



AGENDA  
Shawnee Public Schools  
Board of Education - Administration Building  
326 N. Union Ave.  
Shawnee, OK 74801  
Monday, October 3, 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 Jennifer Epperley, Horace Mann Principal
  - 3. Flag Salute led by Aurora Hall, Horace Mann 4th Student
- B. Opportunity for Public Comments
- C. Central Office Reports
  - 1. Regular Report of the Superintendent
  - 2. Dr. Teresa Wilkerson, Assistant Superintendent, to present the Drop-Out and College Remediation Report and ACT scores.
- 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 by the Board of Education to approve:
  - 1. Retirements, Resignations and Transfers
  - 2. Minutes of the September 12, 2022 Board Meeting
  - 3. Treasurer's Report
  - 4. Encumbrance Registers for 2022-2023 FY:  
GENERAL FUND 11 ENCUMBRANCES 985 - 1079  
BUILDING FUND 21 ENCUMBRANCES 164 - 169  
GIFT FUND 81 ENCUMBRANCES 7 - 9
  - 5. School Activity Fund Transfers for the 2022-2023 FY
  - 6. Schedule of Regular Board Meetings for 2023
  - 7. Disposal of Surplus School Property

8. Out of State Trip request:
  - a) Jason Merrell, Sebastian Barahona, and Josh Watson to the Southern Coast Cup in Foley, Alabama, from March 28, 2023 to April 1, 2023.
  - b) Dr. April Grace to AASA Superintendent of the Year Gala in Washington DC, from November 3, 2022 to November 5, 2022.
  - c) Dr. April Grace to RELSW in Santa Fe, New Mexico, from October 17, 2022 to October 19, 2022.
  - d) Jenny Jasper and April Livernois to the NAEHCY Conference in San Diego, CA, from October 29, 2022 to November 1, 2022.
  - e) Vickie Penson, Caria Kennedy, Karen Parker, Aimee King, Kathy Jolie, and Sherri Thompson to the National Afterschool Association Convention in Kissimmee, FL, from March 19, 2023 to March 22, 2023.
- F. Business requiring board action:
  1. Discussion and possible action regarding redistricting to establish the election districts for school board member candidates.
- 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. Vote to convene or not convene in 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 and possible action regarding Certified Personnel in Addendum A for the 22-23 SY
- L. Discussion and possible action regarding Support Personnel in Addendum B for the 22-23 SY
- M. 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).
- N. 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.

## OCTOBER 3, 2022 - PERSONNEL BOARD ACTION

### NAME

### JOB & SITE

### EFFECTIVE DATE

#### **RESIGNATIONS:**

##### **CERTIFIED**

1	Klonowski, Kailey	2nd Grade Teacher/SEQ	10/21/22
2	Stutzman, Hunter	Assistant Band Director/SHS	end of contract 2021-2022

##### **SUPPORT**

3	Bloomer, Anthony	Bus Driver/Transportation	09/02/22
4	Conley, Destiny	Paraprofessional/Jefferson	08/16/22
5	Coons, George	Custodian/WR	09/23/22
6	Montgomery, Taylor	Paraprofessional/SECC	08/26/22
7	Salazar, Martina	Food Service Asst/Horace Mann	09/08/22
8	Sanders, Bert	Food Service Asst/Jefferson	09/13/22
9	Spicer, Kimberly	Paraprofessional/SECC	08/22/22
10	Swope, Charice	Special Education Para/SHS	09/23/22
11	Ware, Rhonda	Administrative Asst/SMS	09/09/22

#### **TRANSFERS:**

##### **CURRENT POSITION**

##### **REASSIGNED POSITION**

12	Adair, Mandy	Food Service Asst/Sequoyah	Paraprofessional/Sequoyah	08/25/22
13	Isenhower, Atonia	Food Service Head Cashier/SHS	Nutrition Manager/SHS	08/11/22

## Minutes of the Monday, September 12, 2022 Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Regular Session on Monday, September 12, 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
Turner Bass	1 <sup>st</sup> Vice President
Clif Harden	2 <sup>nd</sup> Vice President
Bobby Canty	Clerk
Larry Walker	Member
April Stobbe	Member
Kristen Wilson	Member
Kristen Wilson arrived at 6:19pm	

2. Moment of Silence and Invocation led by Logan Cash, 12<sup>th</sup> grade student

3. Flag Salute led by Keli Kinsey, Board Minutes Clerk

### B. Opportunity for Public Comment

No public comments.

