&V. This phase involves regular monitoring of all affected systems and meters on the customer's facilities to ensure that performance is aligned with the savings guarantee. The ESCO will typically make periodic site visits to review site conditions and conduct routine energy models to adjust for changes in occupancy, weather, utility rates, or other variables.

ESPC Process

Energy savings performance contract (ESPC) projects follow a step-by-step process that begins with a preliminary assessment and carries forward through measurement and verification of savings following project completion. Listed below is a description of each step in the process.



- 1. Preliminary Analysis.** The goal of the preliminary analysis is to identify potential ECMs that could be implemented under the ESPC framework, and to estimate the potential savings and benefits that the client would realize by moving forward with a project. The analysis, while not an investment-grade report, is a useful tool to share with other decision-makers as you evaluate next steps in the ESPC process.
- 2. Request for Qualifications (RFQ).** Once you've decided that an ESPC project may be worthwhile, the next step is to advertise a Request for Qualifications (RFQ) from qualified energy services companies, or ESCOs. Alternately, you may choose to partner with a select firm. Interested ESCOs will submit a written statement of qualifications, as well as other financial information such as fee breakdowns or proposed pricing. Oftentimes, the client will make an award based on the written proposals alone, although in some cases, follow-up oral interviews are conducted to further evaluate candidate firms.

- 3. Investment Grade Audit (IGA).** Following selection of an ESCO, the client and ESCO will next enter into an investment-grade audit (IGA) agreement. This document allows the ESCO time (typically 4 months) to fully investigate all facets of the client's facilities. Typical IGA activities include inventory of all water and energy systems, data logging, power measurement, billing and other record collection, partial design of ECMs, energy modeling, and reporting. At the conclusion of the IGA term, the ESCO will deliver a comprehensive report outlining the various ECMs identified on each facility, along with the guaranteed-maximum price of installation, and the guaranteed-minimum amount of energy and water savings that the client can expect to realize on an annual basis. The cost of the IGA, while documented in the IGA agreement, is not payable at any point during the term, and is deferred into the overall project costs if the client moves forward with an ESPC project of any size or kind.
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AGREEMENT TO FURNISH FOOD SERVICE

INSTRUCTIONS: This agreement should be used when contracting for food service between SFAs or outside entities that are not food service management companies (FSMCs).

The Pup Pack Daycare (Recipient) and the Shawnee Public Schools (Preparer) enter into this agreement for the site to prepare meals.

The site preparing the meals agrees to (Preparer):

1. Furnish meals as ordered during the period of August 11, 2022 (Commencement Date) to May 23, 2022 (Expiration Date). Meals shall be served 5 day(s) a week.
2. Provide meals that meet or exceed United States Department of Agriculture (USDA) requirements as set forth in program regulations.
3. Prepare meals in accordance with Oklahoma State Department of Health guidelines.
4. Provide the following meals to the receiving site.

<u>X</u> Breakfast	<u>7:00</u> a.m.
<u>X</u> Lunch	<u>10:30</u> a.m./p.m.
<u>N/A</u> After-School Snack	<u>N/A</u> p.m.
5. Furnish meals in the following manner:
 - Meals will be served at receiving site cafeteria.
 - Meals will be available for pick up.
 - Meals will be delivered to the receiving site.
 - Food will be portioned in bulk containers.
 - Site preparing the food will provide portioning utensils.
 - Site preparing the food will not provide portioning utensils.
 - Food will be portioned in individual serving containers.
6. Provide a food production record (Contract Meal Service Delivery Receipt) for the Recipient that documents each meal service, including the following information: complete menu and food items, quantities delivered, number of meals ordered/delivered, crediting information (Child Nutrition [CN] label and/or product formulation statement and/or recipe information, when applicable), and a signature indicating delivery of meals. The Preparer will also retain a copy of these food production records and make additional supporting documents available upon request (copy of CN label and/or product formulation statement or recipe information, when applicable). ***The Preparer is obligated to relay daily the correct portion size required for each bulk item (if applicable) along with the quantity of each bulk item that is delivered to the Recipient.***
7. Provide meals to the receiving site based on the number of meals ordered, with adjustments made as needed.
8. Do not claim reimbursement for all or part of the meals provided to the receiving site under any other program administered by the OSDE.
9. Charge/invoice the receiving site, itemizing the number of child/adult meals provided and the total amount owed for each month that meals are provided.

