



Crutch Public Schools

Minutes

Tuesday, May 9, 2023

Board Conference Room, 2401 N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141

1:30 PM

1:47 PM

1. CALL TO ORDER

2. STATEMENT OF COMPLIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

3.A. Flag Salute

3.B. Prayer

4. PUBLIC EXPRESSIONS (Limited to three minutes per subject item)*

5. SUPERINTENDENT'S REPORT

5.A. Introductions of Guests

5.B. Celebrations

5.B.1. Students of the Month

5.C. Upcoming Events - See Attachment

5.D. School Reports/Operations Report

5.E.Financial

5.E.1. Treasurer's Report

CRUTCHO PUBLIC SCHOOLS - 2022-23 FISCAL YEAR
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS
APRIL 30, 2023

<u>Assets</u>	<u>General</u>	<u>Building</u>	<u>Child Nutr.</u>	<u>31 Bond Fund</u>	<u>Gifts</u>	<u>Sinking</u>	<u>Totals</u>
Cash	\$ 694,022.70	15,614.12	107,699.81	2,122.06	5,636.76	455,502.17	1,280,597.62
Total Assets	694,022.70	15,614.12	107,699.81	2,122.06	5,636.76	455,502.17	1,280,597.62
<u>Liabilities</u>							
O/S Warrants	42,122.28		2,995.24				45,117.52
Reserves							-
Total Liabilities	42,122.28	-	2,995.24	-	-	-	45,117.52
Total Net Assets	651,900.42	15,614.12	104,704.57	2,122.06	5,636.76	455,502.17	1,235,480.10
Net Assets							
June 30, 2022	\$ 645,660.01	33,031.35	85,119.61	5,472.06	5,817.86	94,301.26	

See Accountant's Compilation Report

5.E.2. Financial Report

GENERAL FUND

MONTH	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
July	625,177.32	827,458.14	945,114.43		514,155.23	304,862.57	530,581.36	
Payroll		38,266.84	37,076.19	47,483.34	57,963.86	82,975.90	86,019.4	
Utilities		3,944.88	11,208.43	1,234.55	7,597.00	10,399.02	10,812.57	
Copy Mach		1,738.76	1,744.2	2,044.41	661.83	661.83	661.83	
Phones		856.96	1,651.85	740.25	1,058.12	1,054.27	1,030.74	
August		766,443.97	945,284.17	610,614.79	430,585.38	325,396.87	525,150.66	401,558.41
Payroll		82,995.51	101,465.72	100,527.68	89,763.69	84,717.39	125,297.15	143,435.30
Utilities		12,901.30	6,817.74	13,391.90	10,311.32	523.78	15,420.72	30,285.19
Copy Mach		0.00	1,614.18	661.83	860.83	661.83	1,402.45	1,389.84
Phones		1,622.96	1,438.06	652.88	1,041.30	1059.03	1,849.01	2,356.95
September	473,356.35	726,072.82	896,109.29	519,148.24	379,043.72	232,819.71	459,052.79	209,457.39
Payroll		131,877.89	166,308.44	150,274.05	138,824.72	170,724.73	180,683.89	204,174.16
Utilities		8,303.11	8,391.93	\$9,134.06	8861.25	0.00	12,304.88	17,154.68
Copy Mach		1,818.79	1,942.69	\$1,021.17	1027.82	207.55	661.83	1,902.12
Phones		1,399.04	1,594.02	\$1,505.58	527.65	1,376.88	1,242.20	1,578.03
October	532,147.19	687,980.84	795,029.13	456,654.45	299,872.29	169,299.53	350,185.42	67,272.51
Payroll		134,804.64	168,827.16	145,594.18	138,107.96	164,232.51	182,320.28	207,127.61
Utilities		6,218.18	6,526.53	5,328.61	8,565.99	0.00	11,472.46	8,030.69
Copy Mach		2,005.97	2,046.87	661.83	661.83	1,323.66	728.01	728.01
Phones		1,903.55	2,286.86	1,901.49	3,527.17	1,038.90	1,280.80	1,732.87
November	351,591.6	600,312.10	783,656.36	399,652.00	229,043.23	126,346.28	234,002.43	107,196.82
Payroll		158,106.51	183,808.58	158,063.52	147,559.69	137,484.30	211,030.60	243,350.68
Utilities		3,484.54	3,325.38	812.64	5,178.49	0.00	3,815.10	8,418.43
Copy Mach		2,407.99	377.70	661.83	661.83	661.83	0.00	0.00
Phones		973.29	1,623.49	1,067.79	1,067.68	1,039.43	1,820.70	391.76
December	445,536.36	664,527.24	814,163.78	474,316.71	351,007.07	193,026.60	478,348.64	406,412.98
Payroll		134,406.14	233,192.85	164,592.91	211,647.94	139,034.30	198,991.99	232,855.22
Utilities		0.00	926.13	0.00	5,301.95	2,467.53	9,775.28	15,330.71
Copy Mach		0.00	1,636.28	661.83	1,646.83	728.01	2,607.11	661.83
Phones		971.31	1,865.26	1,067.68	1,344.33	2,449.13	2,065.89	2,532.59
January	785,312.36	969,800.74	892,029.67	711,213.85	564,883.60	471,335.8	898,066.31	554,675.29
Payroll		135,036.61	165,975.75	141,799.16	126,552.52	133,133.95	170,600.33	231,065.92
Utilities		6,712.01	8,716.10	0.00	10,920.84	6,119.03	9,649.34	25,374.17
Copy Mach		3,503.90	3,645.93	661.83	0.00	661.83	794.19	1,456.02
Phones		1,290.08	2,548.39	1,089.32	1,036.04	1,019.30	2,046.65	2,526.90
February	757,287.56	905,962.28	819,280.77	673,404.90	520,979.36	438,345.14	954,781.78	620,081.72
Payroll		133,663.13	136,660.05	\$151,584.44	132,052.41	157,606.37	171,675.93	217,444.68
Utilities		5,157.17	3,624.70	0.00	6,070.73	9,188.92	13,064.10	8,144.50
Copy Mach		1,815.03	1,839.48	661.83	338.66	661.83	753.01	0.00
Phones		637.40	1,177.97	1,067.93	1,098.33	1,376.59	448.55	1,116.47
March	850,116.51	923,758.57	973,727.95	651,218.50	544,832.12	500,078.42	928,288.90	503,425.77
Payroll		142,986.45	132,396.66	141,796.28	130,520.55	156,591.80	181,206.65	221,084.68
Utilities		5,093.36	6,300.39	5,812.97	6,909.19	8,733.29	12,445.52	8,810.90
Copy Mach		1,898.08	1,926.55	1,289.27	1,197.28	1,391.50	1,325.59	1,139.18
Phones		716.43	1,225.31	1,030.25	1,035.59	1,451.32	2,291.10	2,706.59
April		1,022,713.04	950,936.04	699,604.31	568,289.98	495,687.64	950,317.25	651,900.42
Payroll		137,944.95	132,959.68	144,064.81	129,443.00	160,842.69	176,850.30	220,720.54
Utilities		3,373.78	3,770.62	5,290.64	0.00	6,987.44	10,416.15	6,771.97
Copy Mach		1,800.99	1,954.58	661.83	0.00	1,020.21	661.83	2,130.86
Phones		1,878.32	925.39	1,053.17	875.55	1,022.34	1,367.80	1,898.37
May		982,710.94	858,447.74	396,996.77	313,099.30	430,962.51	346,063.25	
Payroll		406,349.45	357,101.05	426,888.05	555,322.63	476,244.37	580,678.56	
Utilities		4,580.71	4,123.50	5,003.37	2,392.25	6,488.38	10,771.12	
Copy Mach		2,158.97	1,850.75	661.83	728.01	0.00	879.83	
Phones		1,295.04	1,229.90	892.78	320.08	1,023.35	449.02	
June	967,926.67	1,137,749.14	770,833.90	629,374.84	463,134.61	703,022.42	655,276.15	
Payroll		22,821.89	26,548.91	39,309.94	0.00	47,371.08	107,315.86	
Utilities		128.16	6,009.15	7,347.50	5,554.05	7,971.78	12,065.41	
Copy Mach		1,614.18	1,870.66	1,385.61	661.83	2,044.43	661.83	
Phones		477.36	870.67	1,212.86	1,054.27	1,089.30	2,285.57	

