



Crutcho Public Schools

Minutes

Friday, June 16, 2023

Crutcho Public Schools, 2401 N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141

10:00 AM

10:02 AM

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

Items 6a-6s approved by Erika James second by Paul Keeler was approve

Carla Brooks: Absent

Erika James: Yea

Paul Keeler: Yea

Yea: 2, Nay: 0, Absent: 1

6.A. SDE Days to Hours

6.B. Library Deregulation

6.C. OSSBA Policy Updates

6.D. CRW Contract - 23/24 School Year

***CRW Consulting E-rate Services, LLC***  
***Program Year 2024 (Year 27)***  
***E-rate Contract***

**CRW E-rate Consulting**, (“Agent” or “CRW”) and **Crutch School District C-074** (“Applicant”) each agree to perform the obligations listed below. This contract authorizes the Agent to file any FCC Form (including, but not limited to: FCC Forms 470, 471, 472, 486 and 500) on behalf of the Applicant for Program Year 2024 (services to be discounted generally from 07/01/2024 – 06/30/2025). These FCC forms are necessary to receive Universal Service Fund monies, more commonly known as the “E-rate Program.”

This contract also authorizes an agent of CRW to (1) be listed as the contact person on the above referenced FCC forms; (2) sign, on behalf of the Applicant, any and all of said FCC Forms; (3) sign, on behalf of the Applicant, any and all additional FCC Forms which might become necessary to obtain discounts or stay within FCC Program rules, and (4) order services listed on the application on behalf of the Applicant. The Applicant agrees that the Applicant is strictly liable for any and all certifications and representations made on FCC Forms concerning the E-rate program, regardless of if an agent of CRW submits and signs said Form pursuant to this Contract.

This contract is subject to change based upon program rule changes made by the FCC or the Schools and Libraries Division (SLD) of the Universal Service Administrative Company, as well as any changes in applicable federal or state law. Either party’s failure to fulfill the obligations listed below will discharge, at the option of the other party, such other party’s obligations contained herein upon written notice. Applicant agrees to indemnify, defend, and hold harmless Agent for any and all claims arising hereunder or related to this Contract, including matters within the jurisdiction of state or federal administrative agencies, except for such claims based on Agent’s own fraud, willful injury, gross negligence, or violation of the law. Any waiver by either party of any provision of this Contract shall not operate as, nor be construed to be, a waiver of any subsequent breach thereof. Liability for damages on the part of either party is strictly limited to the “Full Payment for Priority One Application” amount listed in the “Payment Terms” section of this Contract. This Contract is governed by the laws and regulations of the State of Oklahoma, regardless of the location of the Applicant, and any disputes arising hereunder shall be resolved in the applicable state or federal court for the County of Tulsa, State of Oklahoma. The parties consent to the jurisdiction of such courts and waive any jurisdictional or venue defenses otherwise available.

Signing below indicates acceptance that both parties will perform the responsibilities and accept the obligations listed therein for the applicable program year, and agree to follow the payment terms as described below. Signing below also indicates that both parties

agree to every provision of this Contract. Furthermore, both parties acknowledge that they had the opportunity to submit this Contract to counsel for review.

### **TWO IMPORTANT NOTES**

- 1. The document retention period for E-rate has changed from five years to ten years past the last day to receive service. For most applicants, this will mean that you will have to keep all of your E-rate related documents, including copies of the bills, proof of payment/POs, packing slips (for equipment) for a time period ending about 6/30/2035 for Category One Funding (this will be at the earliest 9/30/2035 for Category Two Funding).**
- 2. Applicants are required to comply with all State and Local bidding and purchasing rules (such as public notice requirements, bond requirements, etc.). Failure to comply with these State or Local restrictions could result in the loss of funding/mandatory re-payment of funding. If you have these types of rules in place, please make sure you inform us and that you follow those rules.**

### Responsibilities and Obligations of the Applicant

1. The Applicant understands that all services or products to be included on FCC Form 471 (The Application) must be competitively bid for a time period of no less than 28 days. **Any service which the Applicant wishes to have discounted by the E-rate program and is covered by a contract must undergo the proper 28 day competitive bidding cycle, and must be signed in the appropriate time period.** Bidding cycles may be longer than 28 days, but 28 days is the minimum bid period.
2. The Applicant agrees to provide a list of services or products to be included in the bidding process to the Agent (including identifying any contracts that may be expiring and need to be re-bid).
3. The Applicant understands that the bidding period begins the day the FCC Form 470 is filed on-line with the SLD's web site, or the date that the applicant posts their Request for Proposal (whichever is the later date begins the minimum 28 day window).
4. The Applicant agrees to inform the Agent of any state or local bidding restrictions and/or regulations before filing of FCC Form 470. These restrictions or regulations include, but are not limited to, newspaper advertisements, bonding requirements and/or other general media or public notification requirements.
5. The Applicant understands that during the bidding cycle that the Applicant must allow potential vendors equal opportunity to bid on the proposed services listed on FCC Form 470. The Applicant may choose to place qualifications on the bidding process, but any vendor who meets such qualifications must be allowed the opportunity to place a bid within the specified time period.
6. The Applicant understands that it is required to make cost-effective bidding decisions and that if the Applicant selects a service provider/bidder that is 2 times more expensive than the lowest bidder, USAC may deem that decision to not be

- cost-effective (and want their funding back).
7. The Applicant understands and agrees that it is the Applicant's responsibility to complete the Competitive Bidding Process by evaluating any valid bids received.
  8. The Agent may attempt to assist the Applicant's bid evaluation process by identifying what the Agent believes to be the cost of eligible goods and services provided on your bids. The Applicant agrees that it is the ultimate responsibility of the Applicant to determine the actual price of eligible goods and services to be evaluated and to verify those amounts listed by the Agent.
  9. The Applicant agrees to notify CRW of any products or services to be included on the Application that are, or will be, purchased or governed by a contract (including contracts that are expiring and need to be re-bid).
  10. The Applicant understands that all contracted services or products (that is, services or products that are purchased or governed by a contract) to be listed on the Application for discounts must be covered under a contract executed in the proper time period (after the bidding cycle is over, but before the close of the application window). The Applicant further understands that funding for services contracted for before the allowable 28 day bidding has ended, or after the 471 Application window has closed, will not be funded.
  11. Applicant understands and will abide by the SLD's competitive bidding rules which state that price must be the primary factor in awarding bids. The Applicant further certifies that, in accordance with the SLD's competitive bidding rules, no bidding evaluation factor will be as heavily weighted as is the "price" evaluation factor.
  12. Applicant agrees to document the bid evaluation process (a list of evaluation factors and how many points each bid received for each factor) for any service requested for which more than one bid is received. Sample bid evaluation sheets are available from CRW.
  13. The Applicant agrees to provide Agent copies of an average month's bill for any services not covered under a contract and to be included on the Application. This may include, but is not limited to Internet access bills, and circuit bills.
  14. The Applicant agrees to provide any information necessary to file any FCC form to the Agent upon request, within five working days. This includes, but is not limited to, free and reduced lunch information, monthly bills, copies of contracts, and letters that authorize the Agent to obtain account information.
  15. The Applicant agrees to retain any records related to the Application or other relevant FCC Forms for a period of ten years past the last day to receive service. This includes, but is not limited to, bids received, contracts, free and reduced lunch documentation, proof of payment for services, asset tracking info (packing slips, work orders, proof of delivery) and monthly bills that were or will be discounted by the SLD.
  16. The Applicant agrees to forward to the Agent any request for information originating from the SLD or USAC within three (3) working days.
  17. The Applicant agrees to provide an authorized signature and date for any necessary FCC Form that has been prepared by the Agent.

18. The Applicant understands that it is the sole responsibility of the Applicant to follow and adhere to any and all relevant FCC, USAC, or SLD rules and regulations, as well as any applicable federal, state, or local laws.
19. The Applicant agrees to authorize and grant “full rights” to employees of CRW Consulting in USAC’s EPC filing system.
20. Applicant recognizes and agrees that the Agent does not provide professional legal services nor does the Agent engage in the practice of law.
21. Applicant agrees to review draft copies of FCC Form 471 sent to the Applicant from the Agent for errors and omissions.