The site receiving the meals agrees to (Recipient):

1. Inform the preparing site of the number of meals needed by the receiving site for each meal service. The preparation site will be notified of any adjustments in meals ordered within the predetermined time frame of Shawnee Public School will prepare Breakfast for the total number of enrolled children, (excluding infants), unless notified by Pup Pack 24 hours in advance. Lunch will be entered on the attendance roster by 9:00 a.m. the day of service. If attendance is not taken for Lunch Shawnee Public School will prepare Lunch for the total number enrolled children, (excluding infants),

2. Notify the preparing site of any children who may require special dietary considerations to fulfill their nutritional needs.

3. Pick up or accept meals for each meal service prepared within contractual requirements for the receiving site.

4. Serve meals to children in accordance with Oklahoma State Department of Health guidelines.

5. Reimburse the preparing site for meals at the following rates:

\$ 2.30 For each child's breakfast

\$ 4.85 For each child's lunch

\$ N/A For each child's snacks

\$ N/A For each adult's breakfast

\$ N/A For each adult's lunch

\$ N/A For each adult's snacks

MEAL PRICES MUST BE, AT A MINIMUM:

6. Lunch charge equals free reimbursement rate for lunch plus additional incentive payment plus the value of USDA Foods. **See Schedule B on CARS.**

7. Breakfast charge equals free reimbursement rate for regular breakfast.

8. Snack charge equals free reimbursement rate for snack.

I agree with all provisions of this contract.

(Board President)

(Date)

(Signature of Preparing Site)

(Date)

AGREEMENT TO FURNISH FOOD SERVICE

INSTRUCTIONS: This agreement should be used when contracting for food service between SFAs or outside entities that are not food service management companies (FSMCs).

The Shawnee Public School Early Foundations (Recipient) and the Shawnee Public Schools (Preparer) enter into this agreement for the site to prepare meals.

The site preparing the meals agrees to (Preparer):

1. Furnish meals as ordered during the period of August 11, 2022 (Commencement Date) to May 23, 2022 (Expiration Date). Meals shall be served 5 day(s) a week.
2. Provide meals that meet or exceed United States Department of Agriculture (USDA) requirements as set forth in program regulations.
3. Prepare meals in accordance with Oklahoma State Department of Health guidelines.
4. Provide the following meals to the receiving site.

<u>X</u> Breakfast	<u>7:00</u> a.m.
<u>X</u> Lunch	<u>10:30</u> a.m./p.m.
<u>N/A</u> After-School Snack	<u>N/A</u> p.m.
5. Furnish meals in the following manner:
 - Meals will be served at receiving site cafeteria.
 - Meals will be available for pick up.
 - Meals will be delivered to the receiving site.
 - Food will be portioned in bulk containers.
 - Site preparing the food will provide portioning utensils.
 - Site preparing the food will not provide portioning utensils.
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6. Provide a food production record (Contract Meal Service Delivery Receipt) for the Recipient that documents each meal service, including the following information: complete menu and food items, quantities delivered, number of meals ordered/delivered, crediting information (Child Nutrition [CN] label and/or product formulation statement and/or recipe information, when applicable), and a signature indicating delivery of meals. The Preparer will also retain a copy of these food production records and make additional supporting documents available upon request (copy of CN label and/or product formulation statement or recipe information, when applicable). ***The Preparer is obligated to relay daily the correct portion size required for each bulk item (if applicable) along with the quantity of each bulk item that is delivered to the Recipient.***
7. Provide meals to the receiving site based on the number of meals ordered, with adjustments made as needed.
8. Do not claim reimbursement for all or part of the meals provided to the receiving site under any other program administered by the OSDE.
9. Charge/invoice the receiving site, itemizing the number of child/adult meals provided and the total amount owed for each month that meals are provided.