BUILDING FUND

MONTH	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
July	142,017.22	199,250.98	211,972.78		36,747.64	114,185.34	19,347.91	
August		149,359.56	212,202.65	158,664.90	37,117.10	97,642.58	18,838.09	18,795.66
September	138,581.53	149,510.42	198,765.00	126,894.97	36,813.03	69,167.65	14,092.38	16,119.27
October	138,649.63	149,541.52	198,854.08	109,051.96	36,927.56	31,216.26	13,387.74	7,722.41
November	138,690.34	172,316.29	200,776.86	43,924.14	37,440.31	14,991.49	13,137.60	7,544.15
December	139,698.01	176,606.78	217,380.97	38,258.42	62,612.29	5,803.24	43,901.34	44,201.42
January	175,908.49	217,721.91	244,674.39	46,824.82	96,261.99	42,309.13	43,979.85	55,414.95
February	176,586.87	218,701.68	235,185.27	27,502.46	96,579.51	39,843.81	45,861.50	38,838.34
March	182,081.83	222,734.55	211,656.29	29,274.27	108,910.19	43,325.58	43,209.13	19,162.19
April	198,583.44	241,573.74	256,163.66	35,267.40	113,140.39	42,159.10	35,479.08	15,614.12
May	198,912.27	241,827.10	244,540.62	34,652.52	114,235.50	26,560.87	31,036.05	
June	199,032.28	211,656.29	188,587.43	36,712.79	113,812.18	23,056.83	33,031.35	

CHILD NUTRITION FUND

MONTH	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
July	75,084.37	95,625.04	100,938.05		42,933.53	24,708.52	82,471.10	
August		95,797.11	98,499.25	119,007.98	42,238.15	2,720.06	64,515.10	80,773.12
September	60,452.00	75,604.87	97,899.48	102,509.92	18,327.66	10,306.08	30,965.10	73,545.09
October	59,258.03	55,521.52	117,022.33	74,973.21	-9,726.96	36,875.15	85,245.93	67,718.25
November	74,360.10	60,466.81	102,278.17	98,650.94	3,526.28	15,859.02	46,748.68	60,717.85
December	94,572.20	90,413.67	123,598.17	72,862.07	-30,766.43	49,385.68	31,720.46	57,341.66
January	87,263.07	91,776.11	102,470.26	46,824.82	5,865.73	38,546.88	56,201.30	121,350.67
February	109,777.69	99,644.91	136,464.35	66,371.16	26,272.95	39,573.55	38,105.08	100,672.64
March	105,866.53	105,177.33	98,566.26	107,599.41	27,086.20	53,337.52	81,457.96	107,059.82
April	73,740.32	109,434.13	146,628.51	84,779.91	10,283.80	55,076.00	98,794.39	104,704.57
May	107,264.89	107,063.31	145,838.80	77,720.87	9,245.43	-1,620.58	78,778.22	
June	100,154.83	105,109.74	126,192.31	47,744.40	24,468.85	-25,466.78	92,188.10	