### C. Central Office Reports

#### 1. Regular Report of the Superintendent

Superintendent Dr. April Grace had Mr. Johnson and Dr. Espolt come forward:

- SHS Principal Matt Johnson presented two new programs that the high school are involved in.
  - Aeronautics (drone or aircraft pilot) 41 students enrolled.
  - E-sports (50 kids enrolled), the competitive class is ranked 16th in the state.
- Assistant Superintendent Dr. Aaron Espolt presented the operational side:
  - Esser Funds was able to fund E-sports, 5 new buses, 14 passenger buses, and technological additions.
  - Safety-New Emergency Operation Plan (FEMA Approved)
    - Breaks down job, responsibilities, roles and communicates it
    - Each site has its own plan, but the language is the same.
- Must implement Rave or alternative platform by 9/1
  - Navigate 360 App
  - No more walkie talkies
  - Seamless and effective
  - Teacher access Panic button

- 213 Cameras throughout the district
  - Searchable and monitorable
  - Available on mobile app
  - Analytics
  - New vape sensors at secondary level
  - More concentrated effort on schools

Dr. April Grace wanted the board to have an update on some of the projects that we are doing with the Esser Funds. With the funds, it allowed the district to do things that normally we would not be able to do. This was over a \$200,000 project. We had several cameras ailing and not on one system. Now, the system is integrated district wide, and able to continue to grow.

#### D. Board Reports and Communications

- Board Member Bobby Canty commented on the convocation session that took place before school started. He thought it was excellent!
- Board Member Larry Walker commented on how impressed he is with our new band director. Meggan Wilson was a game changer and will be missed. John Wilson, retired principal from Will Rogers had a tremendous funeral. Several teachers attended from years past. He commented on how he was so proud to be serving Dr. Grace and was proud of the way she ran her campaign.

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:

Motion was made by Larry Walker and seconded by April Stobbe to Approve items on the consent docket as presented. Motion carried.

Larry Walker: Yes, Bobby Canty: Yes, Turner Bass: Yes, Clif Harden: Yes, Keith Sandlin: Yes, Kristen Wilson: Yes, April Stobbe: Yes  
 Yes: 7, No: 0

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  
 GIFT FUND 81 ENCUMBRANCES 6
5. Encumbrance Change Orders for FY22
6. School Activity Fund Transfers for the 22-23 FY
7. School Activity Account Requests for 22-23 SY

8. Approval of the Local Advisory Committee for Gifted Education for the 22-23 SY

9. Organizations Requesting Sanctioning for the 22-23 SY:

a) SHS Project Graduation

b) Shawnee Indian Education Parent Committee Booster Club

10. 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.

Motion was made by April Stobbe and seconded by Clif Harden to Approve Stephen L. Smith Corp. as the financial consultants to the School District, for the fiscal year 2022-2023. Motion carried.

Turner Bass: Yes, Kristen Wilson: Yes, Bobby Canty: Yes, Clif Harden: Yes, April Stobbe: Yes, Larry Walker: Yes, Keith Sandlin: Yes  
Yes: 7, No: 0

2. Discussion and possible action regarding Estimate of Needs for 22-23 FY.

Motion was made by April Stobbe and seconded by Turner Bass to Approve the Estimate of Needs as presented for 2022-2023 FY. Motion carried.

Clif Harden: Yes, April Stobbe: Yes, Larry Walker: Yes, Bobby Canty: Yes, Kristen Wilson: Yes, Turner Bass: Yes, Keith Sandlin: Yes  
Yes: 7, No: 0

3. Discussion and possible action regarding collaborative agreement with University of Oklahoma Pre-Employment Transition Services.