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2. Notify the preparing site of any children who may require special dietary considerations to fulfill their nutritional needs.

3. Pick up or accept meals for each meal service prepared within contractual requirements for the receiving site.

4. Serve meals to children in accordance with Oklahoma State Department of Health guidelines.

5. Reimburse the preparing site for meals at the following rates:

\$ 0.00 For each child's breakfast enrolled Shawnee Early Childhood

\$ 2.30 For each child's breakfast non enrolled

\$ 0.00 For each child's lunch enrolled Shawnee Early Childhood

\$ 4.85 For each child's lunch non enrolled

\$ N/A For each child's snacks

\$ N/A For each adult's breakfast

\$ N/A For each adult's lunch

\$ N/A For each adult's snacks

MEAL PRICES MUST BE, AT A MINIMUM:

6. Lunch charge equals free reimbursement rate for lunch plus additional incentive payment plus the value of USDA Foods. **See Schedule B on CARS.**

7. Breakfast charge equals free reimbursement rate for regular breakfast.

8. Snack charge equals free reimbursement rate for snack.

I agree with all provisions of this contract.

(Board President)

(Date)

(Signature of Preparing Site)

(Date)

SEPTEMBER 12, 2022 - PERSONNEL BOARD ACTION

<u>NAME</u>	<u>JOB & SITE</u>	<u>EFFECTIVE DATE</u>
--------------------	------------------------------	------------------------------

CERTIFIED:**HIRE TEMPORARY CONTRACT**

1 Allen, Nancy Kiersten	Adjunct Social Studies Teacher/SMS	08/05/22
2 Anderson, Jackson	Asst Band Director/SHS	08/05/22
3 Aragon, Mikayla	Pre-K Teacher/SECC	08/05/22
4 Boone, Rebeka	Science Teacher/SMS	08/05/22
5 Chiareli, Teresa	Math Teacher/JTA	08/05/22
6 Christian, Susam	3rd Grade Teacher/Will Rogers	08/05/22
7 Cook, Bryan	Social Studies Teacher/JTA	08/05/22
8 Fleming, Jayla (Carpenter)	2nd Grade Teacher/Will Rogers	08/05/22
9 Loveless, Dustin	Social Studies Teacher/SMS	08/05/22
10 Moore, Julie	Special Educ Teacher/Jefferson	08/05/22
11 Panter, Jennifer	Speech Pathologist/SECC	08/05/22
12 Parris, Emily	3rd Grade Teacher/Will Rogers	08/05/22
13 Patton, Jake	3rd Grade Teacher/Horace Mann	08/05/22
14 Reeves, Marcy	Counselor/SECC	08/05/22
15 Stapleton, Jaylin	Science Teacher/SMS	08/05/22

SEPTEMBER 12, 2022 - PERSONNEL BOARD ACTION

<u>NAME</u>	<u>JOB & SITE</u>	<u>EFFECTIVE DATE</u>
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**SUPPORT:
RECOMMEND TO HIRE**