#### Responsibilities and Obligations of the Agent

1. Agent agrees to file on behalf of the Applicant any necessary FCC Form, including, but not limited to, FCC Forms 470, 471, 472, 486, 500, Service Provider Identification Number Change Letters, and Service Substitution Letters.
2. Agent agrees to notify the applicant of relevant program rule changes within a reasonable time period.
3. If desired by the Applicant, the Agent agrees to help determine the scope and details of the types of services or products to be included in the competitive bidding process. These services/products will be listed on FCC Form 470 and must undergo a minimum 28-day competitive bidding cycle.
4. Agent agrees to assist in preparing a Request for Proposal (RFP) or Invitation for Competitive Bids (IFCB) for E-rate eligible services, if desired by the applicant. This RFP/IFCB would supplement the FCC Form 470.
5. Agent agrees to review monthly bills, invoices, and/or contracts that are submitted to Agent in a timely manner for funding eligibility under the FCC rules and guidelines.
6. Agent agrees to submit, after receiving all necessary information from the Applicant, completed FCC Forms 470 and 471 to the SLD, before any relevant deadlines.
7. Agent agrees to answer on behalf of the Applicant any question or inquiry regarding the E-Rate Program or the services to be provided by Agent hereunder from the SLD, USAC, or any other such federal or state administrative agency.
8. Agent agrees to provide on-going E-rate support to the Applicant, as generally described above, and including providing reminders about upcoming deadlines, for a period starting no earlier than the execution date of this contract and ending no earlier than the end of the applicable program year (this will generally be about an 18 month time period).
9. Agent agrees to provide support in the event of a Selective Review, conducted by the SLD or their representatives covering an application filed by the Agent

**PAYMENT TERMS:** “Category One Applications” are defined as applications including only “Telecommunication Services” and/or “Internet Services” and/or Data Transmission Services” (including “Self-Provisioned Fiber, Leased Dark Fiber or Leased Lit Fiber”), or any other eligible "Wide Area Network service.” Full payment to CRW for filing Category One applications on behalf of the client is in the amount of \$2500 payable within 30 days of The Applicant receiving the invoice for payment from the Agent. Wide Area Network (WAN) design services (creating a detailed Request for Proposal) for WANs (possibly included detailed Fiber routes) are available at \$110 per hour, if the Agent is directed to provide those services by the Applicant.

“Category Two Applications” are defined as applications including “Internal Connections and/or “Basic Maintenance of Internal Connections” and/or “Managed Internal Broadband Services.” Full payment for Category Two Applications is 3% of the total funded amount featured on the Applicant’s “Funding Decision Commitment Letter.” The total Category Two Payment for this contract shall not exceed \$20,000. Should no funding be awarded for the Category Two Application, the Applicant has no additional payment obligations beyond the Category One payment listed above.

Failure by the Applicant to perform the obligations and responsibilities listed on this form, and the possible loss of funding as a result thereof, does not discharge full payment obligations of the Applicant.

*Payment should be mailed to: CRW Consulting, PO Box 701713, Tulsa, OK 74170-1713.*

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Applicant’s Authorized Signature

  
\_\_\_\_\_  
Agent’s Authorized Signature

\_\_\_\_\_  
Printed Name

Chris Webber  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title or Position

Owner, CRW Consulting  
\_\_\_\_\_  
Title or Position

**Crutcho School District C-074**  
Name of School District

6.E. OPSRC - 23/24 School Year

6.F. OSSBA - 23/24 School Year

6.G. Edmentum - 23/24 School Year

6.H. Support Staff Handbook 23/24 School Year

6.I. Teacher Handbook 23/24 School Year

6.J. Student Handbook 23/24 School Year

6.K. Certified Pay Schedule 23/24 School Year

6.L. Student and Staff Incentives 23/24 School Year

6.M. OEA Contract Renewal - 23/24 Agreement

**MASTER AGREEMENT**

**BETWEEN**

**CRUTCHO BOARD OF EDUCATION**

**INDEPENDENT SCHOOL DISTRICT NUMBER 74**

**OKLAHOMA COUNTY, OKLAHOMA**

**AND**

**CRUTCHO ASSOCIATION OF CLASSROOM TEACHERS**

**FOR**

**2023-2024**

## **SECTION I - CONTRACT PROVISIONS**

### Article 1 - Duration of Agreement

This Agreement entered into between the Crutcho Board of Education, hereinafter referred to as the “Board” and the Crutcho Association of Classroom Teachers, hereinafter referred to as the “Association”, represents the full and complete agreement between the parties concerning wages, hours, fringe benefits and other terms and conditions of employment. This Agreement shall remain in full force and effect and bind the parties for the **2023-2024** school year and shall remain in effect until replaced by a subsequent Agreement negotiated or otherwise finalized in accordance with the provisions of the Procedural Agreement and Oklahoma State Law. All provisions of this Agreement shall be retroactive to the first reporting date of teachers for the **2023-2024** school year.

### Article 2 - Definitions

1. Teacher - A licensed or certified person currently employed by the Crutcho Public School District whose primary area of assignment is the instruction of students, excluding only administrative and/or supervisory personnel.
2. Association - Crutcho Association of Classroom Teachers.
3. District - Crutcho Independent School District Number 74 of Oklahoma County.
4. Board - The governing and policy making body of the Crutcho Independent School District Number 74 of Oklahoma County.
5. Association President - Elected President of the Crutcho Association of Classroom Teachers.
6. District Superintendent - Executive officer of the Board of Education and administrative officer of the Crutcho Independent School District Number 74 of Oklahoma County.
7. Association Representative - Any member of the Crutcho Association of Classroom Teachers as designated in writing by the President of the Association.
8. Agreement - This contract duly ratified and signed by the Board and Association.
9. School - Work location at which teachers perform their primary job functions.
10. Board Policy - A course of action adopted by the Board.
11. Immediate Supervisor - Principal or other person to whom teachers are directly responsible.
12. Probationary Teacher - A duly certified or license teacher who has completed less than three (3) consecutive complete years of teaching service in the Crutcho School District under a written teaching contract as provided by law.

13. Career Teacher - Also referred to as “post-probationary” teacher. A duly certified teacher who has completed three (3) consecutive complete school years of teaching service in the Crutcho School District under a written teaching contract as provided by law.
14. Seniority - The amount of continuous full time contracted certified employment in the district.

### Article 3 - Savings Clause

Should any part of this Agreement be declared illegal by statute or court of competent jurisdiction, said part shall be automatically deleted from this Agreement to the extent that it violated the law. All other parts shall continue in force and effect for the duration of the Agreement, unless affected by the deleted part. Upon mutual agreement of the two parties, negotiations may commence at any time to reach agreement on replacement language for the deleted part.

## **SECTION II - INDIVIDUAL RIGHTS**

### Article 4 - Reduction in Force

1. The Crutcho Board of Education shall adhere to the following policy for reduction in force should such reduction become necessary.
2. Reduction in force shall be any circumstance in which teachers are not to be renewed as a result of change in program, overly staffed in a teaching area and/or level, substantial decrease in district enrollment, or a reduction in funding. Attempts will be made to reduce non-instructional programs before reducing teaching positions.
3. Teachers to be laid off for the ensuing school year shall be notified in writing of such layoff no later than April 10th of the current school year in compliance with state law.
4. In the event that a reduction of personnel shall become necessary, the Board shall accomplish same through normal attrition. Should further reduction become necessary the Board shall first retain those teachers possessing current teaching certificates with the greatest amount of seniority (as defined in seniority definitions) who are qualified by virtue of the certification. Teachers will be reminded to provide copies of new certification or proof of qualification for new certification by March 1st of each school year.
5. In the event that it becomes necessary, reduction in force will be made according to the following policy.
  1. The positions eliminated will be determined by the factor, not the teachers occupying these positions.
  2. The order of termination will be as follows:
    - a. **Licensed teachers** holding eliminated positions will be terminated first.
    - b. Probationary teachers holding eliminated positions will be terminated second. However, if the probationary teacher is certified in a position held by a licensed teacher, then the licensed teacher will be terminated and the probationary teacher will be reassigned to that position.

- c. Career teachers holding eliminated positions will be placed in another position in which they are, at the time of determination, certified, provided those areas are occupied by probationary or licensed teachers. Those licensed and/or probationary teachers will then be released.
  - d. Probationary or licensed teachers will be retained when a career teacher is terminated only if the career teacher is not certified to teach the position which the probationary teacher or licensed teacher occupies.
  - e. If there is more than one career teacher in the position being eliminated, the following criteria, in this order will be retained.
    - 1. Certification in a retained teaching position which is open. A career teacher with standard certification for retained position will be retained over a career teacher with provisional certification, and a teacher with provisional certification will be retained over a teacher with temporary certification or license.
    - 2. Seniority, as previously defined, is the amount of continuous full time contracted certified employment in the district.
    - 3. If certification and seniority are the same according to the above criteria, the determine factors in order of importance are:
      - a. Years of teaching experience in the retained positions in the local school district.
      - b. Academic degree status: A teacher with a doctorate degree will be retained over a teacher with a master's degree or a bachelor's degree; a teacher with a master's degree will be retained over a teacher with a bachelor's degree.
      - c. Written evaluations.
      - d. Recommendations of principal.
  - f. If there is more than one probationary teacher or more than one licensed teacher in position being reduced, the criteria listed in e:1-3 in that order, will be used in determining which of the probationary teachers will be retained and which will be terminated.
6. Teachers who are laid off shall be offered recall in reverse order of layoff to vacant positions which they are certified to fill.
  7. Teachers who were previously assigned to full time positions shall be recalled to full time positions provided that such teachers shall have the option of accepting any part time position that may exist without jeopardizing their recall status for any full time position.
  8. The Superintendent shall give written notice of recall from layoff by sending a certified letter return receipt requested to the said teachers, at their last known address. It shall be the responsibility of such teachers to notify the Board of any change in address.
  9. Any teacher so notified shall respond within five (5) working days from receipt of said notice whether they accept or reject the position. If teachers reject positions for which they are certified to teach and such position is offered consistent with the aforementioned provisions of this article, such teachers shall be considered to have resigned from the employ of the District and all their benefits shall cease.
  10. No new or substitute appointment shall be made by the District while there are laid off teachers available who are certified to fill the vacancies unless said teachers refuse the appointments because they have secured other employment which has a longer

duration than the new or substitute appointments. Said refusal shall not jeopardize their recall rights for a period of one (1) year.