Motion was made by Larry Walker and seconded by Clif Harden to Approve agreement with University of Oklahoma Pre-Employment Transition Services. Motion carried.

Keith Sandlin: Yes, Clif Harden: Yes, Bobby Canty: Yes, Larry Walker: Yes, Kristen Wilson: Yes, April Stobbe: Yes, Turner Bass: Yes  
Yes: 7, No: 0

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.**

Motion was made by April Stobbe and seconded by Turner Bass to Approve Board Policy revisions as presented. Motion carried.

Keith Sandlin: Yes, Clif Harden: Yes, Bobby Canty: Yes, Kristen Wilson: Yes, Larry Walker: Yes, Turner Bass: Yes, April Stobbe: Yes  
Yes: 7, No: 0

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.

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

April Stobbe: Yes, Kristen Wilson: Yes, Keith Sandlin: Yes, Bobby Canty: Yes, Turner Bass: Yes, Larry Walker: Yes, Clif Harden: Yes  
Yes: 7, No: 0

6. Discussion and possible action regarding the agreement between Shawnee Public Schools and Entegriy Energy Partners LLC to provide an energy performance audit.

Motion was made by April Stobbe and seconded by Larry Walker to Approve the agreement between Shawnee Public Schools and Entegriy Energy Partners LLC to provide an energy performance audit. Motion carried.

Bobby Canty: Yes, Larry Walker: Yes, Keith Sandlin: Yes, Turner Bass: Yes, Clif Harden: Yes, Kristen Wilson: Yes, April Stobbe: Yes  
Yes: 7, No: 0

7. Discussion and possible action regarding the agreement between Shawnee Public Schools and True Solutions Management and Consulting LLC to provide nighttime custodial services.

Motion was made by April Stobbe and seconded by Clif Harden to Approve the agreement between Shawnee Public Schools and True Solutions Management and Consulting LLC to provide nighttime custodial services. Motion carried.

April Stobbe: Yes, Larry Walker: Yes, Clif Harden: Yes, Keith Sandlin: Yes, Turner Bass: Yes, Kristen Wilson: Yes, Bobby Canty: Yes  
Yes: 7, No: 0

8. Discussion and possible action regarding the agreement between Shawnee Public Schools and Pup Pack Daycare to provide breakfast and lunch services.

Motion was made by April Stobbe and seconded by Turner Bass to Approve the agreement between Shawnee Public Schools and Pup Pack Daycare to provide breakfast and lunch services. Motion carried.

Turner Bass: Yes, Larry Walker: Yes, Kristen Wilson: Yes, Keith Sandlin: Yes, April Stobbe: Yes, Bobby Canty: Yes, Clif Harden: Yes  
Yes: 7, No: 0

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.

Motion was made by Larry Walker and seconded by Clif Harden to Approve setting the adult's minimum charged meal prices under the National School Lunch Program for breakfast at \$2.30 and lunch at \$4.85. Motion carried.

Larry Walker: Yes, Turner Bass: Yes, Keith Sandlin: Yes, Bobby Canty: Yes, Kristen Wilson: Yes, April Stobbe: Yes, Clif Harden: Yes  
Yes: 7, No: 0

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

Moved into executive session at 6:32pm.

Motion was made by Larry Walker and seconded by Clif Harden to Vote to convene or not convene into Executive Session. Motion carried.

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

Yes: 7, No: 0

H. Acknowledge to return to Open Session

Returned to Open Session at 7:00pm.

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.

Motion was made by Larry Walker and seconded by Turner Bass to Approve the 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. Motion tabled.

Keith Sandlin: Yes, Bobby Canty: Yes, Kristen Wilson: Abstain (With Conflict), April Stobbe: Yes, Clif Harden: Yes, Turner Bass: Yes, Larry Walker: Yes

Yes: 6, No: 0, Abstain (With Conflict): 1

K. Discussion possible action regarding Certified Personnel Addendum A for the 22-23 SY.

Motion was made by April Stobbe and seconded by Turner Bass to Approved Certified Personnel as presented in Addendum A. Motion carried.

