



Board of Education Special Meeting  
Monday, June 1, 2020 6:00 PM  
Teleconferencing/Videoconference - Remote, 600 Maple Dr, Yukon, OK 73099  
**Agenda**

The following is a list of the business to be conducted by the Board of Education at the above meeting:

1. Call to Order and Roll Call
2. Reports/ Comments from Superintendent and Board Members
  - A. Beginning of a 30-day public comment and review of the new policies DA-R1, DA-R2, and DA-R3 with the intent of a second reading and board action during the July 7, 2020, regular board meeting. The full policies can be found by clicking on the link: [https://docs.google.com/document/d/1qn6pFivFsD7FNns0BPel5o9ax1ghQSA7\\_00zICvrCD4](https://docs.google.com/document/d/1qn6pFivFsD7FNns0BPel5o9ax1ghQSA7_00zICvrCD4)
3. Finance Consent Docket- All of the finance consent items will be discussed, considered and approved or disapproved by one vote unless a board member desires to have a separate vote on any or all of the consent items.
  - A. Encumbrances and Change Orders as recommended by Dr. Jason Simeroth, Superintendent, and Jim Fenrick, Chief Financial Officer
  - B. Treasurer's Report(s) and General Fund Report(s)
  - C. Child Nutrition Report
4. Business Consent Docket: All of the consent items will be discussed, considered and approved or disapproved by one vote unless a board member requests to have a separate vote on any or all of the consent items.
  - A. Contract renewal with My ASL Interpreting Services.  
As per the Item of Consideration and Contract attached, there is no change in this contract.
  - B. Renewal of contract with FSMC Sodexo, Inc  
3rd year of a 5yr RFP agreement. A price increase of 2.99% per meal served based upon the 2020 CPI is in accordance of our RFP agreement.
  - C. Contract renewal with BC Behavioral.  
There is no change in this contract from last year.
  - D. Renewal of contract with Shannan Frohock.  
There is no change in this contract from last year.
  - E. Contract renewal with the Department of Rehabilitative Services.  
These are both continuing contracts. There are no fees associated with them.
  - F. Minutes of the May 4, 2020, board meeting.
  - G. Renewal of contract with Big Five Community Services, Inc.  
This is a continuing contract. There are no fees associated with this contract.
  - H. Contract renewal with Soliant.  
This is a continuing contract. There is no change to the cost of these services.
  - I. Renewal of contract with the Canadian County Health Department.  
There is no change to the cost of this service.
  - J. Contract renewal with BRIDGES.  
There is no change in this continuing contract.
  - K. Renewal of contract with Nikki Keck.  
There are no changes in this contract.

- L. Surplus items:  
YALE - three computer desks  
Maintenance items on list attached  
Textbooks on attached list
- M. Bid approval and contract with Compsource Mutual for Workers' Compensation Coverage.  
The FY20 cost was \$233,627.76. The FY21 cost is \$310,459, an increase of \$76,831.24. This is a result of the full realization of two years of substantial payroll increase and a 1.51 Emod, which is expected to improve greatly next year.
- N. Contract renewal with Frontline for absence management.  
The FY20 was \$17,808.86. The cost for FY 21 is \$18,672.59, an increase of \$863.73. There is not change in service, just a typical percentage cost increase associated with most software programs.
- O. Renewal of contract with Compliance Resource Group.  
There is no change in cost or provider. This is required to comply with DOT requirements.
- P. Adjunct Teacher applications.  
These are required for teachers who need certification in certain speciality areas, and only apply if it is 3 hours or less of a teaching assignment per day.
- Q. Recommendation to approve Permabound as the vendor for the Redstone Library.  
The recommendation for Permabound is based on the following information:  
  - "Shelf ready" library books with
  - Free set up into the Destiny inventory system.
  - "Library Set Up Team" that will coordinate with the site librarian and principal when occupancy permitted.
  - Willingness to house library books, in the event the opening of the library is delayed.
  - Library Book Warranty: three years unconditional warranty.
  - Discount for future orders of library books for Redstone and other YPS sites. (5%)
  - Redstone will receive \$500 worth of books for three years as well as a visiting author for 5 years.
  - School "swag" for all three intermediates.
  - Facilitation of book selection by the company with consultation from the site librarian.
  - Quote is \$20,000 less than the competitors.
  - Positive recommendation from current district librarians for the local rep and the service provided by the company.
- R. Contract renewal with Giant.  
This is year two of leadership training with GiANT. There is no cost in the per session fee, but we are able to add more sessions this upcoming year. The cost in FY20 was \$17,500. The cost for FY21 is \$25,000. This is paid for out of Title II Federal Funds.
- S. Renewal of contract with Learning Sciences International.  
We are required to have a platform for teacher evaluations. The cost in FY20 was \$21,998.40. The cost for FY 21 is \$20,420.40, a decrease of \$1,578. The price quote is a flat price, however we removed a module from the quote, which generated the cost savings.
- T. Contract renewal with Community Care for EAP.  
This will be year two of providing our employees with an EAP. This cost is the same as FY21, no price increase.
- U. Vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2020-21. This resolution authorizes filing of the Form 471 application(s) for funding year 2020-21 and the payment of the applicant's share upon approval of funding and receipt of services.  
The Schools and Libraries (E-rate) Program provides discounts on eligible data transmission services and internet access, internal connections, and managed internal broadband services and equipment for eligible schools and libraries. This resolution approves receiving our portion of the subsidized funding from Federal e-Rate funds and allocates our portion of responsibility for the remaining balance. Note the remaining balance is typically offset by additional state OUSF funds and at no cost to the district.
- V. Contract renewal with OSIG for Property and Casualty.  
We are opting for the \$25,000 deductible to reduce our premiums by \$36,373.  
The insurance refinancing market is forcing premiums upward of 25% this year. The OSIG reinsurers have paid out \$57M in losses vs. \$51M in receipts over the past 6 years. We are opting for a \$25K deductible (from \$10K) for a premium reduction of \$36,373.
- W. Renewal of contract with House of Healing.  
This is contract renewal for Equine Therapy services at YALE. Cost is the same. The difference is that special services is funding it with contribution from YALE. Available to all YALE students, not just sped. Trauma informed practices and supports.
- X. Contract renewal with SourceOne Custodial.  
Night cleaning service at our PreK sites. No change in cost.

- Y. Renewal of contract with Jani-King.  
Day porters & night cleaning at our intermediate, MS, and HS sites no change in cost.
- Z. Contract renewal with Compliance Resource Group to test students for substance use.
- AA. Renewal of contract with Firetrol Protection Systems  
Required contract for annual fire code inspections. This contract is quoted at state contract rate.
- BB. Contract renewal with The Center for Education Law.  
There is no change to this contract from last year.
- CC. Renewal of contract with JW Putnam for audit of public schools  
An annual independent district financial audit is required by state law. This contract increased \$250.00 from last year.
- DD. Application for approval of temporary appropriations for the fiscal year of 2020-21.
- EE. Contract renewal with Connections.  
This is a continuing contract with a \$5 per session increase from last year of \$25 per session to \$30 per session to cover preparation costs for Gayle Jones.
- FF. Renewal of contract with OMEGA Security.

Yukon Public Schools is of the opinion the contractor has the necessary qualifications, experience and abilities to provide armed security services to our school district for the 2020-2021 school year. The contract provides eight (8) armed security officers for 174 school days at a financial rate of \$21.00 per hour for eight ( 8 ) hours per day.

Yukon Public Schools utilized Omega Security for armed security in the 2018-2019 and the 2019-2020 school year. If renewed this will be YPS third year to utilize Omega Security.

The cost for these services for the proposed 2020-2021 contract have not changed or increased from the previous contract and the services of eight (8) officers is the same as well with no changes.

- GG. Open transfers into YPS.
5. Personnel Docket:
    - A. Approval of Personnel Items as listed.
  6. Adjournment

**Assessment to Determine Telework (Telecommuting) Arrangement***Adoption Date: July 7, 2020**Revision Date(s): [Revision Dates board approved]**Page 1 of 1***Telework (Telecommuting) Application**

Name: \_\_\_\_\_

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

DAC: \_\_\_\_\_

Supervisor/Hiring Manager: \_\_\_\_\_

1. State the primary reason for requesting telework/telecommuting?
2. Describe the requested schedule for telework/telecommuting, including duration, days, and times.
3. Describe any possible advantages, both for the district and for the employee, of a telework/telecommuting arrangement.
4. What are the major responsibilities, tasks and measurable objectives that must be accomplished?
5. Identify potential barriers or obstacles that may impact work productivity in a telework arrangement, if applicable, and explain how these barriers will be mitigated.
6. Describe how communication will take place between the employee and the supervisor. How often? How will the employee participate in meetings? Under what circumstances might the employee be required to physically report to work during the agreement?
7. Describe how the supervisor and the employee will review completed work, discuss work status, and assess work performance (e.g. weekly 1-on-1 by phone, monthly n person check-ins).
8. If the employee's position has a customer service component (student, parent, vendor, employee), describe how the level of customer service will meet or exceed the level provided when the employee is physically at work.

**Temporary Telework (Telecommuting) Agreement***Adoption Date: July 7, 2020**Revision Date(s): [Revision Dates board approved]**Page 1 of 3***Short-Term TeleWork(Telecommuting) Agreement****Employee Information:**

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

FLSA status:        Exempt        Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

Temporary Contact Information (email and phone): \_\_\_\_\_

Employee schedule: \_\_\_\_\_

**The employee agrees to the following conditions:**

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.

The employee will comply with all Yukon Public Schools rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

**Temporary Telework (Telecommuting) Agreement***Adoption Date: July 7, 2020**Revision Date(s): [Revision Dates board approved]**Page 2 of 3*

The employee will maintain satisfactory performance standards. This agreement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, and productivity are not compromised by this agreement.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will maintain a safe, secure and ergonomic work environment at all times.

The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the company.

The employee will report work-related injuries to his or her manager as soon as practicable.

The employee understands and agrees that the employee's personal vehicle may not be used for Yukon Public schools Business unless it is specified below:

Authorized to use personal vehicle for YPS Business: Yes \_\_\_\_\_ No \_\_\_\_\_

The employee is responsible for providing space, telephone, printing, networking and/or acceptable Internet capabilities and shall not be reimbursed for these or related expenses, unless otherwise stated below.

Yukon Public Schools will provide the following equipment/resources: \_\_\_\_\_

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The employee agrees that Yukon Public Schools equipment will not be used by anyone other than the employee and only for business-related work.

The employee will not make any changes to security or administrative settings on Yukon Public Schools equipment.

The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect company tools and resources from theft or damage and to

**Temporary Telework (Telecommuting) Agreement**

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report theft or damage to his or her manager immediately.

The employee agrees to comply with Yukon Public Schools policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

Yukon Public Schools will reimburse employee for the following expenses, providing employee submits expense reports and appropriate documentation in accordance with Yukon Public Schools expense reimbursement policy:

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The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return company equipment and documents within five days of termination of employment.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Telecommuting Policy and Procedure***Adoption Date: July 7, 2020**Revision Date(s): [Revision Dates board approved]**Page 1 of 5***Telecommuting Policy and Procedure****Objective**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Yukon Public Schools considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Yukon Public Schools

**Procedures**

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the district. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible, and may include notice as short as 48 hours.