11. Teachers will not lose their recall rights if they secure other employment other than a teaching position during the layoff.
12. All benefits to which teachers were entitled at the time of their layoffs, including seniority, will be restored to teachers upon their return to active employment and such teachers will be placed on the proper step of the salary schedule, commensurate with a similarly situated teacher's experience and education who was not laid off. Additional education will be recognized provided credits are approved.

#### Article 5 - Grievance Procedure

1. Definitions:
  - a. Grievance - a grievance is a complaint by a teacher that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this agreement or of adopted Board policy.
  - b. Grievant - the grievant is the person or persons making the complaint.
  - c. Days - the term days shall mean the working days of the teacher. Outside the contract year of the teacher, "days" shall mean working days of the supervisor involved at the level that the grievance is being processed.
  - d. Parties in Interest - A party in interest is the person making the complaint, any person required to take action on the complaint, or any person against whom action might be taken to resolve the complaint.
2. A grievant shall first attempt to resolve his/her grievance by meeting informally with his/her immediate supervisor within fifteen (15) days of the time the grievant knew or should have known of the alleged grievance. No written record of this informal procedure shall be made.
3. Failing to achieve satisfaction through an informal meeting with his/her immediate supervisor, the grievant shall have recourse through the following formal procedure:
  - a. Level I
    1. The grievant shall submit a written grievance to his/her immediate supervisor within five (5) days of the informal meeting citing the specific article, section, and/or paragraph of this agreement alleged to have been violated. The written grievance shall also state the specific remedy sought.
    2. The immediate supervisor, or his/her designee, shall schedule and hold a grievance hearing within five (5) days after receipt of the written grievance. Persons present at this hearing shall be the grievant, a representative of his/her own choosing, and witnesses, and the immediate supervisor or his designee, and if the immediate supervisor so desires, a person of his own choosing and witnesses.
    3. All testimony, exhibits, and evidence shall be presented at the Level I hearing.
    4. The immediate supervisor or his/her designee shall transmit his/her written decision with written reasons to the grievant with five (5) days after the Level I hearing.

b. Level II

1. If the grievant is not satisfied with the decision rendered at Level I, he/she may submit a written appeal to the Board within five (5) days after the receipt of the Level I decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as hearing officer of the Level I hearing.
2. Within five (5) days after submitting the written appeal, the grievant and the Level I hearing officer shall submit to the Board a narrative of the grievance together with copies of any exhibits or documents introduced at the Level I hearing. Each party shall furnish the other party copies of all materials presented to the Board.
3. The Board shall set a Level II hearing on the agenda of a regularly scheduled Board meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting material. Persons present and participating in this hearing shall be the Board, the Elementary Superintendent, if he/she was not the Level I hearing officer, and all persons present at the Level I hearing, unless mutually excused. Since grievance hearings at the Board level must be held in open session, others may be in attendance at this hearing.
4. No testimony or exhibits that were not presented at the Level I hearing may be presented at the Level II hearing.
5. If the Association is not the representative of the grievant, the Association representative shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.
6. At the conclusion of the Level II hearing, the Board shall give its decision by vote of the members present and shall submit its decision in writing to the grievant, the immediate supervisor and the Association within five (5) days. The decision of the Board will be final.

c. General Provisions

1. If meetings and hearings involving the grievance procedure are held during the regular teaching hours, all persons who are eligible to participate will be released from their duties and will not suffer loss of time or pay.
2. The Association may be a grievant under this procedure only on those items that deal directly with the association as an organization.
3. No reprisals of any kind will be taken by or against any party in interest because of his/her participation in this grievance procedure.
4. If time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

5. If new exhibits or evidence become available after a grievance has progressed through the Level I hearing, that grievance may be withdrawn and re-filed in order for all applicable information to be presented at the Level I hearing.

#### Article 6 - Right to Representation

If, during a conference between an administrator and a teacher, either the administrator or the the teachers feels that it would be to his/her advantage to have a witness present, he/ she may adjourn the conference and it shall be rescheduled when representation can be present.

#### Article 7 - Evaluation Procedure

1. The following procedure for evaluation by the Board will be used:
  - a. Teachers shall be evaluated by certified administrators designated by the Board.
  - b. Every probationary teacher will be evaluated at least twice yearly. The first evaluation shall be prior to December 15th, and the second prior to February 10th. Career teachers shall be evaluated once every year, except as otherwise provided by law.
  - c. At the time of the evaluation conference a true copy of the evaluation report shall be presented to the teacher. The teacher will sign the evaluation report in acknowledgment that the report has been reviewed by both parties. If the evaluation report identifies poor performance or conduct that may lead to a recommendation for the teachers dismissal or non-reemployment the evaluating administrator shall:
    1. Admonish the teacher in writing and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and
    2. Establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teachers performance or conduct.
    3. If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation for the dismissal or non-employment of the teacher.
  - d. The teacher shall have an opportunity to respond to an evaluation in writing within ten (10) working days after the conference. Such response shall be signed by the evaluator to acknowledge that the report has been reviewed by both parties.
  - e. The report and response, if any, will become a part of the record and will be filed in the teacher's personnel file.

#### Article 8 - Teacher Personnel File

1. The District shall maintain one (1) personnel file for each teacher in the school office.

2. The personnel file may contain the following:
  - a. current teacher evaluations and responses;
  - b. current teacher contracts;
  - c. teaching certificates;
  - d. letters of recommendation and letters of criticism;
  - e. official personnel action documents, including letters of reprimand and/or admonishment.
  - f. office transcripts and resumes;
  - g. other materials mutually agreed upon.
3. Materials related to discipline or reemployment of the teacher which are placed in the personnel file shall be immediately called to the teacher's attention in writing. The teacher shall be provided a true copy of each document relating to discipline or reemployment placed in the personnel file.
4. The teacher shall have the right to make a written response to all materials placed in the personnel file, and such response shall also be placed in the personnel file.
5. Materials may be removed from a teacher's personnel file at any time by mutual agreement between the teacher and the superintendent.
6. The teacher shall have the right during normal office hours to review and/or reproduce the contents of his/her personnel file. At the teacher's request, a representative of his/her own choosing may accompany the teacher in this review.
7. Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be available only to the evaluated teacher, the Board, the administrative staff of any school to which such teacher applies for employment, the hearing panel in cases of non-reemployment and dismissal of a career teacher, and such other persons as are specified by the teacher in writing.

#### Article 9 -Notification of Assignment for Next School Year

The Board agrees to notify certified employees of their tentative assignments for the next school year prior to the end of the current school year. In the event a change of assignment appears necessary, the affected teacher will be promptly notified and consulted. After such consultation, if the change of assignment still appears necessary, the principal shall provide the affected teacher with written notification of the change of assignment. Upon receipt of the written notification that a change of assignment has been made, the affected teacher will have the option to resign without penalty,

#### Article 10 - Involuntary Reassignment During School Year

If a change in a teacher's assignment appears necessary after the school year begins, the affected teacher will be promptly notified and consulted. If, after such consultations, the change in assignment still appears necessary, the principal will provide the affected teacher with written notification that a change of assignment has been made. Upon receipt of the

written notification that a change of assignment has been made, the affected teacher will have the option to resign without penalty.

#### Article 11 - Posting of Vacant Positions

1. During the school year, notice of each vacant teaching and/or supplemental positions, shall be posted in a prominent place in the school office and teacher's lounge for a minimum of five (5) consecutive school days.
2. During the summer, notice of each vacant teaching and/or supplemental positions, shall be posted on the web site for a minimum of five (5) consecutive school days. It is understood by the parties that teaching and supplemental assignments are made by the administration/board in order to meet the best needs of the students. In addition, any teacher currently employed by the District, who is interested in another position shall, prior to leaving school for the summer, submit in writing to the superintendent, his/her interest in specified types of positions. Contact information needs to be provided so the superintendent can contact the teacher concerning any vacancies which may arise and for which the teacher has expressed an interest.