SINKING FUND

MONTH	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
July	15,683.50	94,865.24	20,747.43		137,870.02	316,296.70	216,020.37	
August	78,687.86	14,456.63	21,616.63	187,219.91	140,228.59	319,558.23	218,877.31	97,676.31
September	16,839.98	15,008.47	51,661.48	187,519.55	141,296.95	320,339.98	220,069.79	100,545.28
October	17,089.26	15,126.81	21,982.60	187,611.39	141,908.12	320,812.53	221,054.76	101,160.90
November	17,235.93	23,592.85	33,147.22	187,744.99	143,356.26	321,526.70	214,670.34	102,009.25
December	56,853.37	35,104.21	129,733.25	286,699.85	268,630.95	418,628.56	364,193.75	259,093.49
January	186,355.84	196,076.65	325,258.04	494,523.10	436,158.22	627,277.39	537,034.81	406,059.27
February	188,797.23	199,903.11	329,333.64	496,104.81	437,857.64	616,108.66	539,872.29	406,870.88
March	208,599.35	215,693.22	357,944.36	525,773.91	499,254.03	672,648.16	572,919.14	425,568.56
April	272,864.05	289,434.84	476,786.01	611,457.45	308,066.92	706,938.21	595,156.30	455,502.17
May	274,076.36	290,410.10	462,588.68	399,161.50	313,499.10	504,552.03	92,575.34	
June	93,958.29	19,553.06	185,309.30	137,647.55	314,227.09	214,896.85	94,301.26	

GIFT FUND

MONTH	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
July	44,909.61	49,720.54	47,848.46		37,887.08	20,835.79	384.34	
August		49,720.54	47,838.46	49,350.81	36,327.06	20,466.46	8,748.03	5,317.86
September	45,509.61	48,778.46	48,005.06	45,168.71	35,306.90	17,418.93	8,388.08	5,317.86
October	45,077.51	48,298.50	47,938.06	44,260.99	34,006.56	15,719.43	7,776.64	5,317.86
November	50,888.74	47,601.50	47,672.78	43,159.98	37,687.75	14,433.89	7,576.23	7,112.86
December	50,888.74	47,484.07	46,404.55	42,076.96	36,027.08	13,808.86	7,576.23	5,891.67
January	50,888.74	51,249.43	50,373.39	46,420.18	32,496.50	12,078.18	7,356.58	5,771.59
February	50,272.74	50,303.24	50,173.78	45,064.87	29,585.90	11,297.37	6,806.24	5,636.76
March	50,700.74	50,113.60	47,838.46	44,354.37	26,526.49	10,099.32	6,806.24	5,636.76
April	50,700.74	49,982.27	54,505.07	43,153.77	23,549.55	9,737.49	6,317.86	5,636.76
May	50,728.04	49,151.27	53,361.01	41,756.25	23,607.41	9,245.81	6,167.86	
June	49,720.54	47,917.25	49,584.90	38,663.87	22,104.04	8,813.99	5,817.86	

BOND FUND

MONTH	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
July	450,416.06	200,327.50	18,968.83	18,968.83	563,306.06	45,552.12	406,268.61	
August		194,387.24	18,968.83	18,968.83	361,940.96	31,630.34	282,383.82	5,472.06
September	356,834.74	124,421.22	18,968.83	18,968.83	317,646.68	15,023.17	201,580.46	5,472.06
October	294,440.29	96,618.90	18,968.83	0.00	314,881.37	4,092.30	118,956.90	5,472.06
November	248,261.57	86,200.72	18,968.83	0.00	301,973.89	(367.18)	65,458.02	5,472.06
December	245,762.57	84,155.47	18,968.83	0.00	266,790.76	(2,308.75)	46,388.09	5,472.06
January	245,762.57	84,155.47	18,968.83	0.00	222,970.20	(2,308.75)	29,355.86	2,122.06
February	245,762.57	84,155.47	18,968.83	0.00	212,848.28	(2,308.75)	12,372.54	2,122.06
March	245,762.57	84,155.47	18,968.83	0.00	176,456.37	(2,308.75)	11,148.07	2,122.06
April	235,787.63	84,155.47	18,968.83	0.00	151,770.96	0.00	10,646.57	2,122.06
May	235,787.63	84,155.47	18,968.83	0.00	79,210.65	0.00	10,068.07	
June	219,296.33	25,861.47	18,968.83	684,828.45	61,039.06	659,493.49	5,472.06	

5.F. Policy

5.G. Personnel

5.H. Facilities

5.I. Students

5.J. Community

6. MOTION AND VOTE TO APPROVE OR DISAPPROVE THE GENERAL BUSINESS ITEMS

Motion and vote to approve items 6a-6f by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

6.A. Return to Learn Plan Update

6.B. Request Approval for Teacher and Staff Appreciation Incentives

6.C. Request Approval for Summer School Assignments and Stipends

6.D. 2023-2024 Municipal Accounting Systems Renewal

**INVOICE**

Remit To: MUNICIPAL ACCOUNTING SYSTEMS, INC.
PO BOX 268946
OKLAHOMA CITY, OK 73126-8946

Phone: (800)749-5691 **Email:** accounts@wengage.com

Invoice No: 2307Y512 **Customer No:** 512
Invoice Date: 7/1/2023

CRUTCHO PUBLIC SCHOOLS
2401 NORTH AIR DEPOT
OKLAHOMA CITY OK 73141-9609

Item No	System	Description	Amount
20	Appropriated Funds	Yearly Usage Fee - License(s): 1	\$3,638.25
21	Payroll	Yearly Usage Fee Included In Appropriated Funds - License(s): 1	\$0.00
22	Treasurer	Yearly Usage Fee - License(s): 1	\$920.00
23	Activity Funds	Yearly Usage Fee - License(s): 1	\$455.00
24	Personnel	Yearly Usage Fee - License(s): 1 Additional Contact(s): 1 - Amount: \$250.00	\$1,170.00
25	Purchase Requisition	Yearly Usage Fee - License(s): 1	\$920.00

Invoice Total: \$7,103.25

Thank you for your business!