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

Yes: 7, No: 0

L. Discussion possible action regarding Support Personnel Addendum B for the 22-23 SY.

Motion was made by April Stobbe and seconded by Turner Bass to Approve Support Personnel as presented in Addendum B. Motion carried.

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

Yes: 7, No: 0

M. Discussion possible action regarding Support Personnel Addendum C for the 22-23 SY.

Motion was made by April Stobbe and seconded by Turner Bass to Approve Athletic Personnel as presented in Addendum C. Motion carried.

Bobby Canty: Yes, April Stobbe: Yes, Clif Harden: Yes, Larry Walker: Yes, Turner Bass: Yes, Keith Sandlin: Yes, Kristen Wilson: Yes  
Yes: 7, No: 0

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).

No new business.

O. Adjournment

Motion was made by Keith Sandlin to Motion to adjourn at 7:00pm. 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: \_\_\_\_\_



# SHAWNEE PUBLIC SCHOOLS

326 North Union • Shawnee, Oklahoma • 74801-7099 • (405)273-0653

April Grace, Ed. D.  
Superintendent

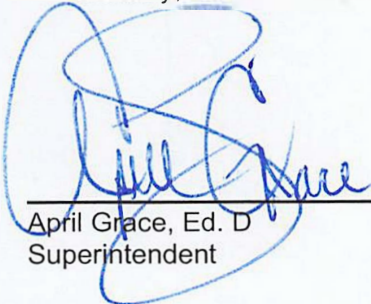
October 3, 2022

Notice to the Pottawatomie County Clerk of the Regular Meetings of the Shawnee Public Schools District, Independent School District No. 93, Shawnee, Oklahoma.

All Regular Meetings will be held at the Administration Building, which is located at 326 N. Union Street, Shawnee, Oklahoma 74801.

The dates for the Regular Monthly Meetings to be held in 2023 are as follows:

Monday, January 9, 2023	6:00 p.m.
Monday, February 6, 2023	6:00 p.m.
Monday, March 6, 2023	6:00 p.m.
Monday, April 3, 2023	6:00 p.m.
Monday, May 1, 2023	6:00 p.m.
Monday, June 5, 2023	6:00 p.m.
Monday, June 26, 2023	6:00 p.m.
Monday, August 7, 2023	6:00 p.m.
Monday, September 11, 2023	6:00 p.m.
Monday, October 2, 2023	6:00 p.m.
Monday, November 6, 2023	6:00 p.m.
Monday, December 4, 2023	6:00 p.m.



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April Grace, Ed. D.  
Superintendent

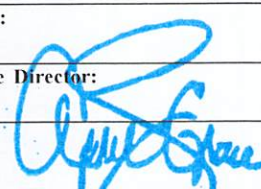


# SHAWNEE PUBLIC SCHOOLS

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## TRAVEL REQUEST FORM (Prior to Out-Of-State/Overnight Travel)

Please attach documentation/information regarding meeting dates, times, conference site, etc. to this request.  
(This request must be submitted a minimum of two (2) weeks before a Regular Board Meeting to the Superintendent's Office)