#### Article 12 - Board Policies

A copy of the updated Board policy manual will be given to the president of the Association. Policies updated during the school year will be brought to the attention of the teachers and the Association. The Association is responsible for keeping its copy of the manual current with updates provided by the administration. Each teacher is responsible for reviewing and keeping current on all Board Policies contained in the manuals located in the library and with the Association.

#### Article 13 - Non Discrimination

The Crutch Public School District is an equal opportunity employer, and will abide by the applicable laws dealing with discrimination,

#### Article 14 - Liability Insurance Policy

1. The Board of Education agrees to continue to purchase a comprehensive liability insurance policy that covers the Board and all employees of the school up to the limits of the policy purchased and state law provision.

#### Article 15 - Individual Employee Contracts

Individual employee contracts that are compatible with the negotiated agreement will be ready for signing within sixty (60) days after ratification of the Master Contract.

### SECTION III - ASSOCIATION PRIVILEGES

#### Article 16 - Association Rights

1. The Association will be granted the following:
  - a. Upon approval of the Principal or his designee, the Association may use school facilities for meetings of its general membership and/or Association committees.
  - b. Upon approval of the Principal or his designee, the Association will be permitted to use the school equipment normally used by teachers during the school day. The Principal may also mutually agree on a schedule of time periods appropriate for Association use of the equipment for the purpose of eliminating the need to get the Principal's approval for teacher instance of equipment use. A use charge may be mutually agreed upon by the Principal and the Association President.
  - c. The Association will be permitted exclusive use of bulletin board space in each teacher workroom/lounge for posting of materials that have been approved by the Principal prior to the posting.

#### Article 17 - Association Leave

1. The Board shall provide a pool of four (4) days leave, which may be used in part or in whole for attendance by designated Association members at educational conferences, workshops, or other organizational meetings or activities.
2. Individuals taking Association leave shall be designated by the Association President.

#### Article 18 - Printing of Master Contract Agreement

1. The Association will prepare the final copy of the Mastery Contract for printing. Equipment and facilities for preparation will be made available by the Administration.
2. The Board and the Association agree to share equally the cost of preparing and printing the Master Contract. Copies will be distributed to all teachers within thirty (30) work days after ratification by the Board and the Association.

#### Article 19 - Board Meeting and Agendas

1. The Association has the right to representation at Board meetings either informally, by asking to address the Board in the time provided for visitors on the printed agenda; or formally requesting to have a particular item placed on the agenda, following the process specified in Board Policy.
2. A Board information packet will be made available to the President of the Association at the same time it is made available to the Board.
3. A copy of the unofficial minutes of the Board meeting will be made available upon request as soon as they are prepared for distribution.

### Article 20 - Faculty Advisory Committee

1. A faculty advisory committee made up of one teacher from each of the primary level, the intermediate level, and the sixth/seventh/eighth grade level will be formed. Teachers serving on the committee shall be selected by the teachers at the level they represent.
2. The purpose of the faculty advisory committee will be to discuss issues pertinent to the administration, the staff, and Crutcho Public Schools.
3. The faculty advisory committee will meet when members of the committee inform the administration of the need.

### **SECTION IV - WORKING CONDITIONS**

#### Article 21 - Teacher Work Day

1. Provided that assigned duties and professional responsibilities related to the proper functioning of the school do not require otherwise the normal teacher work day will be from 7:20 a.m. until 3:30 p.m., Monday through Fridays.
2. Administration shall make a reasonable effort to limit the frequency and length of staff meetings outside the teacher work day while addressing the areas necessary for the proper functioning of the school. Deviation from the schedule to attend college classes or professional meetings shall have prior approval of the administration.
3. Teachers shall be notified of their daily reporting time prior to the start of the school year. All teachers will sign in each morning when reporting to work and will sign out each afternoon when leaving work.

#### Article 22 - Advisory Committee

Teachers shall have representation on the Advisory Committee.

#### Article 23 - Planning Time

1. Each teacher shall have scheduled preparation time during which he/she will not be assigned to duties. This preparation time shall be scheduled during normal pupil contact time.
2. Teachers in Crutcho Public Schools will be provided (50) consecutive minutes of planning time each school day. Every effort will be made to increase this amount to sixty (60) consecutive minutes per day.
3. Upon approval of the administration, a teacher may leave the school campus during his/her planning time. The teacher shall notify the office when leaving and returning to campus.

#### Article 24 - Duty Free Lunch

1. Each teacher shall have a duty-free period of at least twenty-five (25) minutes each school day to eat his/her lunch.

2. A teacher may leave the school campus during his/her lunch period. The teacher shall notify the office when leaving and returning to campus.

#### Article 25 - Days Scheduled

The contract year for teachers in the Crutchto Public Schools shall be one hundred eighty (180) days of which at least one hundred seventy-five (175) days will be teaching days as defined by state law.

#### Article 26 - Telephone and Conference Area

1. Upon request from a teacher, the principal shall make arrangement whereby that teacher may make school related phone calls in privacy.
2. Administration approval must be obtained prior to make any long distance calls.
3. Non-school related calls will be limited to five (5) minutes.

#### Article 27 - Clean and Safe Working Conditions

1. The Board agrees to maintain health and safety conditions in compliance with applicable statutes and/or regulations. Employees will not be required to work under unsafe or hazardous conditions as determined by regulatory authority.
2. The Board will provide adequate teaching facilities, including access to copy machine from 7:00 a.m. until 4:30 p.m., clean and sanitary restrooms and employee's lounge. Employees will report concerns of inadequacies to the Principal.

#### Article 28 - Class Size

The Board agrees to abide by current state laws dealing with class size.

#### Article 29 - School Calendar

The Board shall adopt a school calendar for the following school year after it has received a recommendation from the administration. The administration shall review a draft of the school calendar with the President or Vice-President of the association.

#### Article 30 - Substitutes

1. In the event of the absence of a teacher, all possible efforts will be made to hire a substitute teacher qualified in the necessary subject area.
2. The substitute will perform all classroom and extra-duty assignments normally assigned to the absent teacher the regular work day, except when a change is mutually agreed upon by the Principal and the teachers affected.

### **SECTION V - COMPENSATION**

#### Article 31 - Pay Dates

1. Each employee will be paid on the fifteenth (15th) and last day of each month. If the regular pay date falls on a holiday or weekend, payment shall be made on the last school day prior to that date.

2. All teachers will receive their pay on a twelve (12) month schedule.

#### Article 32 - Teacher Salary Schedule

See Attachments following Contract

#### Article 33 - Supplement Salary Schedule

#### Article 34 - Teacher's Retirement

#### Article 35 - Compensation for Covering Class

Any teacher who is assigned to cover a class which requires him/her to forfeit his/her planning period shall be compensated at the rate of twelve dollars and fifty cents (\$12.50) per occurrence. However, in no case shall a teacher be compensated for supervision of his/her own class in the event of a schedule change. No teacher who is teaching his/her assigned class shall cover a class when there is another teacher available who is on plan.

#### Article 36 - Health Insurance

Moved to salary schedule

#### Article 37 - Payroll Deductions

In addition to those deductions required by state and federal laws, each teacher may, upon written authorization, initiate the following payroll deductions:

1. Oklahoma Educators Credit Union;
2. School approved health, life, cancer, dental, and vision insurances;
3. Annuities;
4. OEA/NEA dues and contributions;
5. Salary protection;
6. Additional annuities and other items as approved by the Board.

#### Article 38 - Teacher Instructional Supply Fund

Teachers are provided a blank Purchase Order form with the End of the Year Checklist. The purchase order should be completed with a list of supply items needed. Purchase orders are approved if funds are available and based on need.

#### Article 39 - Car Mileage

1. Teachers shall be reimbursed at a rate of forty four and one half cents (\$.585) per mile for mileage where their personal vehicles must be used for official school business. The administration will pre-approve and establish maximum mileage for each specific trip. Any deviation above this standard mileage must be approved by the building principal prior to reimbursement. Said mileage will be paid by separate check.

#### Article 40 - Sick Leave

1. Each teacher shall be provided ten (10) days of sick leave each school year with such leave vesting in full on the first teacher work day of the school year.