**Eligibility**

Individuals requesting formal telecommuting arrangements must be employed with Yukon Public Schools for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

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- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

**Equipment**

On a case-by-case basis, Yukon Public Schools will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the district will be maintained by the district. Equipment supplied by the employee, if deemed appropriate by the district, will be maintained by the employee. Yukon Public Schools accepts no responsibility for damage or repairs to employee-owned equipment. Yukon Public Schools reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the district is to be used for business purposes only. The telecommuter must sign an inventory of all Yukon Public Schools property received and agree to take appropriate action to protect the

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items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Within the Temporary TeleWork (Telecommuting) Agreement, Yukon Public Schools will stipulate what supplies will be provided to the employee, what expenses may be reimbursable to the employee, and what expenses the employee is responsible to cover.

The employee will establish an appropriate work environment within his or her home for work purposes, including an environment that leaves the employee free from dependent care responsibilities during agreed upon work hours. Telecommuting is not a substitute for child or other dependent care. Teleworkers shall make or maintain childcare, adult care or similar personal arrangements to permit concentration on work assignments during agreed upon work hours. Decreases in productivity or behaviors that detract value from Yukon Public Schools may result in the immediate loss of teleworking status and/or may result in disciplinary action.

Yukon Public Schools will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

**Security**

Consistent with the district's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and district information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Yukon Public Schools will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

The teleworker will not hold business visits or meetings with professional colleagues, parents, students or vendors at the telework site without express written permission from the employee's supervisor.

Telecommuting is not designed to be a replacement for appropriate child or dependent care. Although an individual employee's schedule may be modified to accommodate child or

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dependent care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Yukon Public Schools reserves the right to visit the telework site, by providing 24 hours notice to the employee, for the following reasons: to evaluate for safety; investigate a work related accident or liability claim; and ensure the worksite is conducive to a safe and productive work environment.

**Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Yukon Public Schools’ time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter’s supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

**Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance, and do not require execution of an evaluation and formal Temporary Telework (Telecommuting) Agreement.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the district and with the consent of the employee’s health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the mission of the district. Final determinations are heavily dependent on the employee’s ability to fulfill all of the established job responsibilities. Employees with a service and/or interaction responsibility involving students or parents are NOT typically eligible for telework arrangements during the school year or other high demand dates associated with student services.

Yukon Public Schools is committed to comply with the Americans with Disabilities Act whenever considering any working conditions associated with Telework or Telecommuting.

**Telecommuting Policy and Procedure***Adoption Date: July 7, 2020**Revision Date(s): [Revision Dates board approved]**Page 5 of 5***Conditions of Employment related to TeleWork/telecommuting**

The teleworker's conditions of employment shall remain the same as for non-teleworking employees and wages, benefits, and leave accrual will remain unchanged, unless specifically stipulated within the formal Temporary Telwork(Telecommuting) Agreement.

All policies of Yukon Public Schools shall apply at the telework site, including: those governing communicating internally and with the public; employee rights and responsibilities; facilities and equipment management; financial management; information resource management; expense reimbursement; safety; travel; the use of the internet; and social media.

**Process for requesting TeleWork/Telecommuting**

At the request of the hiring manager or the employee, human resources will work with the manager and employee to make an initial determination regarding possible eligibility for telecommuting.

Human resources will work with the hiring manager and the employee to complete the Telecommuting Assessment.

Based on the initial eligibility determination and the completion of the assessment, human resources will make a final determination on the appropriateness of executing a telework agreement between the employee and Yukon Public Schools.

Human resources will work with the employee and the hiring manager to execute a formal Temporary Telework (Telecommuting) agreement, in accordance with Yukon Public Schools policy and procedures and subject to the terms specified within the agreement.

PONumber	Account	Amount	PODate	OrderName	AcctDescription
201827	1142122138603400000000140	1,200.00	4/29/2020	PROJECT LEAD THE WAY (PLTW)	STAFF REGISTRATIONS - new training/course
201827	1142122138603400000000145	1,200.00	4/29/2020	PROJECT LEAD THE WAY (PLTW)	STAFF REGISTRATIONS - new training/course
201827	1142122138603400000000150	1,200.00	4/29/2020	PROJECT LEAD THE WAY (PLTW)	STAFF REGISTRATIONS - new training/course
201834	11421221386034000000000520	2,043.00	5/7/2020	PROJECT LEAD THE WAY (PLTW)	STAFF REGISTRATIONS - new training/course
201835	11053213261923900000000753	1,539.86	5/7/2020	SCHOOL KIDS HEALTHCARE	SUPPLIES AND MATERIALS
201836	11541550086000000000000197	1,184.40	5/7/2020	Susannah W Bradley	STAFF REGISTRATIONS
201838	11051257154000000000000051	2,600.00	5/7/2020	Lamar Texas Limited Partnership	ADVERTISING - graduation
201839	11059219961900000000000059	263.00	5/7/2020	Lapel Pins Express, LLC	SUPPLIES AND MATERIALS
201841	11083100056128100000000750	390.00	5/12/2020	Edgenuity Inc	TUITIONS TO OTHER LEAS - HS
201842	11067100065310025000000767	4,398.00	5/18/2020	APPLE INC	TECHNOLOGY - RELATED SUPPLIES - 2@ MacBook Pros
201843	11067100065310025000000767	5,295.52	5/18/2020	DELL MARKETING L P	TECHNOLOGY - RELATED SUPPLIES - computers
201844	11421221386034000000000705	2,400.00	5/18/2020	PROJECT LEAD THE WAY (PLTW)	STAFF REGISTRATIONS - new training/course
201845	11615100061923900000000753	5,758.50	5/18/2020	Voyager Sopris Learning Inc	SUPPLIES AND MATERIALS - LETRS training for dyslexia
201845	11615100061923900000000753	12,000.00	5/18/2020	Voyager Sopris Learning Inc	TECHNOLOGY - RELATED SUPPLIES - HS software
201846	11067100065310025000000750	500.00	5/18/2020	Adobe Inc	TECHNOLOGY - RELATED SUPPLIES
201847	1117710006531001050000125	1,993.50	5/18/2020	PBIS Rewards	PROF EDUCATION SERVICES
201848	11775212032000000000000705	4,000.00	5/18/2020	J Chad Professional Training LLC	PROF EDUCATION SERVICES
201849	11052221386000000000000752	1,000.00	5/18/2020	ProctorU, Inc	STAFF REGISTRATIONS
201851	11067100065310025000000750	2,460.07	5/19/2020	DELL MARKETING L P	TECHNOLOGY - RELATED SUPPLIES - computers
201852	1101125205300000000000050	25.00	5/19/2020	Capital One/U S Postmater	COMMUNICATION & SOFTWARE SERVICES
201854	11083100056128100000000750	390.00	5/20/2020	Edgenuity Inc	TUITIONS TO OTHER LEAS
201857	1106521326160000000000050	5,499.50	5/22/2020	Classic Paper Supply, Inc	FIRST AID SUPPLIES - SPED thermometers
201858	1106233006196400000000062	989.89	5/22/2020	Classic Paper Supply, Inc	SUPPLIES AND MATERIALS
201859	11333100064310054000000705	5,839.92	5/26/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201861	1136710006434272300000105	2,615.55	5/26/2020	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201862	1136710006434272300000110	2,353.20	5/26/2020	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201863	1136710006434272300000130	2,718.90	5/26/2020	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201864	1136710006434272300000120	2,718.90	5/26/2020	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201865	1136710006434272300000115	2,782.50	5/26/2020	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201866	1136710006434272300000135	3,609.30	5/26/2020	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201867	1136710006434272300000125	4,793.85	5/26/2020	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201868	11031221361927100000000750	1,081.90	5/26/2020	Voyager Sopris Learning Inc	SUPPLIES AND MATERIALS - LETRS training for dyslexia
201869	11052100065310000000000752	4,200.00	5/26/2020	University of Oklahoma	TECHNOLOGY - RELATED SUPPLIES - Prek literacy
201870	11067100061910025000000767	300.00	5/27/2020	AMAZON	SUPPLIES AND MATERIALS
201871	11333100064310023000000520	48,216.00	5/27/2020	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201872	11031100064310054000000705	10,959.50	5/27/2020	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201873	11031100064310023000000140	14,480.85	5/27/2020	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201874	11031100064310023000000145	14,599.55	5/27/2020	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201875	11031100064310023000000150	14,006.05	5/27/2020	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201879	11333100064310023000000520	50,606.25	5/27/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201880	11333100064310023000000150	3,760.46	5/27/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201880	11367100064342723000000150	10,604.56	5/27/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201881	11367100064342723000000145	28,892.70	5/27/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption

PO Number	Account	Amount	PO Date	Order Name	Acct Description
201882	1136710006434272300000140	27,342.36	5/27/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201885	110321000653100000000705	12,000.00	5/27/2020	Newsela Inc	TECHNOLOGY - RELATED SUPPLIES - HS ELA software
201886	117881000653100000000767	549,657.00	5/27/2020	Trinity 3 Technology	TECHNOLOGY - RELATED SUPPLIES - Chromebooks (CARES)
201888	1133310006431005400000705	41,749.00	5/27/2020	TCl	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201889	1106710006531002500000767	599.00	5/27/2020	Capital One/dwholesaler.com	TECHNOLOGY - RELATED SUPPLIES - ID badging system
	General Fund	<u>918,817.54</u>			
201837	210662620438000000000066	502.01	5/7/2020	Capital One/Waste Management	Other Building Repairs and Maintenance
	Building Fund	<u>502.01</u>			
201850	2205531406197000000000150	657.31	5/19/2020	Hubert Company LLC	SUPPLIES AND MATERIALS - RIS setup
201856	2205531406197000000000150	13,801.22	5/20/2020	Hubert Company LLC	SUPPLIES AND MATERIALS - RIS setup
	Child Nutrition Fund	<u>14,458.53</u>			
201828	3720710006531000000000150	9,380.62	5/4/2020	KAJEET INC	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201829	3720710006531000000000150	19,140.00	5/5/2020	CDI	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201830	3720710006531000000000150	7,140.00	5/5/2020	DELL MARKETING L P	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201831	3720710006531000000000150	8,419.05	5/5/2020	UNITED SYSTEMS, INC.	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201832	3720710006531000000000150	313,807.27	5/5/2020	VIDEO REALITY	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201833	3720710006531000000000150	199,056.00	5/5/2020	Trinity 3 Technology	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201840	3720710006511000000000150	690,398.88	5/8/2020	VIRCO INC	APPLIANCES, Furniture and Fixtures - RIS setup
201853	3726110006511000000000520	71,814.30	5/20/2020	VIRCO INC	APPLIANCES, Furniture and Fixtures - IIS furniture
201855	3720710006531000000000150	32,202.00	5/20/2020	Oklahoma Copier Solutions	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201860	3724610006431005400000705	8,477.60	5/26/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201876	3724610006431005400000705	31,605.00	5/27/2020	CENGAGE LEARNING	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201877	3724610006431005400000705	27,776.70	5/27/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201878	3724610006431005400000705	11,654.90	5/27/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201880	3724610006431002300000150	12,484.05	5/27/2020	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201883	3720710006531000000000150	239,310.35	5/27/2020	UNITED SYSTEMS, INC.	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201884	3720710006531000000000150	28,579.62	5/27/2020	UNITED SYSTEMS, INC.	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201886	3725910006531000000000767	176,217.00	5/27/2020	Trinity 3 Technology	TECHNOLOGY - RELATED SUPPLIES - RIS setup
201887	3724610006431005400000705	38,327.75	5/27/2020	Bedford, Freeman & Worth Publishing Group	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201888	3724610006431005400000705	29,714.00	5/27/2020	TCl	STATE ADOPT TEXTBOOKS/WORKBOOKS - SS adoption
201890	3721543004500000000000140	4,000.00	5/27/2020	Al Slattery Masonry Inc.	CONSTRUCTION (OUTSIDE CONTRACTORS) - IIS marquee
201890	3721543004500000000000145	4,000.00	5/27/2020	Al Slattery Masonry Inc.	CONSTRUCTION (OUTSIDE CONTRACTORS) - LIS marquee
201890	3721543004500000000000150	4,000.00	5/27/2020	Al Slattery Masonry Inc.	CONSTRUCTION (OUTSIDE CONTRACTORS) - RIS marquee
	2017 Bond Fund	<u>1,967,505.09</u>			