<b>Full Name:</b> DR. APRIL GRACE			
<b>Group/ Organization:</b> AASA			
<b>Activity Attending:</b> Superintendent of the Year Gala		<b>Leave Date:</b> November 3, 2022	<b>Return Date:</b> November 5, 2022
<b>Date of Request:</b> September 28, 2022	<b>Cell Phone No.:</b>		
<b>Destination:</b> Washington DC			
<b>Purpose of Trip/Nature of Official Business:</b> Recognition for Superintendent of the year.			
<b>Members/ Sponsors/ Chaperones Attending:</b>			
<b>MUST BE COMPLETED FOR STUDENT OUT OF STATE/OVERNIGHT TRAVEL (You must submit a list of students attending. And a list of chaperones/sponsors with cell phone numbers)</b>			
<b>Number of Students Traveling:</b>	<b>Number of Sponsors/ Chaperones:</b>	<b>Will students miss class time?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>How much class time will students miss?</b>	<b>Will fundraising be done for trip?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach Fundraising Details Estimated cost/ profits)		
<b>Assurances: As the main sponsor of this Out of State/Overnight Trip, I assure the School District that I will enforce the Board Policy and Guidelines regarding Out of State/Overnight Trips, uphold and enforce all school rules and submit all required paperwork prior to departure time.</b>		<b>Signature of Sponsor:</b>  <input type="checkbox"/> <input type="checkbox"/>	
<b>ESTIMATED EXPENSES-</b>	<b>Fund/ OCAS:</b>	<b>School Van Needed:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Lodging:</b>	<b>Conference/ Activity Name:</b> AASA		
<b>Transportation:</b>	<b>Hotel Name &amp; Address, Single Room Rate:</b>		
<b>Registration:</b>	<b>DESTINATION:</b> (In order to expedite Prepaid Airfare, please furnish your choice of Airline & Flight # of travel requested.)		
<b>Parking:</b>	<b>Departing From:</b> OKC <input type="checkbox"/> Tulsa <input type="checkbox"/> Other: <input type="checkbox"/>		
<b>Miscellaneous:</b>	<b>Departure Flight Details:</b>		
<b>Prepaid Airfare:</b>	<b>Returning Flight Details:</b>		
<b>Per Diem:</b>	<b>Signature of Principal:</b>		
	<b>Signature of Executive Director:</b>		
<b>GRAND TOTAL:</b>	<b>Signature of Superintendent:</b>		<b>Date of Approval:</b>

Return completed form to Superintendent's Office 326 N. Union Avenue

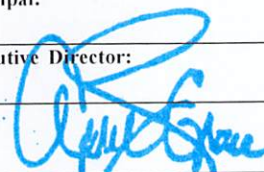
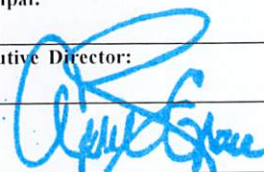


# SHAWNEE PUBLIC SCHOOLS

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## TRAVEL REQUEST FORM (Prior to Out-Of-State/Overnight Travel)

Please attach documentation/information regarding meeting dates, times, conference site, etc. to this request.  
(This request must be submitted a minimum of two (2) weeks before a Regular Board Meeting to the Superintendent's Office)

<b>Full Name:</b> DR. APRIL GRACE			
<b>Group/ Organization:</b> RELSW			
<b>Activity Attending:</b>		<b>Leave Date:</b> October 17, 2022	<b>Return Date:</b> October 19, 2022
<b>Date of Request:</b> September 28, 2022	<b>Cell Phone No.:</b>		
<b>Destination:</b> Santa Fe, New Mexico			
<b>Purpose of Trip/Nature of Official Business:</b>			
<b>Members/ Sponsors/ Chaperones Attending:</b>			
<b>MUST BE COMPLETED FOR STUDENT OUT OF STATE/OVERNIGHT TRAVEL (You must submit a list of students attending. And a list of chaperones/sponsors with cell phone numbers)</b>			
<b>Number of Students Traveling:</b>	<b>Number of Sponsors/ Chaperones:</b>	<b>Will students miss class time?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>How much class time will students miss?</b>		<b>Will fundraising be done for trip?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach Fundraising Details Estimated cost/ profits)	
<b>Assurances: As the main sponsor of this Out of State/Overnight Trip, I assure the School District that I will enforce the Board Policy and Guidelines regarding Out of State/Overnight Trips, uphold and enforce all school rules and submit all required paperwork prior to departure time.</b>		<b>Signature of Sponsor:</b>  <input type="checkbox"/> <input type="checkbox"/>	
<b>ESTIMATED EXPENSES-</b>	<b>Fund/ OCAS:</b>	<b>School Van Needed:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Lodging:</b>		<b>Conference/ Activity Name:</b> RELSW	
<b>Transportation:</b>		<b>Hotel Name &amp; Address, Single Room Rate:</b>	
<b>Registration:</b>		<b>DESTINATION: (In order to expedite Prepaid Airfare, please furnish your choice of Airline &amp; Flight # of travel requested.)</b>	
<b>Parking:</b>		<b>Departing From:</b> OKC <input type="checkbox"/> Tulsa <input type="checkbox"/> Other: <input type="checkbox"/>	
<b>Miscellaneous:</b>		<b>Departure Flight Details:</b>	
<b>Prepaid Airfare:</b>		<b>Returning Flight Details:</b>	
<b>Per Diem:</b>		<b>Signature of Principal:</b>	
		<b>Signature of Executive Director:</b> 	
<b>GRAND TOTAL:</b>	<b>Signature of Superintendent:</b> 	<b>Date of Approval:</b>	