2. Sick leave may be used for personal accidental injury, illness, or pregnancy of the teacher or accidental injury or illness of any member of the teacher's immediate family. Immediate family shall include spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, or any person living in the teacher's home who is part of the family.
  - a. Sick Leave can be utilized in half-day increments.
3. In case of extended illness or disability of the teacher, and after all accumulated sick leave has been exhausted, he/she shall receive for a period not exceed twenty (20) days his/her full contract salary less the amount:
  - a. Actually paid the certified substitute teacher for his/her position if a substitute teacher is hired.
  - b. Normally paid a certified substitute teacher for his/her position if a substitute teacher is not hired.
4. If, after exhausting all accumulated sick leave and the twenty (20) additional days provided by statute, a teacher is still unable to resume his/her regular duties, he/she will be placed on unpaid leave of absence until the end of the contract period, or until the teacher is able to return to work during the regular contract period. When the teacher recovers sufficiently to perform regular duties and returns to work, he/she shall be restored to his/her original position or to a like position of seniority, status, and pay.
5. When a teacher is placed on an unpaid leave of absence due to illness or disability, provisions shall be made whereby the teacher can arrange payment for professional organization dues and insurance programs if there is no conflict with the provisions of the insurance policies.
6.
  - A. Teachers shall be allowed to accumulate one hundred and thirty (130) days of unused sick leave.
  - B. The Board will keep records tracking all sick leave days allocated and not used beyond the maximum accumulation level (s) for the purpose of providing such information to the Oklahoma Teachers Retirement System on behalf of any teacher upon retirement.
7. Teachers shall be informed no later than thirty (30) days after the beginning of school each year the number of sick leave days for which they are eligible.
8. Sick Leave Sharing Program
  - A. A full-time teacher may donate sick leave to another employee for the following reasons:
    1. the donee has exhausted or will exhaust all available sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the donee, including pregnancy, miscarriage, or childbirth and recovery there from; or
    2. the donee has exhausted or will exhaust all available sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition, including pregnancy, miscarriage, or childbirth and recovery there from, of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who

- resides in the same home as the employee and who shares a duty to provide financial support with the employee) of the donee; and
3. the condition has caused or is likely to cause the donee to take leave without pay or terminate employment.
  - B. The employee may donate any amount of sick leave which does not cause that employee's sick leave balance to fall below ten (10) days.
  - C. An employee may receive up to thirty (30) donated days.
  - D. An employee requesting donated days must first provide the administration with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.
  - E. The employee receiving the donated days is to receive his or her normal rate of pay.
  - F. Shared sick leave usage records shall be maintained separately from regular sick leave records.
  - G. Any donated leave which is not used shall be returned to the donating employee.
  - H. The Board is the determining body as to whether the donee meets the criteria above and has previously abided by District leave policy.
9. Upon retiring via the Oklahoma Teacher's Retirement System, for the 2023-2024 school year each teacher shall be paid \$60.00 per day for each day of accumulated sick leave. For the 2023-2024 school year, the maximum amount to be paid shall not exceed an aggregate of \$16,000.00. This amount will be paid within thirty days of the conclusion of the school year. If the total number of accumulated sick leave days for eligible teachers times \$60.00 per day exceeds an aggregate of \$16,000.00 then the amount shall be prorated accordingly. Teachers are required to notify the District in writing no later than the last teaching day of the school year in order to participate in the above payment. The payment will be made to TRS (Teacher Retirement System).

#### Article 41 - Personal Business Leave

1. Each teacher shall be provide three (3) days personal business leave each school year, such leave being exclusive of and in addition to other forms of leave.
2. Use of personal business leave shall be without loss of pay or other benefits.
3. Notice for use of personal business leave shall be made one (1) day prior to the requested leave day, except, in case of emergency, the teacher shall notify his/her immediate supervisor as soon as possible and then file a written notice of leave within two (2) days after returning to work.
4. Any personal business leave not used during the contract year will be converted to accumulated sick leave at the end of the year.
5. Except in emergency situations, only one teacher may utilize personal business leave on Monday, Thursdays, or the days immediately preceding or following a holiday or vacation period. On all other days personal business leave usage shall be limited to two teachers per day.

#### Article 42 - Emergency Leave

1. Each teacher shall be provided up to three (3) days emergency leave each school year. Emergency leave may be taken on approval of the principal and when all other applicable leave is exhausted.

2. Emergency leave may be used for emergency situations such as, but not limited to:
  - a. Incidents or circumstances which result in significant damage to property by unexpected forces or acts; or
  - b. Illness or injury representing a substantial likelihood of loss of life, limb or significant bodily function to members of the teachers' immediate family as defined in the sick leave section of this agreement.
3. Use of emergency leave shall be without loss of pay or other benefits to the teacher.

#### Article 43 - Professional Leave

Upon application to and approval from the Principal and/or the Board of Education, teachers shall be granted professional leave day (s) to attend conferences, workshops, and meetings. Such leave days shall be without loss pay.

#### Article 44 - Legal Leave

Leave for jury duty and/or witness service: Teachers who are summoned for jury duty or subpoenaed for witness service shall, upon filing a copy of the summons or subpoena with their principal, be granted leave for jury duty or for service as witness subpoenaed in a criminal, civil, or juvenile proceeding. Teachers on such leave shall be paid the full contract salary, however, any money paid the teacher for jury duty or witness service, less expense incurred during their service, shall be paid the district.

#### Article 45 - Parental Leave

1. Upon approval of the Board of Education, certified teachers shall be granted unpaid leave of absence for one (1) school year or the remainder of the school year if the request is made after the school year has begun, for the purpose of child care or child rearing. While on parental leave, other leave allowances will not accrue or diminish. Provisions may be made whereby the teacher on parental leave may arrange payments of professional organization dues and insurance programs premiums as long as there is no conflict with the provisions of the insurance policy.
2. Notification of return from parental leave shall be filed with the Principal on or before April 1. Any certified teacher who fails to file a notification of return terminates his/her affiliation with the Crutcho Board of Education at the expiration of his/her leave absence.
3. Teachers returning from parental leave will be assigned to a position that he/she is qualified and certified to fill. The returning teacher shall be reinstated at the appropriate position on the salary scale and at the same status of tenure that he/she qualified for at the time the leave began. All other benefits which he/she has earned and accumulated shall be returned to the teacher at the time he/she returns to work.

#### Article 46 - Leave of Absence

1. A teacher may, upon application and approval thereof, be granted a leave of absence without pay. All leaves of absences but those accepted by law shall be for one (1) semester or one (1) contractual year, or for the remainder of the semester or contractual year if the semester or year has begun. Reinstatement may be approved during that

time if the services of the teacher are needed. A one (1) year extension of a leave of absence may be granted upon request.

2. Requests for a semester or year leave of absence and for an extension of a leave of absence must be filed with the Principal on or before October 1 or March 1 before the semester or year for which the leave is requested. Requests for emergency leave of absence may be made at any time. The Board of Education will base its decision to grant or deny the leave of absence on:
  - a. benefit to teacher;
  - b. benefit to the school district;
  - c. availability of replacement teachers willing to sign a duration of need contract.
  - d. validity of the emergency in cases where emergency leave of absences are requested.
3. Notification of return from leave of absence shall be filed with the Principal on or before October 1, and March 1 prior to the beginning of the semester or year in which the teacher wishes to return. Any teacher who fails to file a certification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Teachers returning from a leave of absence shall be assigned to the school and/or department from which his/her leave of absence was granted, if an appropriate vacancy exists.
4. Teachers returning from a leave of absence will be reinstated at the same career status and the same position on the salary schedule that he/she qualified for at the time the leave began.
5. While a teacher is on leave of absence, sick leave allowances shall not accrue, accumulated sick leave shall not diminish, salary increments of years teaching experience will not increase, except in cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education. Provisions will be made whereby the teacher on leave of absence can arrange payment for professional organization dues and insurance programs as long as there is no conflict with the provisions of the insurance policy.

## 6. THE FAMILY AND MEDICAL LEAVE ACT

The Board will abide by the Family and Medical Leave Act of 1993. The Board further reserves all rights, powers, and electing accruing to it under the Act.

### Article 47 - Bereavement Leave

1. Five (5) days bereavement leave shall be granted to each teacher for each instance of death of the teacher's relatives listed: Spouse (or intended spouse), children, parents or legal guardians of the teacher, grandchildren or grandparents.
2.
  - a. Three (3) days bereavement leave shall be granted to each teacher for each instance of death of the teacher's aunts or uncles.

- b. Three (3) days bereavement leave shall be granted to each teacher for each instance of death of relatives of the teacher's spouse as listed: Children, parents or legal guardians, grandchildren or grandparents.
- 3. Bereave leave days are not chargeable to any other leave and are non-accumulative.
- 4. The teacher must notify his/her principal as soon as he/she knows that a bereavement leave is to be used.

Article 48 - School Closings

- 1. When, in the opinion of the Superintendent, it is advisable to close the Crutchco Public School due to bad weather or other lawful emergencies, no leave days previously arranged for that day by a teacher shall be deducted.
- 2. If the closing of the school results in the loss of a student class day or portion of a student class day and that day is not made up, teacher shall not be required to make up nor lose pay or leave as a result.

Article 49 - Job Injury Leave

- 1. The Crutchco Public Schools will abide by Oklahoma School Statutes, Section 871. (70-35f) "Injuries Sustained by School Personnel in Performance of Duties - Continued Payment of Contract Salary."
- 2. The Crutchco Board of Education further agrees to abide by Oklahoma School Statutes Section 842 (85-2b) "Worker's Compensation Insurance" by purchasing Workers Compensation Insurance that covers all employees of the Crutchco Schools.