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INVOICE

Remit To: MUNICIPAL ACCOUNTING SYSTEMS, INC.
PO BOX 268946
OKLAHOMA CITY, OK 73126-8946

Phone: (800)749-5691 **Email:** accounts@wengage.com

Invoice No: 2307Y512 **Customer No:** 512
Invoice Date: 7/1/2023

CRUTCHO PUBLIC SCHOOLS
2401 NORTH AIR DEPOT
OKLAHOMA CITY OK 73141-9609

Item No	System	Description	Amount
20	Appropriated Funds	Yearly Usage Fee - License(s): 1	\$3,638.25
21	Payroll	Yearly Usage Fee Included In Appropriated Funds - License(s): 1	\$0.00
22	Treasurer	Yearly Usage Fee - License(s): 1	\$920.00
23	Activity Funds	Yearly Usage Fee - License(s): 1	\$455.00
24	Personnel	Yearly Usage Fee - License(s): 1 Additional Contact(s): 1 - Amount: \$250.00	\$1,170.00
25	Purchase Requisition	Yearly Usage Fee - License(s): 1	\$920.00

Invoice Total: \$7,103.25

Thank you for your business!

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6.E.2023-2024 OCAS (Oklahoma Consulting and Accounting Services) Renewal



April 25, 2023

Cruteho School District
Attn: Mr. Melvin Perry
2401 N. Airport Depot Blvd.
Oklahoma City, OK 73143

RE: Accounting and consulting services for the Year Ended June 30, 2024

Thank you for allowing Oklahoma Consulting and Accounting Services, LLC (in affiliation with Jenkins & Kemper, CPAs, P.C.) to perform accounting and consulting services for Cruteho School District (the school). We are pleased with the expression of confidence in our firm and our school expertise. I look forward to a long and successful relationship as an integral part of the school's financial management team.

This letter, along with the attached addenda, to be approved in an open board meeting, sets forth our understanding of the nature and scope of my non-attest accounting and consulting services to be provided for the school. As you know Government Auditing Standards (Yellow Book) place significant restrictions on firms that also perform consulting services for audit entities. Although we will maintain integrity and objectivity throughout the performance of all services provided to the school, We are not considered "independent" under the Government Accountability Office (GAO) definition and as such we cannot also perform audit or other attestation services for the school as long as we perform these non-attest services. Under the GAO independence rules, we are considered a part of your management team since we will perform certain functions normally associated with management. That is the reason that the school must contract with another CPA firm to conduct the annual School audit. However, the Yellow Book allows me to continue to assist the school as requested in many other matters. Independence is only required for the external auditor.

Scope of Services

The accounting services we will provide are detailed on the attached exhibits. Also, we will compile a monthly statement of assets, liabilities and net assets-cash basis and the related statement of revenue and expenses-cash basis for each month and year-to-date period. The statements will include as supplemental information certain budgetary information. The financial statements will be prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The financial statements will omit all the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. We will not audit or review such financial statements. Our report will include a statement that we are not independent with respect to the school.

The objective of a compilation engagement differs significantly from the objective of a review or audit of financial statements. The objective of a review is to provide a reasonable basis for expressing limited assurance that there are no material modifications that should be made to the financial statements. The objective of an audit is to provide a reasonable basis for expressing an opinion regarding the financial statements taken as a whole. A compilation does not provide such a basis because a compilation does not contemplate performing inquiry or analytical procedures and other procedures ordinarily performed in a review or obtaining an understanding of internal control or assessing control risk; or other procedures ordinarily performed in an audit.

Management Responsibilities

The school is, and will continue to be, solely responsible for establishing and maintaining an effective accounting and internal control system, including, without limitation, systems designed to assure compliance with policies, procedures, and applicable laws, regulations, contracts, and agreements and maintaining adequate records. The school is also responsible for the design and implementation of programs and controls to prevent and detect fraud.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you or the appropriate level of management of any material errors and of any evidence or information that comes to my attention during the performance of compilation procedures or other management services performed that fraud or an illegal act may have occurred. We need not report any matters regarding illegal acts that may have occurred that are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

The school's management and those charged with governance will be responsible for establishing the scope of the accounting and consulting services and the resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the accounting and consulting services to be performed by Oklahoma Consulting and Accounting Services, LLC providing overall direction and oversight for each service, and reviewing and accepting the results of the work. The attached addenda (Exhibits A-B) provide management and those charged with governance an understanding of the services to be provided and items Oklahoma Consulting and Accounting Services, LLC will require in order to adequately perform each service.

Administration, Fees, and Other

Our fee for the compilation and other services is stated on each addendum (Exhibits A-B) attached as part of this contract. The ancillary services, defined by the attached addenda, will be billable at the rate of \$90-120 per hour based on staff experience level. Requests for a representative of Oklahoma Consulting and Accounting Services, LLC to attend a board meeting will be billed \$150 for each meeting attended.

These services are for the period July 1, 2023 to June 30, 2024. Please sign each contract addenda whether Crutch School District **accepts** or **does not accept** the services described for each. Fees for these services will be rendered each month as described on the exhibits and will be payable on presentation. This engagement letter will remain in effect until changed by mutual consent.

Administration, Fees, and Other (Continued)

In accordance with my firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. You acknowledge and agree that we are not required to continue performing work for you in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. Further, you acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis my engagement will be deemed to have been completed and we will not be liable to you for any damages that occur as a result of my ceasing to render services, even if we have not completed our services. You will be obligated to compensate us for all time expended and to reimburse us for any out-of-pocket expenditures through the date of termination.

In addition, the school further agrees to indemnify and hold me harmless for any liability and all reasonable costs, including legal fees that we may incur as a result of the services performed under this engagement in the event there are false or misleading representations made to us by any member of the school's management.

Our firm, as well as other accounting firms, participates in the AICPA's peer review program covering our audit and accounting practice. Under this program, my system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of my work. It is possible that the work performed for you may be selected for their review. If it is, the team is bound by professional standards to keep all information confidential.