Return completed form to Superintendent's Office 326 N. Union Avenue

## TRAVEL REQUEST FORM

*(Prior to Out-Of-State/Overnight Travel)*

Please attach documentation/information regarding meeting dates, times, conference site, etc. to this request.  
 (This request must be submitted a minimum of two (2) weeks before a Regular Board Meeting to the Superintendent's Office)

Full Name: <b>Jenny Jasper and April Livernois</b>			
Group/ Organization:			
Activity Attending: NAEHCY Conference		Leave Date: October 29	Return Date: November 1
Date of Request: September 26, 2022	Cell Phone No.: (405)388-7667		(405)410-7422
Destination: <b>San Diego, CA</b>			
Purpose of Trip/Nature of Official Business: learn effective strategies and interventions designed to ensure educational equity and excellence for children and youth experiencing homelessness.			
Members/ Sponsors/ Chaperones Attending:			
<b>MUST BE COMPLETED FOR STUDENT OUT OF STATE/OVERNIGHT TRAVEL</b> (You must submit a list of students attending. And a list of chaperones/sponsors with cell phone numbers)			
Number of Students Traveling:		Number of Sponsors/ Chaperones:	Will students miss class time? YES <input type="checkbox"/> NO <input type="checkbox"/>
How much class time will students miss?		Will fundraising be done for trip? YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach Fundraising Details Estimated cost/ profits)	
Assurances: As the main sponsor of this Out of State/Overnight Trip, I assure the School District that I will enforce the Board Policy and Guidelines regarding Out of State/Overnight Trips, uphold and enforce all school rules and submit all required paperwork prior to departure time.		Signature of Sponsor:	
ESTIMATED EXPENSES-		Fund/ OCAS:	School Van Needed: YES <input type="checkbox"/> NO <input type="checkbox"/>
Lodging:	\$400	797	Conference/ Activity Name: 2022 NAEHCY Conference
Transportation:	\$1500	797	Hotel Name & Address, Single Room Rate: Manchester Grand Hyatt San Diego
Registration:	\$1498	797	DESTINATION: (In order to expedite Prepaid Airfare, please furnish your choice of Airline & Flight # of travel requested.)
Parking:			Departing From: OKC    Tulsa    Other:
Miscellaneous:			Departure Flight Details:
Prepaid Airfare:			Returning Flight Details:
Per Diem:	\$360	797	Signature of Principal:
			Signature of Executive Director:
GRAND TOTAL:	\$3758	Signature of Superintendent:	Date of Approval:

Return completed form to Academic Services, 326 N. Union Avenue



# SHAWNEE PUBLIC SCHOOLS

326 North Union • Shawnee, Oklahoma • 74801-7099 • (405)273-0653

## TRAVEL REQUEST FORM

(Prior to Out-Of-State/Overnight Travel)

Please attach documentation/information regarding meeting dates, times, conference site, etc. to this request.