Article 50 - Staff Development Stipend

For the 2023-2024 school year, every teacher employed on the first day of school, will receive a stipend in the amount of \$200 for participation in Professional Development Activities over and above those defined in the 2023-2024 school calendar.

**SECTION VII - SIGNATURES**

In witness whereof we have affixed our signatures on this \_\_\_\_\_ day of \_\_\_\_\_ 2023

FOR THE BOARD  
President

FOR THE ASSOCIATION  
President

\_\_\_\_\_

\_\_\_\_\_

6.N. CCOSA District Level Services Program - 23/24 Agreement



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
www.ccosa.org

**CCOSA's District Level Services (DLS) Program**  
**(Agreement 2023-2024)**

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and \_\_\_\_\_ School District No. \_\_ of \_\_\_\_\_ County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2024.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2021-22 ADM for your district.

**P.O. CALCULATION GRID**

County Name: \_\_\_\_\_ County Number: \_\_\_\_\_

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

**P.O. CALCULATION GRID**

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

<b>ADM (2021-22)</b>	<b>TOTAL COST</b>

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

**Purchase Order Amount:** \_\_\_\_\_

\*\*Please attach a copy of the purchase order when submitting completed forms\*\*



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
[www.ccosa.org](http://www.ccosa.org)

## Superintendent Certification of Participation

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the Board of Education of \_\_\_\_\_ Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The \_\_\_\_\_ Board of Education has encumbered \$ \_\_\_\_\_ for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of **advisory services** to designated administrators with \_\_\_\_\_ Public Schools.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

The District understands that CCOSA's District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2024. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
[www.ccosa.org](http://www.ccosa.org)

## CCOSA's District Level Services (DLS) Program

### Designated Administrator Contact Form 2023-2024

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

<b>Designated Administrators</b> (based upon each district's size in ADM for the 2021-22 school year)	
<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
*		

\*only if ADM exceeds 10,000

Please send a copy of the completed forms to Laura Crabtree ([laura@ccosa.org](mailto:laura@ccosa.org)) or fax to 405.524.1196 (ATTN: Laura Crabtree). Keep one copy for your records.

6.O. Oklahoma County General Cooperation Agreement - 23/24 Agreement

6.P. Food Service Loan Agreement between the General Fund & Child Nutrition Fund 23/24 Agreement

6.Q. Discussion and possible vote to approve the removal of surplus textbooks, furniture, and equipment.

6.R. Vote to approve the appointment/designation of the following persons to serve in the capacities stated and perform the duties as provided by law, for the 2023-2024 school year: Consider the Superintendent & Director of Operations as authorized representatives for all Federal and State Programs and General School District Business for the operation of Crutcho Public Schools.

6.S. Appointment of Staff Members

6.S.1. Appoint Jay Jenkins as Treasurer of Crutcho Public School CC C074 for FY 2023-2024

6.S.2. Appoint Sheila Cavett as Board Minutes Clerk of Crutcho Public School CC CO74 for FY 2023-2024

6.S.3. Appoint Sherri Pugh as Deputy Board Minutes Clerk of Crutcho Public School CC C074 for FY 2023-2024

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

Items 7a-7e by Erika James second by Paul Keeler was approve

Carla Brooks: Absent

Erika James: Yea

Paul Keeler: Yea

Yea: 2, Nay: 0, Absent: 1

7.A. Minutes:

May 9, 2023 - Regular

May 19, 2023 - Special

May 31, 2023 - Special



Crutcho 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

5.E.2. Financial Report

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

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

6.F. 2023-2024 Select Physical Therapy Contract

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

7.B. Transfer of Funds

7.C. Encumbrances and Purchases FY 2022-2023

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

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

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

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

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

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



Crutcho Public Schools

Minutes

Friday, May 19, 2023

Vast, Infinity Room, 333 W Sheridan Ave, 50th Floor, Oklahoma City, Oklahoma 73102, 2401

N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141

11:15 AM

11:37 AM

### 1. CALL TO ORDER

### 2. ROLL CALL AND DETERMINATION OF QUORUM

### 3. PUBLIC EXPRESSIONS (Limited to three minutes per subject item)\*

### 4. GENERAL BUSINESS ITEMS Consider a request to approve or not approve the items under General Business.

#### 4.A. Cash Fund Estimate of Needs and Request for Appropriation - Request for Approval of State Aid and/or Federal Funds for Schools Child Nutrition & General Fund

Item 4a was approved by Erika James second by Paul Keeler was approve

Carla Brooks: Absent

Erika James: Yea

Paul Keeler: Yea

Yea: 2, Nay: 0, Absent: 1

### 5. ADJOURNMENT

Adjourned at 11:39am by Erika James second by Paul Keeler was approve

Carla Brooks: Absent

Erika James: Yea

Paul Keeler: Yea

Yea: 2, Nay: 0, Absent: 1

11:39 AM

---

Erika James, President

---

Paul Keeler, Vice President

---

Carla Brooks, Clerk



Crutcho Public Schools

Minutes

Wednesday, May 31, 2023

Crutcho Public Schools, 2401 N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141

9:00 AM

9:05 AM

## 1. CALL TO ORDER

## 2. ROLL CALL AND DETERMINATION OF QUORUM

### 2.A. Flag Salute

### 2.B. Prayer

## 3. PUBLIC EXPRESSIONS (Limited to three minutes per subject item)\*

## 4. GENERAL BUSINESS ITEMS Consider a request to approve or not approve the items under General Business.

Item 4a approved request for appropriation by Carla Brooks second by Paul Keeler was approve

Carla Brooks: Yea

Erika James: Absent

Paul Keeler: Yea

Yea: 2, Nay: 0, Absent: 1

### 4.A. Cash Fund Estimate of Needs and Request for Appropriation - Request for Approval of State Aid and/or Federal Funds for Schools General Fund

## 5. ADJOURNMENT

Adjourn at 9:07am by Paul Keeler second by Carla Brooks was approve

Carla Brooks: Yea

Erika James: Absent

Paul Keeler: Yea

Yea: 2, Nay: 0, Absent: 1

9:07 AM

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Erika James, President

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Paul Keeler, Vice President

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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 141-142

## Purchase Order Register

**Options:** Year: 2022-2023, Fund: GENERAL FUND (FOR OPERATION), Date Range: 5/5/2023 - 6/9/2023

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
141	05/16/2023	53830	TRISTA SHELTON	CRUTCHO CUPS	200.00
142	05/18/2023	53831	SOONER TURF	BLANKET	725.00
<b>Non-Payroll Total:</b>					<b>\$925.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$925.00</b>

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



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

**Crutch Public School**  
**Purchase Order Register**

**Options:** Year: 2022-2023, Fund: BUILDING FUND, Date Range: 5/5/2023 - 6/9/2023

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
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<b>Non-Payroll Total:</b>	<u>\$0.00</u>
<b>Payroll Total:</b>	<u>\$0.00</u>
<b>Report Total:</b>	<u><u>                    </u></u>

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



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

**Crutch Public School**  
**Purchase Order Register**

**Options:** Year: 2022-2023, Fund: GIFT FUND, Date Range: 5/5/2023 - 6/9/2023

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
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<b>Non-Payroll Total:</b>	<u>\$0.00</u>
<b>Payroll Total:</b>	<u>\$0.00</u>
<b>Report Total:</b>	<u><u>                    </u></u>

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

7.E. Encumbrances & Purchases FY 2023-2024

2023/2024

## GENERAL FUND

## PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/23	BANK OF OKLAHOMA	500.00	M PERRY	BLANKET
2	7/1/23	BOARD OF CO. COMMISSIONS	8,000.00	M PERRY	BLANKET
3	7/1/23	CITY OF MIDWEST CITY	10,000.00	M PERRY	BLANKET
4	7/1/23	OG&E	10,000.00	M PERRY	BLANKET
5	7/1/23	SYMMETRY ENERGY SOLUTIONS	5,000.00	M PERRY	BLANKET
6	7/1/23	OKLAHOMA NATURAL GAS	800.00	M PERRY	BLANKET
7	7/1/23	COX COMMUNICATIONS	2,500.00	M PERRY	BLANKET
8	7/1/23	MUNICIPAL ACCOUNTING SYS, INC	7,000.00	M PERRY	BLANKET
9	7/1/23	CONSOLIDATED NETWORKS CORP	40,000.00	M PERRY	BLANKET
10	7/1/23	CRW CONSULTING LLC	2,500.00	M PERRY	BLANKET
11	7/1/23	OKLAHOMA EMPLOYMENT SECURITY	100.00	M PERRY	BLANKET
12	7/1/23	PITNEY BOWES GLOBAL FINANCIAL	500.00	M PERRY	BLANKET
13	7/1/23	THE CENTER FOR EDUCATION LAW	300.00	M PERRY	BLANKET
14	7/1/23	BLEDSON, HEWETT, GULLEKSON	2,500.00	M PERRY	BLANKET
15	7/1/23	UMB BANK	300.00	M PERRY	BLANKET
16	7/1/23	OSSBA	3,500.00	M PERRY	BLANKET
17	7/1/23	CRG, INC/OCCUHEALTH	250.00	M PERRY	BLANKET
18	7/1/23	ORES	500.00	M PERRY	BLANKET
19	7/1/23	OSAG	8,100.00	M PERRY	BLANKET
20	7/1/23	OFFICE DEPOT	500.00	M PERRY	BLANKET
21	7/1/23	WAL-MART	500.00	M PERRY	BLANKET
22	7/1/23	SAM'S CLUB	500.00	M PERRY	BLANKET
23	7/1/23	AT&T MOBILITY	2,500.00	M PERRY	BLANKET
24	7/1/23	EUREKA WATER COMPANY	500.00	M PERRY	BLANKET
25	7/1/23	IDEMIA	500.00	M PERRY	BLANKET