GENERAL FUND  
BUDGET SUMMARY BY SOURCE

FUNDING SOURCE	FY18-19 Actual		FY19-20 Projected 4/30/2020		Assuming Spending at Same Level as Prior Year FY20-21 0.00% Change in Spending		"If" Increased Spending = \$657,591 FY20-21 0.95% Change in Spending	
	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
<b>REVENUES</b>								
11XX Ad Valorem Taxes	15,431,500	24.71%	16,733,000	26.00%	17,344,000	26.95%	17,344,000	26.95%
1XXX Other Local Sources	745,700	1.19%	1,080,205	1.68%	954,000	1.48%	954,000	1.48%
2XXX Intermediate Sources	2,334,755	3.74%	2,635,000	4.09%	2,655,000	4.13%	2,655,000	4.13%
3210 Found & Salary Incentive	26,379,031	42.23%	27,343,189	42.48%	25,976,030	40.36%	25,976,030	40.36%
3XXX Other State Sources	14,027,856	22.46%	13,132,844	20.40%	13,147,529	20.43%	13,147,529	20.43%
4XXX Federal Sources	3,539,489	5.67%	3,438,886	5.34%	3,157,571	4.91%	3,157,571	4.91%
<b>TOTAL REVENUES</b>	<b>62,458,331</b>	<b>100.00%</b>	<b>64,363,124</b>	<b>100.00%</b>	<b>63,234,130</b>	<b>100.00%</b>	<b>63,234,130</b>	<b>100.00%</b>
<b>NON-REVENUE RECEIPTS</b>								
5150 Child Nutrition Transfers	605,295		609,678		450,000		450,000	
5160 Activity Fund Transfers	789,868		750,000		800,000		800,000	
5600 Correcting Entry / Rebates	748		1,097					
<b>NON-REVENUE TOTAL</b>	<b>1,395,911</b>		<b>1,360,775</b>		<b>1,250,000</b>		<b>1,250,000</b>	
Lapsed Reserves from Prior Years	890,909		760,543		700,000		700,000	
<b>GENERAL FUND TOTALS</b>	<b>64,745,151</b>		<b>66,484,442</b>		<b>65,184,130</b>		<b>65,184,130</b>	
Reserve Forward from Prior Years	9,868,540		11,915,264		9,408,428		9,408,428	
Total Available for Appropriation	74,613,691		78,399,706		74,592,557		74,592,557	
<b>TOTAL ACTUAL &amp; BUDGETED EXPENSES</b>	<b>62,698,427</b>		<b>68,991,278</b>		<b>68,991,278</b>		<b>69,648,869</b>	
Reserve Forward to Next Year	11,915,264	18.40%	9,408,428	14.15%	5,601,280	8.59%	4,943,688	7.58%
							Impact per \$1M = 1.54%	

Includes approx. \$566,000 in federal stimulus

Spending change from current fiscal year

5.0% State Aid decrease is factored in

\*\*\*\* Draft - - - For Study Purposes Only \*\*\*\*

4/30/2020

Source	Code	Revenue Source	Chgbble	04/30/20	19-20	Percent of	19-20	20-21	19-20	18-19	17-18	16-17	15-16	14-15	13-14
				Estimated	Est of Needs	Proj Rev		Projected	Estimated	Collected	Collected	Collected	Collected	Collected	Collected
<b>Local Sources</b>															
1100		Taxes Levied	015&6&W	16,733,000	15,196,560	25.17%	17,344,000	16,733,000	15,431,500	13,339,063	12,745,593	11,786,947	11,277,911	10,761,364	
1200		Tuition & Fees		0	0	0.00%	0	0	0	0	0	300	0	0	
1300		Earnings on Investments		750,000	317,049	1.13%	600,000	750,000	352,277	86,393	30,593	6,831	1,954	1,932	
4XX-16XX		Refund of Prior Year Expense		330,205	354,081	0.50%	354,000	330,205	393,424	586,924	359,072	308,395	320,527	284,669	
<b>Total Local Sources</b>				<b>17,813,205</b>	<b>15,867,691</b>	<b>26.79%</b>	<b>18,298,000</b>	<b>17,813,205</b>	<b>16,177,200</b>	<b>14,014,370</b>	<b>13,135,259</b>	<b>12,102,473</b>	<b>11,600,393</b>	<b>11,047,965</b>	
<b>County Intermediate</b>															
2100		County 4-Mill Tax	75%	2,125,000	1,749,812	3.20%	2,175,000	2,125,000	1,944,236	1,691,073	1,663,335	1,570,939	1,626,635	1,391,530	
2XXX		County Mortgage, Resale Prop & Othe		510,000	351,467	0.77%	480,000	510,000	390,519	387,027	424,317	357,982	417,825	329,150	
<b>Total Intermediate Sources</b>				<b>2,635,000</b>	<b>2,101,279</b>	<b>3.96%</b>	<b>2,655,000</b>	<b>2,635,000</b>	<b>2,334,755</b>	<b>2,078,100</b>	<b>2,087,652</b>	<b>1,928,921</b>	<b>2,044,461</b>	<b>1,720,680</b>	
<b>State Sources</b>															
3110		Gross Production	CurYr	2,400,000	2,875,198	3.61%	1,800,000	2,400,000	3,194,664	2,330,813	1,352,053	1,189,267	1,652,744	1,385,140	
3120		Motor Vehicles Collection	CurYr	2,715,121	3,293,585	4.08%	3,075,121	2,715,121	3,293,585	3,196,619	2,980,158	2,928,457	2,621,346	2,616,664	
3130		REA Tax	CurYr	7,000	6,188	0.01%	7,000	7,000	6,876	6,460	5,938	5,467	5,363	4,274	
3140		State School Land	CurYr	1,275,000	1,164,368	1.92%	1,275,000	1,275,000	1,293,742	1,312,108	1,271,831	1,240,571	1,186,026	1,101,603	
3150		Vehicle & Farm Implement Tax Stamp	CurYr	6,000	6,256	0.01%	7,000	6,000	6,951	7,663	8,033	7,871	8,684	8,629	
3210		Found & Salary Incentive		27,343,189	27,363,421	41.13%	25,976,030	27,343,189	26,379,031	22,984,449	21,852,639	20,862,933	20,150,334	20,366,291	
3250		Flexible Benefit Allowance - Cert & Sup		5,711,602	5,435,760	8.58%	6,094,788	5,711,602	5,309,655	4,879,921	4,418,003	4,044,806	3,882,151	3,750,681	
32XX-39XX		Other State & Vocational Sources		1,018,121	984,473	1.53%	888,620	1,018,121	922,384	396,021	394,201	1,002,571	1,055,944	966,588	
<b>Total State Sources</b>				<b>40,476,033</b>	<b>41,129,249</b>	<b>60.88%</b>	<b>39,123,559</b>	<b>40,476,033</b>	<b>40,406,887</b>	<b>35,114,055</b>	<b>32,282,855</b>	<b>31,281,943</b>	<b>30,562,591</b>	<b>30,199,870</b>	
<b>Federal Sources</b>															
4100		Direct Grants from Fed Govt		200,364	198,057	0.30%	198,057	200,364	257,460	153,531	156,500	78,970	236,081	146,336	
4200		CARES Stimulus Funding		566,250	0	0.85%	566,250	0	0	0	0	0	0	0	
4200		Disadvantaged Students		875,756	1,003,122	1.32%	1,117,530	875,756	994,213	588,630	794,195	601,996	812,076	424,364	
4300		Individuals with Disabilities		1,671,736	1,821,932	2.51%	1,669,762	1,671,736	2,122,330	1,568,040	1,467,959	1,686,817	1,377,360	254,520	
4400		ESSA of 2015 - Continued		24,476	22,872	0.04%	35,662	24,476	13,335	0	44,160	89,708	154,542	146,810	
4500-4600		Fed Grants from Other Sources		42,282	54,218	0.06%	59,080	42,282	35,633	43,795	85,519	137,831	113,357	149,758	
4800		Federal Vocational Education		58,021	77,480	0.09%	77,480	58,021	116,517	41,490	70,426	58,266	46,822	0	
<b>Total Federal Sources</b>				<b>3,438,886</b>	<b>3,177,680</b>	<b>5.17%</b>	<b>3,723,820</b>	<b>3,438,886</b>	<b>3,539,489</b>	<b>2,405,487</b>	<b>2,618,759</b>	<b>2,653,589</b>	<b>2,740,238</b>	<b>1,121,787</b>	
<b>Total Revenue Collected</b>				<b>64,363,124</b>	<b>62,275,899</b>	<b>96.81%</b>	<b>63,800,379</b>	<b>64,363,124</b>	<b>62,458,331</b>	<b>53,612,013</b>	<b>50,124,525</b>	<b>47,966,925</b>	<b>46,947,683</b>	<b>44,090,302</b>	
<b>Non-Revenue Sources</b>															
5150		Child Nutrition Reimb		609,678	500,000		450,000	609,678	605,295	709,627	711,598	840,460	910,155	1,010,821	
5160		Activity Fund receipts		750,000	700,000		800,000	750,000	789,868	803,268	825,971	760,089	752,152	762,159	
5600		Correcting Entry / Rebates		1,097	0		0	1,097	748	2,262	2,000	413	0	357	
<b>Total Non-Revenue Collected</b>				<b>1,360,775</b>	<b>1,200,000</b>	<b>2.05%</b>	<b>1,250,000</b>	<b>1,360,775</b>	<b>1,395,911</b>	<b>1,515,157</b>	<b>1,539,570</b>	<b>1,600,961</b>	<b>1,662,307</b>	<b>1,773,337</b>	
<b>PY Lapsed Fund Balance</b>				<b>760,543</b>	<b>0</b>	<b>1.14%</b>	<b>700,000</b>	<b>760,543</b>	<b>890,909</b>	<b>373,953</b>	<b>479,374</b>	<b>484,098</b>	<b>734,126</b>	<b>642,710</b>	
<b>Total Revenue &amp; Non-Revenue Collected</b>				<b>66,484,442</b>	<b>63,475,899</b>	<b>100.00%</b>	<b>65,750,379</b>	<b>66,484,442</b>	<b>64,745,151</b>	<b>55,501,123</b>	<b>52,143,469</b>	<b>50,051,984</b>	<b>49,344,115</b>	<b>46,506,349</b>	
<b>Fund Balance - Beginning</b>				<b>11,915,264</b>	<b>11,915,264</b>		<b>9,408,428</b>	<b>11,915,264</b>	<b>9,868,540</b>	<b>8,232,256</b>	<b>5,827,817</b>	<b>5,405,970</b>	<b>4,187,614</b>	<b>6,525,314</b>	
<b>Grand Total All Sources</b>				<b>78,399,706</b>	<b>75,391,163</b>		<b>75,158,807</b>	<b>78,399,706</b>	<b>74,613,691</b>	<b>63,733,379</b>	<b>57,971,286</b>	<b>55,457,955</b>	<b>53,531,729</b>	<b>53,031,662</b>	
<b>Percent of Fund Balance</b>				<b>14.15%</b>			<b>14.15%</b>		<b>18.40%</b>	<b>17.78%</b>	<b>15.79%</b>	<b>11.64%</b>	<b>10.96%</b>	<b>9.00%</b>	