(This request must be submitted a minimum of two (2) weeks before a Regular Board Meeting to the Superintendent's Office)

Full Name: <b>Vickie Penson</b>			
Group/ Organization: <b>SPS Kids - 21st Century Community Learning Center Grant</b>			
Activity Attending: <b>Nat'l Afterschool Assoc. Convention</b>		Leave Date: <b>March 19, 2023</b>	Return Date: <b>March 22, 2023</b>
Date of Request: <b>9/28/2022</b>	Cell Phone No.: <b>405-250-4450</b>		
Destination: <b>6000 W. Osceola Parkway Gaylord Palms Resort &amp; Conv. Ctr. Kissimmee, Florida 34746</b>			
Purpose of Trip/Nature of Official Business: <b>Attend national conference as required by 21st CCLC Grant to participate in afterschool related professional dev.</b>			
Members/ Sponsors/ Chaperones Attending: <b>Caria Kennedy - 405-201-5092; Karen Parker - 405-606-5902 Vickie Penson - 405-250-4450; Aimee King - 580-704-3364; Kathy Jolie - 405-831-7966;</b>			
MUST BE COMPLETED FOR STUDENT OUT OF STATE/OVERNIGHT TRAVEL (You must submit a list of students attending. And a list of chaperones/sponsors with cell phone numbers) <b>Sherri Thompson - 405-618-9944</b>			
Number of Students Traveling: <b>None</b>	Number of Sponsors/ Chaperones: <b>6</b>	Will students miss class time? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
How much class time will students miss? <b>N/A</b>		Will fundraising be done for trip? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> (Attach Fundraising Details Estimated cost/ profits)	
Assurances: As the main sponsor of this Out of State/Overnight Trip, I assure the School District that I will enforce the Board Policy and Guidelines regarding Out of State/Overnight Trips, uphold and enforce all school rules and submit all required paperwork prior to departure time.		Signature of Sponsor: <b>Vickie Penson</b>	
ESTIMATED EXPENSES-	Fund/ OCAS:	School Van Needed: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Lodging:	<b>\$2565</b>	<b>553/554/2213/500</b>	Conference/ Activity Name: <b>Nat'l Afterschool Association Convention</b>
Transportation:	<b>\$550</b>	<b>553/554/2213/500</b>	Hotel Name & Address, Single Room Rate: <b>Gaylord Palms \$285 a night w/tax &amp; resort fee 6000 W. Osceola Parkway Kissimmee, FL 34746</b>
Registration:	<b>\$3600</b>	<b>553/554/2213/800</b>	DESTINATION: (In order to expedite Prepaid Airfare, please furnish your choice of Airline & Flight # of travel requested.) <b>Orlando International Airport Southwest Airlines</b>
Parking:	<b>\$200</b>	<b>553/554/2213/500</b>	Departing From: <b>(OKC)</b> Tulsa Other:
Miscellaneous:			Departure Flight Details: <b>Flight # 2495 1:30 pm March 19, 2023</b>
Prepaid Airfare:	<b>\$2500</b>	<b>553/554/2213/500</b>	Returning Flight Details: <b>Flight # 2792 2:05 pm March 22, 2023</b>
Per Diem:	<b>\$1080</b>	<b>553/554/2213/115</b>	Signature of Principal: <b>Vickie Penson</b>
GRAND TOTAL:	<b>\$10,495</b>	Signature of Superintendent:	Date of Approval:

Return completed form to Superintendent's Office 326 N. Union Avenue

**OCTOBER 3, 2022 - PERSONNEL BOARD ACTION**

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

1 Boyer, Todd	Athletic Dir Consultant part-time/PAAC	09/01/22
2 Heilaman, Kristi	Librarian part-time/Central Office	08/05/22

**OCTOBER 3, 2022 - PERSONNEL BOARD ACTION**

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

1 Bonham, Terrian	RBI Paraprofessional/Jefferson	09/19/22
2 Burris, April	Custodian/SMS	09/06/22
3 Carman, Michelle	Administrative Assistant/SMS	10/03/22
4 Gray, Clara	HOPE Room Para/SECC	09/19/22
5 Heatley, Linda	Paraprofessional/SECC	09/22/22
6 Hitt, Harli	District Public Relations Intern/Central Office	09/06/22
7 James, Lawanda	Paraprofessional/SECC	09/26/22
8 Massey, Katherine	Food Service Asst/Horace Mann	09/21/22
9 Raney, John	Custodian/SECC	09/19/22
10 Tincler, Sharylyn	Food Service Asst/SMS	09/12/22

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