We appreciate the opportunity to be of service to you and look forward to continuing our long and mutually satisfying relationship. We believe this letter accurately summarizes the significant terms of our engagement. Please call us at any time if you have any questions. If this letter and the attached addenda correctly express your understanding, please sign the enclosed copies where indicated and return it for our files.

Sincerely,



Jack H. Jenkins
President, Oklahoma Consulting and Accounting Services, LLC

ACKNOWLEDGMENT:

By: _____ Date: _____
Administrator

By: _____ Date: _____
Board Member

TREASURER SERVICES

This agreement begins July 1, 2023 and ends on June 30, 2024, between Crutch School District and Oklahoma Consulting and Accounting Services, LLC (us/our). This agreement shall not become effective until approved and entered into the minutes of an open board meeting.

Treasurer Services to be Provided:

1. Reconciliations performed timely every month of reported school funds to bank statements
2. Receipts posted to appropriate accounts using the Oklahoma Cost Accounting codes as required by the Oklahoma State Department of Education
3. Prepare monthly finance report for review by management and governing board
4. Prepare orderly file folders to maintain records of all treasurer records
5. Provide records and financial report information to independent auditor
6. Submit previous end of the fiscal year data to Oklahoma State Department of Education due during the contract period
7. Preparation of annual 2023-24 Estimate of Needs

Client Agrees to the Following:

1. Assign an employee of the school as deputy treasurer for physically depositing funds into your bank
2. Allow us online banking access for the school's checking/savings accounts
3. Obtain a treasurer's surety bond in treasurer's name for a minimum of \$100,000 as required by statute
4. Provide us with an adequate description of deposits made with your bank
5. Prepare detailed receipts in a pre-numbered receipt book for all local collections
6. Notify us of any changes in policy/requirements from the Oklahoma State Department of Education that may be sent to the principal/business manager of your school by email

ACKNOWLEDGMENT:

☐ Crutch School District's management and those charged with governance understand, acknowledge and **ACCEPT** the above described monthly services. The annual contract amount for these services is \$10,500.00 and will be payable in 12 equal monthly installments for the contract period.

☐ Crutch School District's management and those charged with governance understand, acknowledge and **DO NOT ACCEPT** the above described monthly services. It is understood that in conjunction with other contracts, management may ask for the services described above and Oklahoma Consulting and Accounting Services, LLC will consider these items ancillary services and bill Crutch School District the stated hourly rate.

By: _____ Date: _____
Administrator

By: _____ Date: _____
Board Member

PAYROLL SERVICES

This agreement begins July 1, 2023 and ends on June 30, 2024, between Crutch School District and Oklahoma Consulting and Accounting Services, LLC (us/our). This agreement shall not become effective until approved and entered into the minutes of an open board meeting.

Payroll Services to be Provided:

1. Calculate and print checks or create direct deposit for all net pay amounts on a semi-monthly basis and include up to two "special payrolls" per contract period. Additional "special payrolls" will be considered ancillary services and will be billed at an hourly rate (also see item #6 in Client Agreements)
2. Calculate and print checks or directly deposit tax withholding for Federal and State of Oklahoma
3. Calculate and print checks or directly deposit funds for fringe benefits, retirements, garnishments or any deduction or benefit normally processed through payroll
4. Create and file all payroll tax filings for Federal and the State of Oklahoma including Federal (941), State (OW-9) and State Unemployment (OESC) quarterly reports, W2s, and 1095s (if necessary).
5. Provide reports, copies of payroll tax filings and paystubs to assigned administrator for distribution to employees
6. Prepare online financial reporting, during this contract period, for the Oklahoma State Department of Education regarding the Oklahoma cost account coding of payroll items
7. Prepare the School Personnel Report submitted on the Single Sign On webpage of the State Department of Education and update throughout the year as necessary

Client Agrees to the Following:

1. Approve our employee as the payroll clerk
2. Fill out our form for new employees and furnish us with annual/hourly approved rates of pay for each employee at the beginning of the employee's contract period
3. Notify us of any employees to be paid from a federal program or other special program at the beginning of the employee's contract period
4. Report to us all regular deductions such as fringe benefits, retirements, garnishments and any other deductions or benefits normally processed through payroll for each employee at the beginning of the employee's contract period
5. Provide us with updated W-4 forms for the calendar year for each employee authorizing us to withhold the appropriate amount of income taxes from each payroll
6. Furnish us with timesheets or changes in payroll four regular business days previous to scheduled payment date

ACKNOWLEDGMENT:

☐ Crutch School District's management and those charged with governance understand, acknowledge and **ACCEPT** the above described monthly services. The annual contract amount for these services is \$21,300.00 and will be payable in 12 equal monthly installments for the contract period.

☐ Crutch School District's management and those charged with governance understand, acknowledge and **DO NOT ACCEPT** the above described monthly services. It is understood that in conjunction with other contracts, management may ask for the services described above and Oklahoma Consulting and Accounting Services, LLC will consider these items ancillary services and bill Crutch School District the stated hourly rate.

By: _____ Date: _____
Administrator

By: _____ Date: _____
Board Member

6.F. 2023-2024 Select Physical Therapy Contract

OCCUPATIONAL THERAPY STAFFING AGREEMENT

THIS OCCUPATIONAL THERAPY STAFFING AGREEMENT (the "Agreement") is made as of this **1st day of July, 2023**, by and between **Crutch Public Schools** ("School") and Select Physical Therapy, Shawnee, OK Inc. ("Select Physical Therapy")

RECITALS

WHEREAS, School operates a Special Education department; and

WHEREAS, Select Physical Therapy employs or otherwise engages licensed, registered and certified occupational therapists or certified occupational therapy assistant.