# YUKON PUBLIC SCHOOLS

2019-20 GENERAL FUND

Projected End-of-Year Expenditures

As of: 04/30/20

EOY

Current Year Expenditure Forecast					Monthly Actual /	Cumulative Actual /	Percent of Forecast
	Encumbrances thru:	Salaries & Wages	Benefits	Utilities	Other Accis Payable	Projected Expenditures	
30-Sep-2019	48,361,168	11,029,007	1,202,950	5,761,850	66,354,988	66,354,988	96.18%
October	(320)	0	0	271,850	271,535	66,626,523	96.57%
November	(3,140)	0	0	89,893	86,735	66,713,258	96.70%
December	31,894	10,865	0	317,174	359,933	67,073,191	97.22%
January	294,583	9,243	0	(141,159)	162,668	67,235,859	97.46%
February	320,164	15,669	0	168,618	504,451	67,740,310	98.19%
March	222,200	17,921	89	80,395	320,605	68,060,915	98.65%
April	23,808	14,011	107	25,636	63,563	68,124,478	98.74%
May	109,700	19,573	304	907,350	1,036,927	69,161,405	100.25%
June	60,874	32,690	(161,057)	(102,634)	(170,127)	68,991,278	100.00%
<b>Estimated Fiscal Year Expenditures</b>	<b>49,420,932</b>	<b>11,148,980</b>	<b>1,042,393</b>	<b>7,378,974</b>	<b>68,991,278</b>	<b>\$68,991,278</b>	

YUKON PUBLIC SCHOOLS  
DISTRICT I-27, CANADIAN COUNTY  
TREASURER'S GENERAL LEDGER  
2019-2020

FY20 CUMULATIVE

Assets	Balance Beg. Of Year	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance	
<b>Cash</b>						
0101 YNB	3,258,505.21	91,148,037.02	-13,107,761.64	78,834,564.92	2,464,215.67	
0102 Bank of Oklahoma - Checking	211.86	27.79	0.00	0.00	239.65	
0103 Bank of Oklahoma - Money Market	4,964,892.82	87,223.53	-5,052,116.35	0.00	0.00	
0106 Oklahoma Liquid Asset Program	0.00	0.00	0.00	0.00	0.00	
0108 Bank of Oklahoma - Insured Cash Sweep (ICS)	0.00	15,131.51	7,524,496.16	0.00	7,539,627.67	
Deposits/Checks in Transit	1,947.14	-1,947.14	0.00	0.00	0.00	
Bank Adjustment	0.00	-2,710,759.34	0.00	-2,710,759.34	0.00	
<b>Total Cash</b>	<b>8,225,557.03</b>	<b>88,537,713.37</b>	<b>-10,635,381.83</b>	<b>76,123,805.58</b>	<b>10,004,082.99</b>	
<b>Investments</b>						
0104 CD - Bank of Oklahoma	22,806,627.38	318,987.92	-23,125,615.30	0.00	0.00	
0104 CD - Bank of Ok. Investment in Transit	0.00	0.00	0.00	0.00	0.00	
0105 CDAR's	0.00	46,764.51	48,853,235.49	0.00	48,900,000.00	
0107 CD - YNB	15,000,000.00	92,238.36	-15,092,238.36	0.00	0.00	
CD -YNB CDARs	0.00	0.00	0.00	0.00	0.00	
<b>Total Investments</b>	<b>37,806,627.38</b>	<b>457,990.79</b>	<b>10,635,381.83</b>	<b>0.00</b>	<b>48,900,000.00</b>	
<b>Total Assets</b>	<b>46,032,184.41</b>	<b>88,995,704.16</b>	<b>0.00</b>	<b>76,123,805.58</b>	<b>58,904,082.99</b>	
<b>Liabilities and Fund Balances</b>						
2019-20 General Fund	0-11	0.00	54,241,778.09	11,915,263.92	46,862,546.77	19,294,495.24
2018-19 General Fund	9-11	20,376,534.30	0.00	-11,025,479.15	8,589,415.90	761,639.25
2017-18 General Fund	8-11	889,784.77	0.00	-889,784.77	0.00	0.00
2019-20 Building Fund	0-21	0.00	2,281,488.33	1,678,164.18	1,187,087.63	2,772,564.88
2018-19 Building Fund	9-21	1,959,916.89	0.00	-1,638,755.69	298,653.38	22,507.82
2017-18 Building Fund	8-21	39,408.49	0.00	-39,408.49	0.00	0.00
2019-20 Child Nutrition Fund	0-22	0.00	1,815,469.86	1,084,301.41	1,936,934.79	962,836.48
2018-19 Child Nutrition Fund	9-22	1,323,994.33	0.00	-1,084,301.41	239,692.92	0.00
2018 Building Bond	0-37	0.00	17,443,894.00	4,758,457.36	3,311,792.75	18,890,558.61
2018 Building Bond	9-37	5,371,757.17	0.00	-4,753,157.36	583,703.76	34,896.05
2018 Building Bond	8-37	5,300.00	0.00	-5,300.00	0.00	0.00
2008 Building Bond	0-38	0.00	0.00	970,445.68	147,419.84	823,025.84
2008 Building Bond	9-38	1,051,818.19	0.00	-970,445.68	81,372.51	0.00
2013 Transportation Bond	0-39	0.00	177,931.25	481,213.59	333,338.73	325,806.11
2013 Transportation Bond	9-39	1,121,528.41	0.00	-481,213.59	640,314.82	0.00
2019-20 Sinking Fund	0-41	0.00	12,914,469.63	13,178,554.61	11,766,090.00	14,326,934.24
2018-19 Sinking Fund	9-41	13,178,554.61	0.00	-13,178,554.61	0.00	0.00
2019-20 Vision Insurance Plan	0-82	0.00	120,673.00	331,310.50	120,996.23	330,987.27
2018-19 Vision Insurance Plan	9-82	345,668.88	0.00	-331,310.50	14,358.38	0.00
2019-20 Workers Comp Fund	0-83	0.00	0.00	32,282.71	355.50	31,927.21
2018-19 Workers Comp Fund	9-83	32,282.71	0.00	-32,282.71	0.00	0.00
2019-20 Unemployment Comp	0-87	0.00	0.00	335,635.66	9,731.67	325,903.99
2018-19 Unemployment Comp	9-87	335,635.66	0.00	-335,635.66	0.00	0.00
<b>Total Liabilities and Fund Balances</b>		<b>46,032,184.41</b>	<b>88,995,704.16</b>	<b>0.00</b>	<b>76,123,805.58</b>	<b>58,904,082.99</b>

YUKON PUBLIC SCHOOLS  
DISTRICT I-27, CANADIAN COUNTY  
TREASURER'S GENERAL LEDGER  
2019-2020

April-20

Assets	Balance	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance	
<b>Cash</b>						
0101 YNB	1,251,072.64	5,508,351.37	2,000,000.00	6,295,208.34	2,464,215.67	
0102 Bank of Oklahoma - Checking	239.65	0.00	0.00	0.00	239.65	
0103 Bank of Oklahoma - Money Market	0.00	0.00	0.00	0.00	0.00	
0106 Oklahoma Liquid Asset Program	0.00	0.00	0.00	0.00	0.00	
0108 Bank of Oklahoma - Insured Cash Sweep (ICS)	5,489,846.81	3,016.35	2,046,764.51	0.00	7,539,627.67	
Deposits/Checks in Transit	0.00	0.00	0.00	0.00	0.00	
Bank Adjustment	0.00	0.00	0.00	0.00	0.00	
<b>Total Cash</b>	<b>6,741,159.10</b>	<b>5,511,367.72</b>	<b>4,046,764.51</b>	<b>6,295,208.34</b>	<b>10,004,082.99</b>	
<b>Investments</b>						
0104 CD - Bank of Oklahoma	0.00	0.00	0.00	0.00	0.00	
0104 CD - Bank of Ok. Investment in Transit	0.00	0.00	0.00	0.00	0.00	
0105 CDAR's	52,900,000.00	46,764.51	-4,046,764.51	0.00	48,900,000.00	
0107 CD - YNB	0.00	0.00	0.00	0.00	0.00	
CD -YNB CDARs	0.00	0.00	0.00	0.00	0.00	
<b>Total Investments</b>	<b>52,900,000.00</b>	<b>46,764.51</b>	<b>-4,046,764.51</b>	<b>0.00</b>	<b>48,900,000.00</b>	
<b>Total Assets</b>	<b>59,641,159.10</b>	<b>5,558,132.23</b>	<b>0.00</b>	<b>6,295,208.34</b>	<b>58,904,082.99</b>	
<b>Liabilities and Fund Balances</b>						
2019-20 General Fund	0-11	19,946,101.07	4,656,129.15	0.00	5,307,734.98	19,294,495.24
2018-19 General Fund	9-11	761,639.25	0.00	0.00	0.00	761,639.25
2017-18 General Fund	8-11	0.00	0.00	0.00	0.00	0.00
2019-20 Building Fund	0-21	2,876,827.41	110,238.42	0.00	214,500.95	2,772,564.88
2018-19 Building Fund	9-21	22,507.82	0.00	0.00	0.00	22,507.82
2017-18 Building Fund	8-21	0.00	0.00	0.00	0.00	0.00
2019-20 Child Nutrition Fund	0-22	1,000,593.59	143,867.03	0.00	181,624.14	962,836.48
2018-19 Child Nutrition Fund	9-22	0.00	0.00	0.00	0.00	0.00
2018 Building Bond	0-37	19,095,805.50	0.00	0.00	205,246.89	18,890,558.61
2018 Building Bond	9-37	34,896.05	0.00	0.00	0.00	34,896.05
2018 Building Bond	8-37	0.00	0.00	0.00	0.00	0.00
2008 Building Bond	0-38	823,025.84	0.00	0.00	0.00	823,025.84
2008 Building Bond	9-38	0.00	0.00	0.00	0.00	0.00
2013 Transportation Bond	0-39	331,553.72	0.00	0.00	5,747.61	325,806.11
2013 Transportation Bond	9-39	0.00	0.00	0.00	0.00	0.00
2019-20 Sinking Fund	0-41	14,057,034.11	635,637.63	0.00	365,737.50	14,326,934.24
2018-19 Sinking Fund	9-41	0.00	0.00	0.00	0.00	0.00
2019-20 Vision Insurance Plan	0-82	333,343.54	12,260.00	0.00	14,616.27	330,987.27
2018-19 Vision Insurance Plan	9-82	0.00	0.00	0.00	0.00	0.00
2019-20 Workers Comp Fund	0-83	31,927.21	0.00	0.00	0.00	31,927.21
2018-19 Workers Comp Fund	9-83	0.00	0.00	0.00	0.00	0.00
2019-20 Unemployment Comp	0-87	325,903.99	0.00	0.00	0.00	325,903.99
2018-19 Unemployment Comp	9-87	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities and Fund Balances</b>		<b>59,641,159.10</b>	<b>5,558,132.23</b>	<b>0.00</b>	<b>6,295,208.34</b>	<b>58,904,082.99</b>

If your district is planning to serve meals on the Seamless Summer Program (SSO) in July or August, you will need to complete a new application when the CARS System Rolls over for the 2020-2021 school year! The expected roll over should occur in mid June!



# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome VICKIE L RINEBARGER

5/11/2020 10:30:58 AM

Child Nutrition Programs - Claims System

County:  District:  FY:

## National School Lunch Program - Claim Entry

09-1027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

Staff Quick-Picks

Jul - 2019	Aug - 2019	Sep - 2019	Oct - 2019	Nov - 2019	Dec - 2019
Jan - 2020	Feb - 2020	Mar - 2020	Apr - 2020	May - 2020	Jun - 2020

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- [SFA User's Guide](#)
- [SA User's Guide](#)

**SSO - SEAMLESS SUMMER APRIL 1 - APRIL 17 2020**

### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	4	2020		Incomplete Unlocked Original			Not Started

Select the latest revision to enter a revised claim

### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
<input type="button" value="Select"/>	(OPEN 2020-21) REDST (150)			\$0.00	
<input type="button" value="Select"/>	<b>CENTRAL ES (105)</b>			\$0.00	
<input type="button" value="Select"/>	INDEPENDENCE ES (140)			\$0.00	
<input type="button" value="Select"/>	LAKEVIEW ES (145)			\$0.00	
<input type="button" value="Select"/>	MYERS ES (110)			\$0.00	
<input type="button" value="Select"/>	PARKLAND ES (130)			\$0.00	
<input type="button" value="Select"/>	RANCHWOOD ES (120)			\$0.00	
<input type="button" value="Select"/>	SHEDECK ES (115)			\$0.00	
<input type="button" value="Select"/>	SKYVIEW ES (135)			\$0.00	
<input type="button" value="Select"/>	SURREY HILLS ES (125)			\$0.00	

### Site Claim Data

### Seamless Summer Program

Claim (April, 2020) - Revision 1

Days operated this claim period

Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$1.84"/>	=	<input type="text" value="\$0.00"/>
Severe Need Breakfast	<input type="text" value="1990"/>	X	<input type="text" value="\$2.20"/>	=	<input type="text" value="\$4,378.00"/>
Lunch	<input type="text" value="1990"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$6,825.70"/>

* Performance Incentive	1990	X	\$0.07	=	\$139.30
Supper	0	X	\$3.43	=	\$0.00
Snacks	0	X	\$0.94	=	\$0.00
Total Reimbursement				=	\$11,343.00
* Performance Incentive will be automatically computed by the System.					
Lunch Warrant Amount		\$6,965.00			
Breakfast Warrant Amount		\$4,378.00			
Warrant Effective Date					
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/>					

**For Additional Information:**  
**Child Nutrition Programs**  
**2500 North Lincoln Blvd., Suite 310**  
**Oklahoma City, OK 73105-4599**  
**(405) 521-3327 fax: (405) 521-2239**

If your district is planning to serve meals on the Seamless Summer Program (SSO) in July or August, you will need to complete a new application when the CARS System Rolls over for the 2020-2021 school year! The expected roll over should occur in mid June!



# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome VICKIE L RINEBARGER

5/11/2020 10:32:31 AM

Child Nutrition Programs - Claims System

County:  District:  FY:

## National School Lunch Program - Claim Entry

09-1027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

Staff Quick-Picks

Jul - 2019	Aug - 2019	Sep - 2019	Oct - 2019	Nov - 2019	Dec - 2019
Jan - 2020	Feb - 2020	Mar - 2020	Apr - 2020	May - 2020	Jun - 2020

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- [SA User's Guide](#)

### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	4	2020		Incomplete	Unlocked	Original	Not Started

Select the latest revision to enter a revised claim

### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
<input type="button" value="Select"/>	(OPEN 2020-21) REDST (150)			\$0.00	
<input type="button" value="Select"/>	CENTRAL ES (105)			\$0.00	
<input type="button" value="Select"/>	<b>INDEPENDENCE ES (140)</b>			\$0.00	
<input type="button" value="Select"/>	LAKEVIEW ES (145)			\$0.00	
<input type="button" value="Select"/>	MYERS ES (110)			\$0.00	
<input type="button" value="Select"/>	PARKLAND ES (130)			\$0.00	
<input type="button" value="Select"/>	RANCHWOOD ES (120)			\$0.00	
<input type="button" value="Select"/>	SHEDECK ES (115)			\$0.00	
<input type="button" value="Select"/>	SKYVIEW ES (135)			\$0.00	
<input type="button" value="Select"/>	SURREY HILLS ES (125)			\$0.00	

### Site Claim Data

### Seamless Summer Program

Claim (April, 2020) - Revision 1

Days operated this claim period

Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$1.84"/>	=	<input type="text" value="\$0.00"/>
Severe Need Breakfast	<input type="text" value="4664"/>	X	<input type="text" value="\$2.20"/>	=	<input type="text" value="\$10,260.80"/>
Lunch	<input type="text" value="4664"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$15,997.52"/>

* Performance Incentive	4664	X	\$0.07	=	\$326.48
Supper	0	X	\$3.43	=	\$0.00
Snacks	0	X	\$0.94	=	\$0.00
Total Reimbursement				=	\$26,584.80
* Performance Incentive will be automatically computed by the System.					
Lunch Warrant Amount		\$16,324.00			
Breakfast Warrant Amount		\$10,260.80			
Warrant Effective Date					
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/>					

**For Additional Information:**  
**Child Nutrition Programs**  
 2500 North Lincoln Blvd., Suite 310  
 Oklahoma City, OK 73105-4599  
 (405) 521-3327 fax: (405) 521-2239

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# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome VICKIE L RINEBARGER

5/11/2020 10:32:43 AM

Child Nutrition Programs - Claims System

County:  District:  FY:

## National School Lunch Program - Claim Entry

09-1027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

Staff Quick-Picks

Jul - 2019	Aug - 2019	Sep - 2019	Oct - 2019	Nov - 2019	Dec - 2019
Jan - 2020	Feb - 2020	Mar - 2020	Apr - 2020	May - 2020	Jun - 2020

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### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	4	2020		Incomplete	Unlocked	Original	Not Started

Select the latest revision to enter a revised claim

### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
<input type="button" value="Select"/>	(OPEN 2020-21) REDST (150)			\$0.00	
<input type="button" value="Select"/>	CENTRAL ES (105)			\$0.00	
<input type="button" value="Select"/>	INDEPENDENCE ES (140)			\$0.00	
<input type="button" value="Select"/>	LAKEVIEW ES (145)			\$0.00	
<input type="button" value="Select"/>	MYERS ES (110)			\$0.00	
<input type="button" value="Select"/>	PARKLAND ES (130)			\$0.00	
<input type="button" value="Select"/>	RANCHWOOD ES (120)			\$0.00	
<input type="button" value="Select"/>	SHEDECK ES (115)			\$0.00	
<input type="button" value="Select"/>	SKYVIEW ES (135)			\$0.00	
<input type="button" value="Select"/>	SURREY HILLS ES (125)			\$0.00	

1 2

### Site Claim Data

### Seamless Summer Program

Claim (April, 2020) - Revision 1

Days operated this claim period

Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$1.84"/>	=	<input type="text" value="\$0.00"/>
Severe Need Breakfast	<input type="text" value="3764"/>	X	<input type="text" value="\$2.20"/>	=	<input type="text" value="\$8,280.80"/>
Lunch	<input type="text" value="3764"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$12,910.52"/>

* Performance Incentive	3764	X	\$0.07	=	\$263.48
Supper	0	X	\$3.43	=	\$0.00
Snacks	0	X	\$0.94	=	\$0.00
Total Reimbursement				=	\$21,454.80
* Performance Incentive will be automatically computed by the System.					
Lunch Warrant Amount		\$13,174.00			
Breakfast Warrant Amount		\$8,280.80			
Warrant Effective Date					
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/>					

**For Additional Information:**  
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# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome VICKIE L RINEBARGER

5/11/2020 10:32:53 AM

Child Nutrition Programs - Claims System

County:  District:  FY:

## National School Lunch Program - Claim Entry

09-1027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

Staff Quick-Picks

Jul - 2019	Aug - 2019	Sep - 2019	Oct - 2019	Nov - 2019	Dec - 2019
Jan - 2020	Feb - 2020	Mar - 2020	Apr - 2020	May - 2020	Jun - 2020

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### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	4	2020		Incomplete	Unlocked	Original	Not Started

Select the latest revision to enter a revised claim

### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
<input type="button" value="Select"/>	(OPEN 2020-21) REDST (150)			\$0.00	
<input type="button" value="Select"/>	CENTRAL ES (105)			\$0.00	
<input type="button" value="Select"/>	INDEPENDENCE ES (140)			\$0.00	
<input type="button" value="Select"/>	LAKEVIEW ES (145)			\$0.00	
<input type="button" value="Select"/>	MYERS ES (110)			\$0.00	
<input type="button" value="Select"/>	PARKLAND ES (130)			\$0.00	
<input type="button" value="Select"/>	RANCHWOOD ES (120)			\$0.00	
<input type="button" value="Select"/>	SHEDECK ES (115)			\$0.00	
<input type="button" value="Select"/>	SKYVIEW ES (135)			\$0.00	
<input type="button" value="Select"/>	SURREY HILLS ES (125)			\$0.00	

### Site Claim Data

### Seamless Summer Program

Claim (April, 2020) - Revision 1

Days operated this claim period

Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$1.84"/>	=	<input type="text" value="\$0.00"/>
Severe Need Breakfast	<input type="text" value="3151"/>	X	<input type="text" value="\$2.20"/>	=	<input type="text" value="\$6,932.20"/>
Lunch	<input type="text" value="3151"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$10,807.93"/>

* Performance Incentive	3151	X	\$0.07	=	\$220.57
Supper	0	X	\$3.43	=	\$0.00
Snacks	0	X	\$0.94	=	\$0.00
Total Reimbursement				=	\$17,960.70
* Performance Incentive will be automatically computed by the System.					
Lunch Warrant Amount		\$11,028.50			
Breakfast Warrant Amount		\$6,932.20			
Warrant Effective Date					
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/>					

**For Additional Information:**  
**Child Nutrition Programs**  
 2500 North Lincoln Blvd., Suite 310  
 Oklahoma City, OK 73105-4599  
 (405) 521-3327 fax: (405) 521-2239

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# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome VICKIE L RINEBARGER

5/11/2020 10:33:02 AM

Child Nutrition Programs - Claims System

County:  District:  FY:

## National School Lunch Program - Claim Entry

09-1027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

Staff Quick-Picks

Jul - 2019	Aug - 2019	Sep - 2019	Oct - 2019	Nov - 2019	Dec - 2019
Jan - 2020	Feb - 2020	Mar - 2020	Apr - 2020	May - 2020	Jun - 2020

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### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	4	2020		Incomplete Unlocked Original			Not Started

Select the latest revision to enter a revised claim

### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
<input type="button" value="Select"/>	(OPEN 2020-21) REDST (150)			\$0.00	
<input type="button" value="Select"/>	CENTRAL ES (105)			\$0.00	
<input type="button" value="Select"/>	INDEPENDENCE ES (140)			\$0.00	
<input type="button" value="Select"/>	LAKEVIEW ES (145)			\$0.00	
<input type="button" value="Select"/>	MYERS ES (110)			\$0.00	
<input type="button" value="Select"/>	PARKLAND ES (130)			\$0.00	
<input type="button" value="Select"/>	<b>RANCHWOOD ES (120)</b>			\$0.00	
<input type="button" value="Select"/>	SHEDECK ES (115)			\$0.00	
<input type="button" value="Select"/>	SKYVIEW ES (135)			\$0.00	
<input type="button" value="Select"/>	SURREY HILLS ES (125)			\$0.00	

1 2

### Site Claim Data

### Seamless Summer Program

Claim (April, 2020) - Revision 1

Days operated this claim period

Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$1.84"/>	=	<input type="text" value="\$0.00"/>
Severe Need Breakfast	<input type="text" value="2383"/>	X	<input type="text" value="\$2.20"/>	=	<input type="text" value="\$5,242.60"/>
Lunch	<input type="text" value="2383"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$8,173.69"/>

* Performance Incentive	2383	X	\$0.07	=	\$166.81
Supper	0	X	\$3.43	=	\$0.00
Snacks	0	X	\$0.94	=	\$0.00
Total Reimbursement				=	\$13,583.10
* Performance Incentive will be automatically computed by the System.					
Lunch Warrant Amount		\$8,340.50			
Breakfast Warrant Amount		\$5,242.60			
Warrant Effective Date					
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/>					

**For Additional Information:**  
**Child Nutrition Programs**  
 2500 North Lincoln Blvd., Suite 310  
 Oklahoma City, OK 73105-4599  
 (405) 521-3327 fax: (405) 521-2239

If your district is planning to serve meals on the Seamless Summer Program (SSO) in July or August, you will need to complete a new application when the CARS System Rolls over for the 2020-2021 school year! The expected roll over should occur in mid June!



# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome VICKIE L RINEBARGER

5/11/2020 10:33:12 AM

Child Nutrition Programs - Claims System

County:  District:  FY:

## National School Lunch Program - Claim Entry

09-1027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

Staff Quick-Picks

Jul - 2019	Aug - 2019	Sep - 2019	Oct - 2019	Nov - 2019	Dec - 2019
Jan - 2020	Feb - 2020	Mar - 2020	Apr - 2020	May - 2020	Jun - 2020

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### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	4	2020		Incomplete	Unlocked	Original	Not Started

Select the latest revision to enter a revised claim

### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
<input type="button" value="Select"/>	(OPEN 2020-21) REDST (150)			\$0.00	
<input type="button" value="Select"/>	CENTRAL ES (105)			\$0.00	
<input type="button" value="Select"/>	INDEPENDENCE ES (140)			\$0.00	
<input type="button" value="Select"/>	LAKEVIEW ES (145)			\$0.00	
<input type="button" value="Select"/>	MYERS ES (110)			\$0.00	
<input type="button" value="Select"/>	PARKLAND ES (130)			\$0.00	
<input type="button" value="Select"/>	RANCHWOOD ES (120)			\$0.00	
<input type="button" value="Select"/>	<b>SHEDECK ES (115)</b>			\$0.00	
<input type="button" value="Select"/>	SKYVIEW ES (135)			\$0.00	
<input type="button" value="Select"/>	SURREY HILLS ES (125)			\$0.00	

1 2

### Site Claim Data

### Seamless Summer Program

Claim (April, 2020) - Revision 1

Days operated this claim period

Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$1.84"/>	=	<input type="text" value="\$0.00"/>
Severe Need Breakfast	<input type="text" value="1813"/>	X	<input type="text" value="\$2.20"/>	=	<input type="text" value="\$3,988.60"/>
Lunch	<input type="text" value="1813"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$6,218.59"/>

* Performance Incentive	1813	X	\$0.07	=	\$126.91
Supper	0	X	\$3.43	=	\$0.00
Snacks	0	X	\$0.94	=	\$0.00
Total Reimbursement				=	\$10,334.10
* Performance Incentive will be automatically computed by the System.					
Lunch Warrant Amount		\$6,345.50			
Breakfast Warrant Amount		\$3,988.60			
Warrant Effective Date					
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/>					

**For Additional Information:**  
**Child Nutrition Programs**  
**2500 North Lincoln Blvd., Suite 310**  
**Oklahoma City, OK 73105-4599**  
**(405) 521-3327 fax: (405) 521-2239**

If your district is planning to serve meals on the Seamless Summer Program (SSO) in July or August, you will need to complete a new application when the CARS System Rolls over for the 2020-2021 school year! The expected roll over should occur in mid June!



# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome VICKIE L RINEBARGER

5/11/2020 10:33:24 AM

Child Nutrition Programs - Claims System

County:  District:  FY:

- [Application System](#)
- [Home](#)
- [Log Out](#)
- [Privacy Statement](#)
- [State Department of Education](#)
- [SFA User's Guide](#)
- [SA User's Guide](#)

## National School Lunch Program - Claim Entry

09-1027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

Staff Quick-Picks

Jul - 2019	Aug - 2019	Sep - 2019	Oct - 2019	Nov - 2019	Dec - 2019
Jan - 2020	Feb - 2020	Mar - 2020	Apr - 2020	May - 2020	Jun - 2020

### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	4	2020		Incomplete Unlocked Original			Not Started

Select the latest revision to enter a revised claim

### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
<input type="button" value="Select"/>	(OPEN 2020-21) REDST (150)			\$0.00	
<input type="button" value="Select"/>	CENTRAL ES (105)			\$0.00	
<input type="button" value="Select"/>	INDEPENDENCE ES (140)			\$0.00	
<input type="button" value="Select"/>	LAKEVIEW ES (145)			\$0.00	
<input type="button" value="Select"/>	MYERS ES (110)			\$0.00	
<input type="button" value="Select"/>	PARKLAND ES (130)			\$0.00	
<input type="button" value="Select"/>	RANCHWOOD ES (120)			\$0.00	
<input type="button" value="Select"/>	SHEDECK ES (115)			\$0.00	
<input type="button" value="Select"/>	SKYVIEW ES (135)			\$0.00	
<input type="button" value="Select"/>	SURREY HILLS ES (125)			\$0.00	

1 2

### Site Claim Data

### Seamless Summer Program

Claim (April, 2020) - Revision 1

Days operated this claim period

Breakfast	<input type="text" value="4976"/>	X	<input type="text" value="\$1.84"/>	=	<input type="text" value="\$9,155.84"/>
Severe Need Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$2.20"/>	=	<input type="text" value="\$0.00"/>
Lunch	<input type="text" value="4976"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$17,067.68"/>

* Performance Incentive	4976	X	\$0.07	=	\$348.32
Supper	0	X	\$3.43	=	\$0.00
Snacks	0	X	\$0.94	=	\$0.00
Total Reimbursement				=	\$26,571.84
* Performance Incentive will be automatically computed by the System.					
Lunch Warrant Amount		\$17,416.00			
Breakfast Warrant Amount		\$9,155.84			
Warrant Effective Date					
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/>					

**For Additional Information:**  
**Child Nutrition Programs**  
**2500 North Lincoln Blvd., Suite 310**  
**Oklahoma City, OK 73105-4599**  
**(405) 521-3327 fax: (405) 521-2239**

If your district is planning to serve meals on the Seamless Summer Program (SSO) in July or August, you will need to complete a new application when the CARS System Rolls over for the 2020-2021 school year! The expected roll over should occur in mid June!



# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome VICKIE L RINEBARGER

5/11/2020 10:33:35 AM

Child Nutrition Programs - Claims System

County:  District:  FY:

## National School Lunch Program - Claim Entry

09-1027 YUKON  
600 Maple Street  
Yukon, OK 73099-2533

Staff Quick-Picks

<input type="button" value="Jul - 2019"/>	<input type="button" value="Aug - 2019"/>	<input type="button" value="Sep - 2019"/>	<input type="button" value="Oct - 2019"/>	<input type="button" value="Nov - 2019"/>	<input type="button" value="Dec - 2019"/>
<input type="button" value="Jan - 2020"/>	<input type="button" value="Feb - 2020"/>	<input type="button" value="Mar - 2020"/>	<input type="button" value="Apr - 2020"/>	<input type="button" value="May - 2020"/>	<input type="button" value="Jun - 2020"/>

- [Application System](#)
- [Home](#)
- [Log Out](#)
- [Privacy Statement](#)
- [State Department of Education](#)
- [SFA User's Guide](#)
- [SA User's Guide](#)

### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	4	2020		Incomplete	Unlocked	Original	Not Started

Select the latest revision to enter a revised claim

### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
<input type="button" value="Select"/>	WELCOME HOME MOBILE (M01)			\$0.00	
<input type="button" value="Select"/>	YUKON HS (705)			\$0.00	
<input type="button" value="Select"/>	YUKON MS (520)			\$0.00	

1 2

### Site Claim Data

## Seamless Summer Program

Claim (April, 2020) - Original

Days operated this claim period

Breakfast	<input type="text" value="0"/>	X	<input type="text" value="\$1.84"/>	=	<input type="text" value="\$0.00"/>
Severe Need Breakfast	<input type="text" value="1013"/>	X	<input type="text" value="\$2.20"/>	=	<input type="text" value="\$2,228.60"/>
Lunch	<input type="text" value="1013"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$3,474.59"/>
* Performance Incentive	<input type="text" value="1013"/>	X	<input type="text" value="\$0.07"/>	=	<input type="text" value="\$70.91"/>
Supper	<input type="text" value="0"/>	X	<input type="text" value="\$3.43"/>	=	<input type="text" value="\$0.00"/>
Snacks	<input type="text" value="0"/>	X	<input type="text" value="\$0.94"/>	=	<input type="text" value="\$0.00"/>
Total Reimbursement				=	<input type="text" value="\$5,774.10"/>

\* Performance Incentive will be automatically computed by the System.

Lunch Warrant Amount	\$3,545.50
Breakfast Warrant Amount	\$2,228.60
Warrant Effective Date	
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Certify"/> <input type="button" value="Revise"/> <input type="button" value="Reject"/>	

**For Additional Information:**  
**Child Nutrition Programs**  
2500 North Lincoln Blvd., Suite 310  
Oklahoma City, OK 73105-4599  
(405) 521-3327 fax: (405) 521-2239



Oklahoma State Department of Education  
**Summer Food Program**

User: vickie.rinebarger@yukonps.com (Authorized Representative)

Session Timer: 44:57

YUKON PUBLIC SCHOOLS  
 County: 09 FY: 2020 ▾  
 District: 1027 Select Log Out

**Admin**

**Sponsor Application**

- Other Documents
- Non-Accredited Sites
- Request Advance Payment
- Sponsors
- Agreement & Policy Consent
- Program Information
- Admin Personnel
- Expenditures
- Sponsor Plans
- Sponsor Training Plans
- Training Dates
- Miscellaneous
- Procedures
- Civil Rights Compliance
- Site List

**Claims**

- ✓ March - 2020
- ✓ April - 2020
- ✓ May - 2020
- ✓ June - 2020
- ✓ July - 2020
- ✓ August - 2020
- Balance Sheet

**Help**

- Navigation Help
- Frequently Asked Questions
- Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.  
 April, Original Claim ▾    New Window

Status	Site
	CENTRAL ES (105)
	INDEPENDENCE ES (140)
	LAKEVIEW ES (145)
	MYERS ES (110)
	Neumayer Community (N01)
	RANCHWOOD ES (120)
	SHEDECK ES (115)
	SURREY HILLS ES (125)
	Welcome Home Community (N2)

Add Site YUKON HS ▾

Site Selected INDEPENDENCE ES  
 Days Operated this month 9  
 Dates of Operation 4/20/2020 - 7/24/2020  
 Average Daily Participation 332.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	2983	0	2.3300	\$6,950.39
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	2983	0	4.0875	\$12,193.01
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	0	0	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

**Claim Total Summary (April, 2020)**

Sites Operated this month: 9

In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

**SFSP (summer feeding) program**  
**April 20 - April 30 2020**

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

	Total Claim Reimbursement		\$85,063.96
Advances	Operating	Admin	Total
Claim Debits	\$0.00	\$0.00	\$0.00
Claim Credits	\$0.00	\$0.00	\$0.00
Balance Before Reconciliation	\$0.00	\$0.00	\$0.00
		Reconciliation	\$0.00
		Outstanding Balance	\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.