2023/2024

## GENERAL FUND

## PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
26	7/1/23	A-TEAM TERMITES & PEST CONTROL	1,000.00	M PERRY	BLANKET
27	7/1/23	ONENET	100.00	M PERRY	BLANKET
28	7/1/23	VERIZON WIRELESS	1,000.00	M PERRY	BLANKET
29	7/1/23	CONTRACT PAPER GROUP INC	1,000.00	M PERRY	BLANKET
30	7/1/23	PROSPERITY BANK	15,000.00	M PERRY	BLANKET
31	7/1/23	CHATTERBOX INC	20,000.00	M PERRY	BLANKET
32	7/1/23	SELECT PHYSICAL THERAPY	2,500.00	M PERRY	BLANKET
33	7/1/23	XEROX FINANCIAL SERVICES	4,000.00	M PERRY	BLANKET
34	7/1/23	EDMENTUM	5,000.00	M PERRY	BLANKET
35	7/1/23	FOLLETT LIBRARY	900.00	M PERRY	BLANKET
36	7/1/23	INFINITE CAMPUS	6,500.00	M PERRY	BLANKET
37	7/1/23	OSIG	150,000.00	M PERRY	BLANKET
38	7/1/23	RENAISSANCE LEARNING INC	9,500.00	M PERRY	BLANKET
39	7/1/23	LOWES HOME CENTER	1,500.00	M PERRY	BLANKET
40	7/1/23	OK DEPT LABOR	100.00	M PERRY	BLANKET
41	7/1/23	FRONTLINE EDUCATION	1,400.00	M PERRY	BLANKET
42	7/1/23	MIDWEST CITY POLICE DEPARTMENT	500.00	M PERRY	BLANKET
43	7/1/23	OKLAHOMA CONSULTING & ACCOUNT	15,000.00	M PERRY	BLANKET
44	7/1/23	SCHOLASTIC COMMUNICATIONS	1,000.00	M PERRY	BLANKET
45	7/1/23	OKLAHOMA ASBO	500.00	M PERRY	BLANKET
46	7/1/23	BANCFIRST INSURANCE SERVICES	1,000.00	M PERRY	BLANKET
47	7/1/23	OKLAHOMA PUBLIC SCHOOL RESOURCE	3,500.00	M PERRY	BLANKET
48	7/1/23	CCOSA	1,000.00	M PERRY	BLANKET
49	7/1/23	HOMER SMITH JR	5,000.00	M PERRY	BLANKET
50	7/1/23	AUTOMATIC FIRE CONTROL	500.00	M PERRY	BLANKET

2023/2024

## GENERAL FUND

## PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
51	7/1/23	OKLAHOMA STATE DEPT OF ED	100.00	M PERRY	BLANKET
52	7/1/23	JOSE ESPARZA	5,000.00	M PERRY	BLANKET
53	7/1/23	HOLT TRUCK CENTERS	10,000.00	M PERRY	BLANKET
54	7/1/23	HARVEY BETHANY	100.00	M PERRY	BLANKET
55	7/1/23	MELVIN PERRY	100.00	M PERRY	BLANKET
56	7/1/23	ROSS TRANSPORTATION	10,000.00	M PERRY	BLANKET
57	7/1/23	UNIVERSITY E-TEAM ELQA	1,200.00	M PERRY	BLANKET
58	7/1/23	OKLAHOMA LUBE ASSOCIATES	250.00	M PERRY	BLANKET
59	7/1/23	MIDWEST CITY BEACON	100.00	M PERRY	BLANKET
60	7/1/23	VIZAVANCE	100.00	M PERRY	BLANKET
61	7/1/23	CORNERSTONE EDUCATIONAL SERVICE	5,000.00	M PERRY	BLANKET
62	7/1/23	THE JOURNAL RECORD	100.00	M PERRY	BLANKET
63	7/1/23	FENCEOKC	1,000.00	M PERRY	BLANKET
64	7/1/23	OK ELECTION BOARD	100.00	M PERRY	BLANKET
65	7/1/23	HORACE MANN	250.00	M PERRY	BLANKET
66	7/1/23	COSTCO	500.00	M PERRY	BLANKET
67	7/1/23	COMTEC	1,500.00	M PERRY	BLANKET
68	7/1/23	EMPLOYEE EVALUATION SYSTEM	500.00	M PERRY	BLANKET
69	7/1/23	SCHOOL SERVICE, INC	2,500.00	M PERRY	BLANKET
70	7/1/23	OMES EGID	100.00	M PERRY	BLANKET
71	7/1/23	SCHOOL SAFE ID	500.00	M PERRY	BLANKET
72	7/1/23	MICHAEL LACY	5,000.00	M PERRY	BLANKET
73	7/1/23	PROSPERITY/INNOVATIVE SCHOOL	10,000.00	M PERRY	BLANKET
74	7/1/23	HEART OVER HYPE	10,000.00	M PERRY	BLANKET
75	7/1/23	WASHINGTON NATIONAL INSURANCE	5,000.00	M PERRY	BLANKET

2023/2024

## GENERAL FUND

## PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
76	7/1/23	MCGRAW-HILL CO	2,000.00	M PERRY	BLANKET
77	7/1/23	THOMPSON SCHOOL BOOK DEP	5,000.00	M PERRY	BLANKET
78	7/1/23	GENERAL GENIUS - SCIENCE CURR	1,000.00	M PERRY	BLANKET
79	7/1/23	STUDIES WEEKLY - SOCIAL STUDIES	3,000.00	M PERRY	BLANKET
80	7/1/23	AMAZON	10,000.00	M PERRY	BLANKET
81	7/1/23	EPCO MECHANICAL	10,000.00	M PERRY	BLANKET
82	7/1/23	LEE'S FLOORING & CLEANING	50,000.00	M PERRY	BLANKET
83	7/1/23	DESHAWN BECTON	1,000.00	M PERRY	BLANKET
84	7/1/23	ARCHWAY MKT SVS	5,000.00	M PERRY	BLANKET
85	7/1/23	HERMANS PLUMBING	5,000.00	M PERRY	BLANKET
86	7/1/23	OK GOLF CAR CENTER	500.00	M PERRY	BLANKET
87	7/1/23	HOME DEPOT	5,000.00	M PERRY	BLANKET
88	7/1/23	SEESAW LEARNING, INC	2,500.00	M PERRY	BLANKET
89	7/1/23	TEACHER RETIREMENT MISC FEES	50.00	M PERRY	BLANKET
90	7/1/23	NAESP MEMBER SERVICES	300.00	M PERRY	BLANKET
91	7/1/23	JONES SCHOOL SUPPLY COMPANY	500.00	M PERRY	BLANKET
92	7/1/23	DILLMEDIA, LLC	10,000.00	M PERRY	BLANKET
93	7/1/23	AMERICAN FIDELITY ASSURANCE	1,000.00	M PERRY	BLANKET
94	7/1/23	MATHIS BROTHERS	2,500.00	M PERRY	BLANKET
95	7/1/23	STOWS OFFICE FURNITURE	2,500.00	M PERRY	BLANKET
96	7/1/23	ABC OFFICE FURNITURE	2,500.00	M PERRY	BLANKET
97	7/1/23	HORACE MANN	2,000.00	M PERRY	BLANKET
98	7/1/23	OKLAHOMA TAX COMMISSION	25.00	M PERRY	BUS PURCHASE BLANKET
99	7/1/23	BSN COLIN SPORTS	4,000.00	M PERRY	BLANKET
100	7/1/23	DIGI SURVEILLANCE SYSTEMS	20,000.00	M PERRY	BLANKET