WHEREAS, School desires to engage Select Physical Therapy to provide individuals to provide physical and occupational therapy services on an as needed basis to School students and Select Physical Therapy desires to provide such services to School;

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants set forth below, Select Physical Therapy and School agree as follows:

1. Retention. School hereby retains Select Physical Therapy, on independent contractor basis, to provide licensed, registered and certified occupational therapists or certified occupational therapy assistants experienced in occupational therapy. Select Physical Therapy hereby accepts such retention and agrees to provide such individuals to perform such therapy services in accordance with the terms and conditions set forth herein.

2. Duties of Select Physical Therapy.

2.1 Services. During the term of this Agreement, Select Physical Therapy shall provide licensed, registered occupational therapists ("Select Physical Therapy's Personnel") to provide therapy services in accordance with the student's plan of treatment **for four (4) hours 1 day per week up to eight (8) hours per day, for up to 1 day per week if needed**, Agreement, and such additional time as the parties may agree for the compensation set forth herein. The specific starting date for Services and delivery of Services will be mutually determined by Select Physical Therapy and School. Services provided will include direct, indirect services, paperwork and consultations.

2.2 Qualifications of Select Physical Therapy's Personnel. Select Physical Therapy shall ensure that the Select Physical Therapy's Personnel performing services under this Agreement are appropriately licensed, registered and/or certified in the State of Oklahoma and shall provide School with documentary

evidence thereof. Select Physical Therapy represents to School that each Select Physical Therapy's Personnel performing services under this Agreement is professionally trained and experienced and meets all accreditation guidelines, and Select Physical Therapy agrees that it will, during the term of this Agreement, take all actions necessary to maintain such training and experience and competencies of Select Physical Therapy's Personnel.

Select Physical Therapy will ensure that each of Select Physical Therapy's Personnel attend School's orientation program and has had instruction in occupational exposure to bloodborne pathogens, protective practices to avoid contamination, and procedures for decontamination in case of exposure, or potential exposure, to infectious materials or potentially infectious materials in accordance with federal guidelines. Select Physical Therapy's personnel will not be allowed into a clinical area until the training program has been completed. Select Physical Therapy shall recommend Select Physical Therapy's Personnel receive immunization against Hepatitis B. Select Physical Therapy will ensure that, prior to placement, Select Physical Therapy's Personnel have had instruction in exposure to tuberculosis, protective practices to avoid contamination, and procedures in case of exposure or potential exposure in accordance with the federal guidelines.

2.3 Supervision; Substitution. Select Physical Therapy shall supervise, control and direct all persons performing services under this Agreement on its behalf. On request of School, Select Physical Therapy agrees to substitute or replace any Select Physical Therapy's Personnel providing services in School if School has determined that such substitution or replacement is in the best interests of School or student care, and provided the substituting or replacing Select Physical Therapy's Personnel meets all requirements of Section 2.2.

2.4 Obligations of Select Physical Therapy to Select Physical Therapy's Personnel. Notwithstanding any other provision of this Agreement, Select Physical Therapy shall be solely responsible for the satisfaction of any and all obligations, including, but not be limited to those obligations respecting employee benefits, withholding of federal, state and local taxes applicable to employees, federal and state wage-hour obligations (including overtime), Social Security, workers' compensation, unemployment insurance and other applicable taxes and contributions to government, related insurance and similar programs, it assumes with respect to any person it contracts with to assist in the performance of this Agreement. At the request of School, Select Physical Therapy shall provide School with satisfactory evidence of compliance with this Section 2.4.

2.5 Quality Assurance Activities. On request of School, Select Physical Therapy's Personnel shall cooperate with School's Quality Assurance Coordinator and any Special Education committees established by School in their performance of Quality Assurance, Student Care Assessment, Risk Management, Utilization and Program Evaluation. School shall be required to

reimbursement Select Physical Therapy for all hours during which Select Physical Therapy's Personnel have participated in such training programs.

2.6 Complaints and Grievances. If requested by School, Select Physical Therapy shall, in collaboration with School's Director or Board appointee, review and respond to any complaints and grievances with respect to Services provided by Select Physical Therapy, and recommend and take corrective action where appropriate.

2.7 Compliance with Standards. Select Physical Therapy agrees that the Services provided under this Agreement are subject to the professional and administrative oversight of School Staff, and therefore Select Physical Therapy agrees on behalf of itself, its shareholders, partners, employees and agents who perform such services to be bound by and comply with (i) the policies, procedures, rules and regulations of School, as each may be amended from time to time, including policies relating to confidentiality; (ii) School's Code of Conduct; (iii) the standards, rules and regulations of the United States Department of Health and Human Services ("HHS"), the Oklahoma Department of Health and Mental Hygiene, the Oklahoma Department of Social Services, and any other federal, state or local governmental agency or third-party payor exercising authority with respect to accrediting, or providing reimbursement for, the Services.

2.8 Insurance. Select Physical Therapy, at no cost or expense to School, shall carry a policy or policies of professional liability and general liability insurance, issued by an insurance carrier acceptable to School, providing coverage in the amount of at least One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate per year, which insures Select Physical Therapy and each employee or agent thereof against any act, error or omission of the Select Physical Therapy or Select Physical Therapy's Personnel, agent or employee. Select Physical Therapy also shall provide worker's compensation insurance as may be required and consistent with state law. Select Physical Therapy agrees promptly to furnish to School evidence of the maintenance and continued effectiveness of the insurance required by this Section 2.8.

2.9 Indemnification. To the extent not covered by the amount or scope of the insurance coverage(s) required under Section 2.7 hereof, both parties shall hold the other party free and harmless from and against any and all liability, judgments, costs, damages, claims or demands, including reasonable attorneys' fees, arising out of the acts or omissions of the other party and the other party's Personnel.

2.10 Confidentiality. Select Physical Therapy will require Select Physical Therapy's Personnel to maintain the confidentiality of student information obtained while providing Services at School. All information (obtained from

school, students, parents or guardians) records or computerized data is to be held in confidence and no copies of student records shall be made. Select Physical Therapy's Personnel shall abide by all School policies concerning medical/student records and electronic media.