# Oklahoma State Department of Education Summer Food Program

User: vickie.rinebarger@yukonps.com (Authorized Representative)

Session Timer: 44:56

**YUKON PUBLIC SCHOOLS**

County: 09      FY: 2020 ▾

District: 1027      Select    Log Out

- Admin**
- Sponsor Application**
- Other Documents
- Non-Accredited Sites
- Request Advance Payment
- Sponsors
- Agreement & Policy Consent
- Program Information
- Admin Personnel
- Expenditures
- Sponsor Plans
- Sponsor Training Plans
- Training Dates
- Miscellaneous
- Procedures
- Civil Rights Compliance
- Site List
- Claims**
- ✓ March - 2020
- ✓ April - 2020
- ✓ May - 2020
- ✓ June - 2020
- ✓ July - 2020
- ✓ August - 2020
- Balance Sheet
- Help**
- Navigation Help
- Frequently Asked Questions
- Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.

April, Original Claim ▾    Print    PDF ▾     New Window

Status	Site
	<a href="#">CENTRAL ES (105)</a>
	<a href="#">INDEPENDENCE ES (140)</a>
	<a href="#">LAKEVIEW ES (145)</a>
	<a href="#">MYERS ES (110)</a>
	<a href="#">Neumayer Community (N01)</a>
	<a href="#">RANCHWOOD ES (120)</a>
	<a href="#">SHEDECK ES (115)</a>
	<a href="#">SURREY HILLS ES (125)</a>
	<a href="#">Welcome Home Community (N2)</a>

Add Site **YUKON HS ▾**

Hide

Site Selected    LAKEVIEW ES  
 Days Operated this month    9  
 Dates of Operation    4/20/2020 - 7/24/2020  
 Average Daily Participation    223.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	2000	0	2.3300	\$4,660.00
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	2000	0	4.0875	\$8,175.00
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	0	0	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

### Claim Total Summary (April, 2020)

Sites Operated this month: 9

In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

		Total Claim Reimbursement		\$85,063.96
		Operating	Admin	Total
Advances	\$0.00		\$0.00	\$0.00
Claim Debits	\$0.00		\$0.00	\$0.00
Claim Credits	\$0.00		\$0.00	\$0.00
Balance Before Reconciliation	\$0.00		\$0.00	\$0.00
		Reconciliation		\$0.00
		Outstanding Balance		\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Oklahoma State Department of Education  
**Summer Food Program**

**YUKON PUBLIC SCHOOLS**  
 County: 09      FY: 2020 ▾  
 District: 1027     

User: vickie.rinebarger@yukonps.com (Authorized Representative)      Session Timer: 44:54

- Admin**
- Sponsor Application
  - Other Documents
  - Non-Accredited Sites
  - Request Advance Payment
  - Sponsors
  - Agreement & Policy Consent
  - Program Information
  - Admin Personnel
  - Expenditures
  - Sponsor Plans
  - Sponsor Training Plans
  - Training Dates
  - Miscellaneous
  - Procedures
  - Civil Rights Compliance
  - Site List
- Claims**
- March - 2020
  - April - 2020
  - May - 2020
  - June - 2020
  - July - 2020
  - August - 2020
  - Balance Sheet
- Help**
- Navigation Help
  - Frequently Asked Questions
  - Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.

April, Original Claim ▾              New Window

Status	Site
	<u>CENTRAL ES (105)</u>
	<u>INDEPENDENCE ES (140)</u>
	<u>LAKEVIEW ES (145)</u>
	<u>MYERS ES (110)</u>
	<u>Neumayer Community_(N01)</u>
	<u>RANCHWOOD ES (120)</u>
	<u>SHEDECK ES (115)</u>
	<u>SURREY HILLS ES (125)</u>
	<u>Welcome Home Community_(N2)</u>

Add Site

Site Selected MYERS ES  
 Days Operated this month 9  
 Dates of Operation 4/20/2020 - 7/24/2020  
 Average Daily Participation 175.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	<input type="text" value="0"/>	<input type="text" value="0"/>	2.3750	
Urban & Vended	<input type="text" value="1571"/>	<input type="text" value="0"/>	2.3300	\$3,660.43
<b>Lunch</b>				
Rural OR Self-Prep	<input type="text" value="0"/>	<input type="text" value="0"/>	4.1525	
Urban & Vended	<input type="text" value="1571"/>	<input type="text" value="0"/>	4.0875	\$6,421.46
<b>Supper</b>				
Rural OR Self-Prep	<input type="text" value="0"/>	<input type="text" value="0"/>	4.1525	
Urban & Vended	<input type="text" value="0"/>	<input type="text" value="0"/>	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	<input type="text" value="0"/>	<input type="text" value="0"/>	0.9775	
Urban & Vended	<input type="text" value="0"/>	<input type="text" value="0"/>	0.9550	\$0.00

Claim Total Summary (April, 2020)

Sites Operated this month: 9  
 In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

	Total Claim Reimbursement		\$85,063.96
	Operating	Admin	Total
Advances	\$0.00	\$0.00	\$0.00
Claim Debits	\$0.00	\$0.00	\$0.00
Claim Credits	\$0.00	\$0.00	\$0.00
Balance Before Reconciliation	\$0.00	\$0.00	\$0.00
		Reconciliation	\$0.00
		Outstanding Balance	\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Oklahoma State Department of Education  
**Summer Food Program**

YUKON PUBLIC SCHOOLS

User: vickie.rinebarger@yukonps.com (Authorized Representative)

Session Timer: 44:56

County: 09 FY: 2020  
 District: 1027 Select Log Out

**Admin**

**Sponsor Application**

- Other Documents
- Non-Accredited Sites
- Request Advance Payment
- Sponsors
- Agreement & Policy Consent
- Program Information
- Admin Personnel
- Expenditures
- Sponsor Plans
- Sponsor Training Plans
- Training Dates
- Miscellaneous
- Procedures
- Civil Rights Compliance
- Site List

**Claims**

- ✓ March - 2020
- ✓ April - 2020
- ✓ May - 2020
- ✓ June - 2020
- ✓ July - 2020
- ✓ August - 2020
- Balance Sheet

**Help**

- Navigation Help
- Frequently Asked Questions
- Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.

April, Original Claim Print PDF New Window

Status	Site
	CENTRAL ES (105)
	INDEPENDENCE ES (140)
	LAKEVIEW ES (145)
	MYERS ES (110)
	Neumayer Community (N01)
	RANCHWOOD ES (120)
	SHEDECK ES (115)
	SURREY HILLS ES (125)
	Welcome Home Community (N2)

Add Site YUKON HS

Hide

Site Selected Neumayer Community  
 Days Operated this month 9  
 Dates of Operation 4/20/2020 - 7/24/2020  
 Average Daily Participation 49.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	440	0	2.3300	\$1,025.20
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	440	0	4.0875	\$1,798.50
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	0	0	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

**Claim Total Summary (April, 2020)**

Sites Operated this month: 9

In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

		Total Claim Reimbursement		\$85,063.96
	Advances	Operating	Admin	Total
	Claim Debits	Claim Credits	Balance Before	Reconciliation
	Reconciliation	Outstanding Balance		
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Oklahoma State Department of Education  
**Summer Food Program**

**YUKON PUBLIC SCHOOLS**  
 County: 09      FY: 2020 ▾  
 District: 1027      Select    Log Out

User: vickie.rinebarger@yukonps.com (Authorized Representative)      Session Timer: 44:58

- Admin**
- Sponsor Application**
- Other Documents
- Non-Accredited Sites
- Request Advance Payment
- Sponsors
- Agreement & Policy Consent
- Program Information
- Admin Personnel
- Expenditures
- Sponsor Plans
- Sponsor Training Plans
- Training Dates
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- Civil Rights Compliance
- Site List
- Claims**
- ✓ March - 2020
- ✓ April - 2020
- ✓ May - 2020
- ✓ June - 2020
- ✓ July - 2020
- ✓ August - 2020
- Balance Sheet
- Help**
- Navigation Help
- Frequently Asked Questions
- Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.  
 April, Original Claim ▾    Print    PDF ▾     New Window

Status	Site
	<u>CENTRAL ES (105)</u>
	<u>INDEPENDENCE ES (140)</u>
	<u>LAKEVIEW ES (145)</u>
	<u>MYERS ES (110)</u>
	<u>Neumayer Community (N01)</u>
	<u>RANCHWOOD ES (120)</u>
	<u>SHEDECK ES (115)</u>
	<u>SURREY HILLS ES (125)</u>
	<u>Welcome Home Community (N2)</u>

Add Site: **YUKON HS ▾**

Hide

Site Selected    RANCHWOOD ES  
 Days Operated this month    9  
 Dates of Operation    4/20/2020 - 7/24/2020  
 Average Daily Participation    149.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	1338	0	2.3300	\$3,117.54
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	1338	0	4.0875	\$5,469.07
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	0	0	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

**Claim Total Summary (April, 2020)**

Sites Operated this month: 9  
 In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

		Total Claim Reimbursement		\$85,063.96
		Operating	Admin	Total
Advances	\$0.00	\$0.00	\$0.00	\$0.00
Claim Debits	\$0.00	\$0.00	\$0.00	\$0.00
Claim Credits	\$0.00	\$0.00	\$0.00	\$0.00
Balance Before Reconciliation	\$0.00	\$0.00	\$0.00	\$0.00
		Reconciliation		\$0.00
		Outstanding Balance		\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.



Oklahoma State Department of Education  
Summer Food Program

YUKON PUBLIC SCHOOLS  
 County: 09 FY: 2020  
 District: 1027 Select Log Out

User: vickie.rinebarger@yukonps.com (Authorized Representative)

Session Timer: 44:54

- Admin**
- Sponsor Application**
- Other Documents
- Non-Accredited Sites
- Request Advance Payment
- Sponsors
- Agreement & Policy Consent
- Program Information
- Admin Personnel
- Expenditures
- Sponsor Plans
- Sponsor Training Plans
- Training Dates
- Miscellaneous
- Procedures
- Civil Rights Compliance
- Site List
- Claims**
- March - 2020
- April - 2020
- May - 2020
- June - 2020
- July - 2020
- August - 2020
- Balance Sheet
- Help**
- Navigation Help
- Frequently Asked Questions
- Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.  
 April, Original Claim Print PDF New Window

Status	Site
	<a href="#">CENTRAL ES (105)</a>
	<a href="#">INDEPENDENCE ES (140)</a>
	<a href="#">LAKEVIEW ES (145)</a>
	<a href="#">MYERS ES (110)</a>
	<a href="#">Neumayer Community (N01)</a>
	<a href="#">RANCHWOOD ES (120)</a>
	<a href="#">SHEDECK ES (115)</a>
	<a href="#">SURREY HILLS ES (125)</a>
	<a href="#">Welcome Home Community (N2)</a>

Add Site YUKON HS

Hide

Site Selected SHEDECK ES  
 Days Operated this month 9  
 Dates of Operation 4/20/2020 - 7/24/2020  
 Average Daily Participation 103.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	924	0	2.3300	\$2,152.92
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	924	0	4.0875	\$3,776.85
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	0	0	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

Claim Total Summary (April, 2020)

Sites Operated this month: 9

In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

		Total Claim Reimbursement		\$85,063.96
	Advances	Operating	Admin	Total
	Claim Debits	\$0.00	\$0.00	\$0.00
	Claim Credits	\$0.00	\$0.00	\$0.00
	Balance Before Reconciliation	\$0.00	\$0.00	\$0.00
			Reconciliation	\$0.00
			Outstanding Balance	\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

# Oklahoma State Department of Education Summer Food Program

**YUKON PUBLIC SCHOOLS**

County: 09      FY: 2020 ▾

District: 1027      Select    Log Out

User: vickie.rinebarger@yukonps.com (Authorized Representative)      Session Timer: 44:55

- Admin**
- Sponsor Application**
- Other Documents
- Non-Accredited Sites
- Request Advance Payment
- Sponsors
- Agreement & Policy Consent
- Program Information
- Admin Personnel
- Expenditures
- Sponsor Plans
- Sponsor Training Plans
- Training Dates
- Miscellaneous
- Procedures
- Civil Rights Compliance
- Site List
- Claims**
- ✓ March - 2020
- ✓ April - 2020
- ✓ May - 2020
- ✓ June - 2020
- ✓ July - 2020
- ✓ August - 2020
- Balance Sheet
- Help**
- Navigation Help
- Frequently Asked Questions
- Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.