1 Bayles, Jessica	Custodian/SMS	09/06/22
2 Bloomer, Anthony	Bus Driver/Transportation	08/08/22
3 Budka, Raven	Food Service Assistant/SEQ	08/25/22
4 Castaneda, Amber	Food Service Assistant/SECC	08/08/22
5 Chaffin, Juanita	Bus Driver/Transportation	08/22/22
6 Chastain, Wendal	Nutrition Driver/Central Office	08/08/22
7 Compton, Brittany	Custodian/Part-time	08/08/22
8 Converse, Chakara	Special Ed Paraprofessional/SMS	09/01/22
9 Horta-Tovar, Cassandra	Food Service Assistant/Jefferson	08/08/22
10 James, David	Special Education Para/Jefferson	09/12/22
11 Kellogg, Kristy	Health Aid Para LPN/Will Rogers	08/08/22
12 Kuper, Tyler	Bus Driver/Transportation	08/23/22
13 Lowery, Jennifer	Bus Driver/Transportation	08/08/22
14 Luck, Shelby	Teaching Asst Paraprofessional/SECC	08/08/22
15 Lulko, Kristina	Teaching Asst Paraprofessional/SECC	08/15/22
16 Lund, Jerri	Bus Driver/Transportation	08/08/22
17 Montgomery, Taylor	Body Shop Paraprofessional/SECC	08/08/22
18 Neal, Elizabeth	Teaching Asst Paraprofessional/SECC	08/08/22
19 Pepper, Ashley	Bus Driver/Transportation	08/08/22
20 Peters, Kristi	Physical Education Para/SECC	08/23/22
21 Salazar, Martina	Food Service Assistant/HM	08/30/22
22 Sheppard, Lindsey	Special Education Para/SMS	08/08/22
23 Torrance, Jamie	Admin Asst-Athletic Dir/PAAC	08/01/22
24 Tucker, Cassidy	Teaching Asst Para Daycare/St. Pauls	08/15/22
25 Wagoner, Lara	Teaching Asst Para Daycare/St. Pauls	08/12/22
26 Walker, Zachary	Bus Driver/Transportation	08/08/22

ADJUNCT TEACHERS

27 Culver, Susan	Adjunct 3rd Grade Teacher/SEQ	08/05/22	
28 Heath, Hayden	Adjunct Elevate Teacher 1 hr/SMS	08/11/22	Community Renewal- 1 hour
29 Kentle, Jarris	Adjunct Elevate Teacher 1 hr/SHS	08/11/22	Community Renewal- 1 hour
30 Martin, Kendric	Adjunct 4th or 5th Grade Teacher/Will Rogers	08/05/22	
31 Monday, Rachel	Adjunct Elevate Teacher 1 hr/SMS	08/11/22	Community Renewal- 1 hour
32 Wells, Mandi	Adjunct Elevate Teacher 1 hr/SHS	08/11/22	Community Renewal- 1 hour

SEPTEMBER 12, 2022 - PERSONNEL BOARD ACTION

**ATHLETICS:
RECOMMEND TO HIRE**

**BASKETBALL
GIRLS**

- 1 Kuhlman, Heather MS Head 7th
- 2 Stapleton, Jaylin MS Head 8th

FOOTBALL

- 3 Loveless, Dustin MS Assistant

SOCCER

- 4 Aragon, Mikayla HS Head Girls

SOFTBALL

- 5 Davis, Jimmy MS Head
- 6 Neely, Serena MS Assistant

CHEER

- 7 Maltos, Miranda Mat Maids

SEPTEMBER 12, 2022 - PERSONNEL BOARD ACTION

<u>NAME</u>	<u>JOB & SITE</u>	<u>EFFECTIVE DATE</u>
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CERTIFIED:**HIRE TEMPORARY CONTRACT**

1 Allen, Nancy Kiersten	Adjunct Social Studies Teacher/SMS	08/05/22
2 Anderson, Jackson	Asst Band Director/SHS	08/05/22
3 Aragon, Mikayla	Pre-K Teacher/SECC	08/05/22
4 Boone, Rebeka	Science Teacher/SMS	08/05/22
5 Chiareli, Teresa	Math Teacher/JTA	08/05/22
6 Christian, Susam	3rd Grade Teacher/Will Rogers	08/05/22
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SEPTEMBER 12, 2022 - PERSONNEL BOARD ACTION

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SEPTEMBER 12, 2022 - PERSONNEL BOARD ACTION

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