3. Duties of School.

3.1 Administrative Duties. School shall initiate and make arrangements with for the provision of Services. The Services shall include, without limitation, establishing a plan of care, recording student's progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings, and completing paperwork as requested including Medicaid documentation forms by no later than the 10th of the month following the month in which the OT Services were provided

3.2 Exclusivity. School may not employ or retain additional or different professionals to provide the Services, which Select Physical Therapy provides under this Agreement.

4. Compensation. Select Physical Therapy shall be compensated in accordance with the schedule attached as Exhibit A hereto. On or about the fifth (5th) day of each month, Select Physical Therapy shall submit to School a statement of services provided in the preceding month and the charges therefore. The statement shall include the date of service, type of service provided, the hours worked and the name of the Select Physical Therapy's Personnel providing the service.

5. Cooperation: Compliance with Regulatory Authorities. School and Select Physical Therapy agree to cooperate with one another in the fulfillment of their respective obligations under this Agreement, and to comply with the requirements of law and with all applicable ordinances, statutes, regulations, directives, orders and other lawful enactments or pronouncements of any federal, state, municipal, local or other lawful authority.

6. Term. This Agreement shall have an initial term which commences on the date of signing, and **terminates on June 30, 2024**, subject to earlier termination as hereinafter provided. Thereafter, the Agreement will automatically renew for successive one (1) year terms on the same terms and conditions by mutual agreement of the parties.

7. Termination. This Agreement may be terminated by either party, without cause, by giving the other party thirty (30) days prior written notice. In the event that a party shall fail to comply with or perform when due any term or covenant of this Agreement, this Agreement may be terminated by the non-breaching party upon twenty (20) days prior written notice of such failure to the party in breach, if the failure is not cured within fifteen (15) days after receipt of such notice.

8. Termination or Amendment as the Result of Government Regulation. School shall have the right to terminate or unilaterally amend this Agreement, without liability, in order to comply with any legal order issued or proposed to be issued by a federal or state department, agency or commission, or any provision of law or other accreditation requirement which invalidates or is inconsistent with the terms of this Agreement or which would cause one of the parties to be in violation of law.

9. Excluded Provider Provisions. Select Physical Therapy hereby represents and warrants that Select Physical Therapy and any individual providing services under this contract are not and at no time have been excluded from participation in any federally funded health care program, including Medicare and Medicaid. Select Physical Therapy hereby agrees to immediately notify School of any threatened, proposed, or actual exclusion from any federally funded health care program, including Medicare and Medicaid. In the event that Select Physical Therapy or other individual providing services under this Agreement is excluded from participation in any federally funded health care program during the term of this Agreement, or if at any time after the effective date of this Agreement it is determined that Select Physical Therapy is in breach of this Section, this Agreement shall, as of the effective date of such exclusion or breach, automatically terminate.

11. Miscellaneous.

11.1 Relationship of Parties. The relationship between the parties shall at all times be that of independent contractors. No provision of this Agreement is intended to, or shall be construed, to render one party an employee, servant or partner of the other.

11.2 Entire Agreement; Amendment. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements and understanding between the parties with respect to the subject matter hereof. No alteration or modification of this Agreement shall be valid unless in writing and executed by each of the parties hereto.

11.3 Governing Law. This Agreement shall be governed and interpreted in accordance with, and the rights of the parties shall be determined by the laws of the State of Oklahoma.

11.4 Non-Waiver. The failure of a party to insist upon strict adherence to any term of this Agreement on any occasion shall not be considered a waiver or deprive that party of the right thereafter to that term or any other of this Agreement.

11.5 Severability. If any provision of this Agreement shall be declared invalid or illegal for any reason whatsoever, then notwithstanding such invalidity or illegality, the remaining terms and provisions of this Agreement shall remain in full

force and effect in the same manner as if the invalid or illegal provision has not been contained herein.

11.6 Counterparts. This Agreement may be executed in more than one counterpart, and each executed counterpart shall be considered as the original.

11.7 Vested Rights. No amendment, supplement or termination of the Agreement shall affect or impair any rights or obligations, which shall have theretofore matured hereunder.

11.8 Successors and Assigns. This Agreement shall be binding upon and shall insure to the benefit of the parties and their respective successors and assigns.

11.9 Notices. Any notice which is required or permitted to be given under this Agreement shall be given by personal delivery or certified mail, return receipt requested and directed to the respective party at its last known address. All notices shall be deemed given on the date of personal delivery or, if mailed postage prepaid by certified mail, return receipt requested, on the date of delivery appearing on the return receipt therefore if delivered or the date of attempted delivery if delivery is refused.

11.10 Assignment. Neither this Agreement nor any of the rights or duties under this Agreement may be assigned or delegated by Select Physical Therapy without the written consent of School.

11.11 Survival. All covenants contained herein shall survive the termination of this Agreement.

11.12 Student Records. Any and all student records and charts produced as a result of either party's performance under this Agreement shall be and remain the property of School.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first written above.

Crutch Public Schools

By: _____

Its: _____

Date: _____

Select Physical Therapy, Shawnee, OK Inc

By: _____

Its: Regional Director

Date: 4-25-23

EXHIBIT A

Rates

Services Rate

Occupational Therapist/COTA

\$70.00/hour

7. MOTION AND VOTE TO APPROVE OR DISAPPROVE THE CONSENT
DOCKET

Motion and vote to approve items 7a-7d by Erika James second by Paul Keeler
was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

7.A. Minutes - April



Crutcho Public Schools

Minutes

Tuesday, April 11, 2023

Board Conference Room, 2401 N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141

1:30 PM

1:32 PM

1. CALL TO ORDER

2. STATEMENT OF COMPLIANCE

We are in complianace

3. ROLL CALL AND DETERMINATION OF QUORUM

3.A. Flag Salute

3.B. Prayer

4. PUBLIC EXPRESSIONS (Limited to three minutes per subject item)*

5. SUPERINTENDENT'S REPORT

5.A. Introductions of Guests

5.B. Celebrations

5.B.1. Students of the Month

5.C. Upcoming Events - See Attachment

5.D. School Reports/Operations Report

5.E. Financial

5.E.1. Treasurer's Report

5.E.2. Financial Report

5.F. Policy

5.G. Personnel

5.H. Facilities

5.I. Students

5.J. Community

6. BOARD TO CONSIDER AND TAKE ACTION ON A RESOLUTION DETERMINING THE MATURITIES OF, AND SETTING A DATE, TIME, AND PLACE FOR THE SALE OF THE \$915,000 GENERAL OBLIGATION BUILDING BONDS OF THE SCHOOL DISTRICT.