2023/2024

GENERAL FUND

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
101	7/1/23	PARTY TIME INFLATABLES	500.00	M PERRY	BLANKET
102	7/1/23	APPLE, INC	25,000.00	M PERRY	BLANKET
103	7/1/23	DELL	10,000.00	M PERRY	BLANKET
104	7/1/23	R2 CONTRACTORS	50,000.00	M PERRY	BLANKET
105	7/1/23	KREATIVE CONSTRUCTIN	5,000.00	M PERRY	BLANKET
106	7/1/23	THE BILLY GREEN	1,500.00	M PERRY	BLANKET
107	7/1/23	JASMINE ROSS EVENTS	500.00	M PERRY	BLANKET
108	7/1/23	MIDWEST SPORTING GOODS	2,000.00	M PERRY	BLANKET
109	7/1/23	SOONER TURF	1,000.00	M PERRY	BLANKET
110					
111					
112					
113					
114					
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120					
121					
122					
123					
124					
124					

2023/2024

BUILDING FUND

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/23	PROSPERITY BANK	\$1,000.00	M PERRY	BLANKET
2	7/1/23	SAM'S CLUB	\$1,000.00	M PERRY	BLANKET
3	7/1/23	LOWES HOME CENTER	\$1,000.00	M PERRY	BLANKET
4	7/1/23	WAL-MART	\$500.00	M PERRY	BLANKET
5	7/1/23	HERMAN'S PLUMBING	\$1,000.00	M PERRY	BLANKET
6	7/1/23	A-TEAM TERMITE & PEST CONTROL	\$500.00	M PERRY	BLANKET
7	7/1/23	TREAT'S SOLUTIONS LLC	\$2,500.00	M PERRY	BLANKET
8	7/1/23	EPCO MECHANICAL	\$2,500.00	M PERRY	BLANKET
9	7/1/23	AMAZON	\$500.00	M PERRY	BLANKET
10	7/1/23	LEE'S FLOORING & CLEANING LLC	\$10,000.00	M PERRY	BLANKET
11	7/1/23	R2 CONTRACTING LLC	\$1,000.00	M PERRY	BLANKET
12	7/1/23	CAPITAL ELECTRIC CONTRACTORS	\$1,000.00	M PERRY	BLANKET
13	7/1/23	WASTE MANAGEMENT	\$5,000.00	M PERRY	BLANKET
14	7/1/23	A-1 OVERHEAD DOOR	\$500.00	M PERRY	BLANKET
15	7/1/23	FENCE OKC	\$2,000.00	M PERRY	BLANKET
16	7/1/23	SOONER TURF	\$2,000.00	M PERRY	BLANKET
17	7/1/23	OKLAHOMA ROOFING & SHEET METAL	\$1,000.00	M PERRY	BLANKET
18	7/1/23	CONSOLIDATED NETWORKS CORP	\$500.00	M PERRY	BLANKET
19	7/1/23	COMTEC ELECTRONICS	\$1,000.00	M PERRY	BLANKET
20	7/1/23	DIGI SURVEILLANCE SYSTEMS	\$5,000.00	M PERRY	BLANKET
21	7/1/23	LOCKE SUPPLY	\$1,000.00	M PERRY	BLANKET
22	7/1/23	HOME DEPOT	\$500.00	M PERRY	BLANKET
23					
24					
25					

2023/2024

CHILD NUTRITION

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/23	OK STATE DEPT OF HEALTH	\$100.00	M PERRY	BLANKET
2	7/1/23	BEN E KEITH	\$50,000.00	M PERRY	BLANKET
3	7/1/23	BROOKS GREASE SERVICE, INC	\$200.00	M PERRY	BLANKET
4	7/1/23	AUTO-CHLOR SYSTEM	\$1,000.00	M PERRY	BLANKET
5	7/1/23	AUTOMATIC FIRE CONTROL, INC	\$250.00	M PERRY	BLANKET
6	7/1/23	SAM'S CLUB	\$250.00	M PERRY	BLANKET
7	7/1/23	WAL-MART	\$200.00	M PERRY	BLANKET
8	7/1/23	PROSPERITY BANK	\$500.00	M PERRY	BLANKET
9	7/1/23	OKLA DEPT OF HUMAN SERVICES	\$600.00	M PERRY	BLANKET
10	7/1/23	A-TEAM TERMITE & PEST CONTROL	\$200.00	M PERRY	BLANKET
11	7/1/23	HERMANS PLUMBING	\$500.00	M PERRY	BLANKET
12	7/1/23	HAGAR RESTAURANT	\$1,500.00	M PERRY	BLANKET
13	7/1/23	TREAT'S SOLUTIONS	\$300.00	M PERRY	BLANKET
14	7/1/23	HIGHLAND MILK	\$20,000.00	M PERRY	BLANKET
15	7/1/23	INFINITE CAMPUS	\$3,000.00	M PERRY	BLANKET
16	7/1/23	HOME DEPOT	\$5,000.00	M PERRY	BLANKET
17	7/1/23	CAPITAL ELECTRIC CONTRACTORS	\$2,500.00	M PERRY	BLANKET
18	7/1/23	A-1 OVERHEAD DOOR	\$500.00	M PERRY	BLANKET
19					
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25					

2023/2024

GIFT FUND

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/23	PROSPERITY BANK	\$3,500.00	M PERRY	BLANKET
2	7/1/23	WAL-MART	\$500.00	M PERRY	BLANKET
3	7/1/23	SAM'S CLUB	\$1,000.00	M PERRY	BLANKET
4	7/1/23	OFFICE DEPOT	\$200.00	M PERRY	BLANKET
5	7/1/23	AMAZON	\$500.00	M PERRY	BLANKET
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2023/2024

BOND FUND 32

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/23	CHRISTINA FERNADEZ	4,500.00	M PERRY	BLANKET
2	7/1/23	APPLE	30,000.00	M PERRY	BLANKET
3	7/1/23	PROSPERITY BANK	10,000.00	M PERRY	BLANKET
4	7/1/23	LOCKE SUPPLY	5,000.00	M PERRY	BLANKET
5	7/1/23	DIGI	30,000.00	M PERRY	BLANKET
6	7/1/23	COMTEC	1,500.00	M PERRY	BLANKET
7	7/1/23	CONSOLIDATED NETWORKS	3,000.00	M PERRY	BLANKET
8	7/1/23	OKLAHOMA ROOFING	5,000.00	M PERRY	BLANKET
9	7/1/23	CAPITAL ELECTRIC	20,000.00	M PERRY	BLANKET
10	7/1/23	R2 CONTRACTING	30,000.00	M PERRY	BLANKET
11	7/1/23	LEE FLOORING AND CLEANING	30,000.00	M PERRY	BLANKET
12	7/1/23	AMAZON	5,000.00	M PERRY	BLANKET
13	7/1/23	EPCO MECHANICAL	30,000.00	M PERRY	BLANKET
14	7/1/23	TREATS SOLUTIONS	1,000.00	M PERRY	BLANKET
15	7/1/23	HERMANS PLUMBING	2,500.00	M PERRY	BLANKET
16	7/1/23	WAL-MART	1,000.00	M PERRY	BLANKET
17	7/1/23	LOWES	5,000.00	M PERRY	BLANKET
18	7/1/23	SAM'S CLUB	5,000.00	M PERRY	BLANKET
19	7/1/23	WALKER COMPANIES	1,500.00	M PERRY	BLANKET
20	7/1/23	KREATIVE CONSTRUCTION	3,000.00	M PERRY	BLANKET
21	7/1/23	TECH LOCK	1,000.00	M PERRY	BLANKET
22	7/1/23	FORD AUDIO	15,000.00	M PERRY	BLANKET
23	7/1/23	DELL	5,000.00	M PERRY	BLANKET
24	7/1/23	HOLT	10,000.00	M PERRY	BLANKET
25	7/1/23				

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

No Executive Session Needed

8.A. McFarland, Staci - New Employment 23/24 School Year

8.B. Morgan, Zanade - New Employment 23/24 School Year

8.C. Scarborough, Sharon - New Employment 23/24 School Year

8.D. Branscum, James - Adjunct 23/24 School Year - 1st Grade

8.E. Bryson, Shamiah - Adjunct 23/24 School Year - Middle School Science (5-8)

8.F. Dailey, Bobbie - Adjunct 23/24 School Year

8.G. Maxwell, Taraya - Adjunct 23/24 School Year

8.H. Morgan, Zanade - Adjunct 23/24 School Year

8.I. Williams, Jarae - Adjunct 23/24 School Year

8.J. Walker, Myre - Resignation

8.K. Rehire Support Employees - See Attachment

8.L. Rehire Certified Employees - See Attachment

9. ACKNOWLEDGEMENT RETURN TO OPEN SESSION

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

Items 8a-8i were approved under the personnel by Erika James second by Paul Keeler was approve

Carla Brooks: Absent

Erika James: Yea

Paul Keeler: Yea

Yea: 2, Nay: 0, Absent: 1

## 11. NEW BUSINESS

## 12. ADJOURNMENT

Motion to adjourn at 10:26 a.m. by Erika James second by Paul Keeler was approve

Carla Brooks: Absent

Erika James: Yea

Paul Keeler: Yea

Yea: 2, Nay: 0, Absent: 1

10:27 AM

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Erika James, President

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Paul Keeler, Vice President

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Carla Brooks, Clerk