Motion was made to set the date for the sale of the bonds by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

7. MOTION AND VOTE TO APPROVE OR DISAPPROVE THE GENERAL BUSINESS ITEMS

Items 7a-7f made and approved by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

7.A. 2023-2024 Renaissance Contract

7.B. 2023-2024 Temporary Appropriations

7.C. 2023-2024 OPSRC Renewal

7.D. 2023-2024 Southwest

7.E. 2023 OSAG Election Ballot

7.F. MOU Defense Logistics Agency

8. MOTION AND VOTE TO APPROVE OR DISAPPROVE THE CONSENT DOCKET

Items 8a-8d made and approved by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

8.A. Minutes - March

8.B. Transfer of Funds

8.C. Encumbrances and Purchases FY 2022-2023

8.C.1. General Fund (11) P.O. #'s 130-136

8.C.2. Bond Fund (31) P.O. #'s NONE

8.C.3. Building Fund (21) P.O. #'s NONE

8.C.4. Child Nutrition (22) P.O. #'s NONE

8.C.5. Gift Fund (81) P.O. #'s NONE

8.C.6. Purchase Order Increases General Fund (11) and Bond Fund (39) and Child-N Fund (22)

8.D. Activity Fund Revenue and Expenditure Report

9. MOTION TO ENTER EXECUTIVE SESSION 25 OS 307 (B)(1), TO DISCUSS ITEMS UNDER PERSONNEL

10. ACKNOWLEDGEMENT RETURN TO OPEN SESSION

11. MOTION , DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE THE PERSONNEL

12. NEW BUSINESS

13. ADJOURNMENT

Motion to adjourn at 1:59 pm by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

1:59 PM

Erika James, President

Paul Keeler, Vice President

Carla Brooks, Clerk

7.B. Transfer of Funds

7.C. Encumbrances and Purchases FY 2022-2023

7.C.1. General Fund (11) P.O. #'s 137-140

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND (FOR OPERATION), Date Range: 4/7/2023 - 5/5/2023

PO No	Date	Vendor No	Vendor	Description	Amount
137	04/12/2023	53825	JASMINE ROSS EVENTS	BLANKET	1,500.00
138	04/26/2023	53827	MIDWEST SPORTING GOODS	BLANKET	9,212.42
139	04/26/2023	53828	TITUS MASON	CPR BLANKET	500.00
140	04/26/2023	53829	MATTHEW FLINTON	SUMMER PD	197.00
Non-Payroll Total:					<u>\$11,409.42</u>
Payroll Total:					<u>\$0.00</u>
Report Total:					<u><u>\$11,409.42</u></u>

7.C.2. Bond Fund (31) P.O. #'s NONE

Crutchcho Public School
Purchase Order Register

Options: Year: 2022-2023, Fund: Building Bond Fund(s) FY 2022, Date Range: 4/7/2023 - 5/5/2023

PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:					\$0.00
Payroll Total:					\$0.00
Report Total:					

7.C.3. Building Fund (21) P.O. #'s NONE

Crutchcho Public School
Purchase Order Register

Options: Year: 2022-2023, Fund: BUILDING FUND, Date Range: 4/7/2023 - 5/5/2023

PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:					\$0.00
Payroll Total:					\$0.00
Report Total:					

7.C.4. Child Nutrition (22) P.O. #'s NONE

Crutchcho Public School
Purchase Order Register

Options: Year: 2022-2023, Fund: CHILD NUTRITION PROGRAMS FUND, Date Range: 4/7/2023 - 5/5/2023

PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:					\$0.00
Payroll Total:					\$0.00
Report Total:					

7.C.5. Gift Fund (81) P.O. #'s NONE

Crutchcho Public School
Purchase Order Register

Options: Year: 2022-2023, Fund: GIFT FUND, Date Range: 4/7/2023 - 5/5/2023

PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:					\$0.00
Payroll Total:					\$0.00
Report Total:					

7.C.6. Purchase Order Increases General Fund (11) and Bond Fund (39) and Child-N Fund (22)

7.D. Activity Fund Revenue and Expenditure Report

8. MOTION TO ENTER EXECUTIVE SESSION 25 OS 307 (B)(1), TO DISCUSS ITEMS UNDER PERSONNEL

Motion to enter or not enter executive session by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

8.A. Bryson, Shamiah - New Employment 23/24 School Year

8.B. Lawson, Katereena - New Employment 23/24 School Year

8.C. Maxwell, Taraya - New Employment 23/24 School Year

8.D. Williams, Ja'Rea - New Employment 23/24 School Year

8.E. Wright, Maia - New Employment 23/24 School Year

9. ACKNOWLEDGEMENT RETURN TO OPEN SESSION

10. MOTION , DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE THE PERSONNEL

Approval for Personnel by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

11. NEW BUSINESS

12. ADJOURNMENT

Motion to adjourn at 2:07 by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

13. 2023-2024 OSSBS Policy and Subscription Renewal

Approval for Item 13 by Erika James second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

2:07 PM

Erika James, President

Paul Keeler, Vice President

Carla Brooks, Clerk