April, Original Claim ▾    Print    PDF ▾     New Window

Status	Site
	<a href="#">CENTRAL ES (105)</a>
	<a href="#">INDEPENDENCE ES (140)</a>
	<a href="#">LAKEVIEW ES (145)</a>
	<a href="#">MYERS ES (110)</a>
	<a href="#">Neumayer Community (N01)</a>
	<a href="#">RANCHWOOD ES (120)</a>
	<a href="#">SHEDECK ES (115)</a>
	<a href="#">SURREY HILLS ES (125)</a>
	<a href="#">Welcome Home Community (N2)</a>

Add Site: **YUKON HS ▾**

Hide

Site Selected    SURREY HILLS ES  
 Days Operated this month    9  
 Dates of Operation    4/20/2020 - 7/24/2020  
 Average Daily Participation    244.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	2190	0	2.3300	\$5,102.70
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	2190	0	4.0875	\$8,951.62
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	0	0	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

**Claim Total Summary (April, 2020)**

Sites Operated this month: 9  
 In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00
Total Claim Reimbursement				\$85,063.96
	Operating	Admin	Total	
Advances	\$0.00	\$0.00	\$0.00	
Claim Debits	\$0.00	\$0.00	\$0.00	
Claim Credits	\$0.00	\$0.00	\$0.00	
Balance Before Reconciliation	\$0.00	\$0.00	\$0.00	
Reconciliation				\$0.00
Outstanding Balance				\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.



# Oklahoma State Department of Education Summer Food Program

**YUKON PUBLIC SCHOOLS**  
 County: 09    FY: 2020 ▾  
 District: 1027    Select   Log Out

User: vickie.rinebarger@yukonps.com (Authorized Representative)

Session Timer: 44:58

**Admin**

**Sponsor Application**

- Other Documents
- Non-Accredited Sites
- Request Advance Payment
- Sponsors
- Agreement & Policy Consent
- Program Information
- Admin Personnel
- Expenditures
- Sponsor Plans
- Sponsor Training Plans
- Training Dates
- Miscellaneous
- Procedures
- Civil Rights Compliance
- Site List

**Claims**

- March - 2020
- April - 2020
- May - 2020
- June - 2020
- July - 2020
- August - 2020
- Balance Sheet

**Help**

- Navigation Help
- Frequently Asked Questions
- Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.  
 April, Original Claim ▾    Print    PDF ▾     New Window

Status	Site
	CENTRAL ES (105)
	INDEPENDENCE ES (140)
	LAKEVIEW ES (145)
	MYERS ES (110)
	Neumayer Community (N01)
	RANCHWOOD ES (120)
	SHEDECK ES (115)
	SURREY HILLS ES (125)
	Welcome Home Community (N2)

Add Site: YUKON HS ▾

Hide

Site Selected: Welcome Home Community  
 Days Operated this month: 9  
 Dates of Operation: 4/20/2020 - 7/24/2020  
 Average Daily Participation: 70.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	627	0	2.3300	\$1,460.91
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	627	0	4.0875	\$2,562.86
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	0	0	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

**Claim Total Summary (April, 2020)**

Sites Operated this month: 9

In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

		Total Claim Reimbursement		\$85,063.96
		Operating	Admin	Total
Advances	\$0.00		\$0.00	\$0.00
Claim Debits	\$0.00		\$0.00	\$0.00
Claim Credits	\$0.00		\$0.00	\$0.00
Balance Before Reconciliation	\$0.00		\$0.00	\$0.00
			Reconciliation	\$0.00
			Outstanding Balance	\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

# Oklahoma State Department of Education Summer Food Program

YUKON PUBLIC SCHOOLS

User: vickie.rinebarger@yukonps.com (Authorized Representative)

Session Timer: 44:56

County: 09

FY: 2020

District: 1027

Select Log Out

**Admin**

**Sponsor Application**

- Other Documents
- Non-Accredited Sites
- Request Advance Payment
- Sponsors
- Agreement & Policy Consent
- Program Information
- Admin Personnel
- Expenditures
- Sponsor Plans
- Sponsor Training Plans
- Training Dates
- Miscellaneous
- Procedures
- Civil Rights Compliance
- Site List

**Claims**

- ✓ March - 2020
- ✓ April - 2020
- ✓ May - 2020
- ✓ June - 2020
- ✓ July - 2020
- ✓ August - 2020
- Balance Sheet

**Help**

- Navigation Help
- Frequently Asked Questions
- Status Legend

To print, choose a claim version from the dropdown, then click 'Print'.

April, Original Claim

Print

PDF

New Window

Status	Site
🔒	CENTRAL ES (105)
🔒	INDEPENDENCE ES (140)
🔒	LAKEVIEW ES (145)
🔒	MYERS ES (110)
🔒	Neumayer Community (N01)
🔒	RANCHWOOD ES (120)
🔒	SHEDECK ES (115)
🔒	SURREY HILLS ES (125)
🔒	Welcome Home Community (N2)

Add Site **YUKON HS**

Hide

Site Selected CENTRAL ES  
 Days Operated this month 9  
 Dates of Operation 4/20/2020 - 7/24/2020  
 Average Daily Participation 132.00

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	1182	0	2.3300	\$2,754.06
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	1182	0	4.0875	\$4,831.42
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	0	0	4.0875	\$0.00
<b>Snack</b>				
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

Claim Total Summary (April, 2020)

Sites Operated this month: 9

In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

	Firsts	Seconds	Rate	Reimbursement
<b>Breakfast</b>				
Rural OR Self-Prep	0	0	2.3750	
Urban & Vended	13255	0	2.3300	\$30,884.15
<b>Lunch</b>				
Rural OR Self-Prep	0	0	4.1525	
Urban & Vended	13255	0	4.0875	\$54,179.81
<b>Supper</b>				
Rural OR Self-Prep	0	0	4.1525	

		Claims		
Urban & Vended	0	0	4.0875	\$0.00
		Snack		
Rural OR Self-Prep	0	0	0.9775	
Urban & Vended	0	0	0.9550	\$0.00

	Total Claim Reimbursement		\$85,063.96
	Operating	Admin	Total
Advances	\$0.00	\$0.00	\$0.00
Claim Debits	\$0.00	\$0.00	\$0.00
Claim Credits	\$0.00	\$0.00	\$0.00
Balance Before Reconciliation	\$0.00	\$0.00	\$0.00
		Reconciliation	\$0.00
		Outstanding Balance	\$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

## **My ASL Interpreter, LLC. Interpreting Services Agreement**

This Agreement is entered into this 1st day of July, 2020 by and between My ASL Interpreter, LLC., of PO Box 17545 Oklahoma City, OK 73136 and Yukon Public School(Your company name, hereafter referred to as "Company") of 600 Maple, Yukon, Ok (address) in consideration of the mutual promises made herein.

**Services to be Rendered by My ASL Interpreter, LLC.** In recognition of the special skills or training possessed by My ASL Interpreter, LLC., Company hereby engages My ASL Interpreter, LLC. to render the services as describe below. My ASL Interpreter, LLC. is responsible for determining the method, details, and means of performing the Services.

My ASL Interpreter, LLC.'s agents shall fluently interpret American Sign Language to spoken English and spoken English to American Sign Language while using appropriate vocabulary related to disability issues in both English and in American Sign Language.

My ASL Interpreter, LLC. will provide sign language interpretation during group and individual activities to augment the service delivery of Company's staff. My ASL Interpreter, LLC. will be responsible to assist individuals with sign language interpretation during all facets of service delivery. The interpreter's primary role is to facilitate communication; any other duties requested by Company will be subject to the My ASL Interpreter, LLC.'s professional discretion.

### **Payment Terms/Compensation Regular**

**Rates:** 8:00 AM-5:00 PM, Monday – Friday

\$43.00 per hour, \$90.00 booking fee

**After hour rate:** 5:00 PM-8:00 AM, Monday – Friday, or weekends and holidays \$65.00 per hour, \$140.00 booking fee

### **After hour emergency services rate (for urgent needs outside of normal**

**business hours):** 5:00 PM-8:00 AM, Monday – Friday, or weekends and holidays

\$90.00 per hour, \$200.00 booking fee

**Legal Settings Regular Rates:** 8:00 AM-5:00 PM, Monday – Friday \$70.00 per hour, \$150.00 booking fee

**Legal Settings After hour rate:** 5:00 PM-8:00 AM, Monday – Friday, or weekends and

holidays \$80.00 per hour, \$175.00 booking fee

Each booking fee includes up to 2 hours of interpreting services. A booking fee will be charged on all assignments, per interpreter. The appropriate hourly rate will be billed for any time booked over 2 hours, per interpreter.

All assignments booked less than 48 business hours (Monday – Friday, 8:00am to 5:00pm) in advance will be billed an additional \$25.00 administrative fee (e.g. an appointment at 2:00pm for Monday would have to be scheduled by 2:00pm on the previous Thursday).

Booked time is defined as the entire block of time that the Company is requesting an interpreter, at the appropriate rates. The booked time includes hours an interpreter has been requested, and travel time if necessary.

**Cancellation Policy:** Company agrees to pay the full amount of scheduled time if an assignment is cancelled with less than 48 business hours (Monday – Friday, 8:00am to 5:00pm) notice. The assignment must be cancelled within normal business hours or the full amount of the booked time plus administrative fees, per interpreter, will be charged. The Company will be charged as a cancellation for any adjustment to the requested interpreting times made with less than 48 business hours' notice, and the new times will be treated as a new assignment with all the associated fees. If the interpreter arrives at the assignment and the client is a no-show or the interpreter finds the assignment has been cancelled upon arrival, the entire booked fee plus interpreter's mileage and travel expenses will be charged.

**Mileage and Travel Time:** Company agrees to pay interpreters for travel time for assignments which require travel over 100 miles round trip. The time will be added to the total booked time of the assignment, therefore the entire block of time (requested assignment time plus travel time) will still be charged if services are cancelled with less than 48 hours notice. The Company will be billed for the appropriate hourly fee in addition to the actual mileage driven.

Actual mileage will be charged for each assignment, per interpreter. Mileage is based on the Internal Revenue Service Standard Mileage rate. Additionally, travel expenses such as tolls and parking will also be charged.

**Quantity of Interpreters:** Assignments over 1.5 hours may require two interpreters working together as a team, due to the physical and logistical demands of the work. The Company will be billed for both interpreters for their entire booked time and expenses. My ASL Interpreter, LLC. will use professional judgment whether a team of interpreters are needed.

**Billing:** My ASL Interpreter, LLC. agrees to submit an invoice no later than 2 weeks after the services have been provided.

Company shall remit payment to My ASL Interpreter, LLC. within thirty (30) days of receipt of billing statement.

To facilitate payment, My ASL Interpreter, LLC. agrees to execute and update, as applicable, any necessary tax forms to Company before payment is to be made.

**Workers Compensation** My ASL Interpreter, LLC. recognizes that it is an independent contractor and therefore Company will not withhold any federal, state, or other taxes from any payments due under this contract. My ASL Interpreter, LLC. understands that payment of any and all taxes on monies earned through this Agreement are solely the responsibility of My ASL Interpreter, LLC., and Company's payment of funds under this Agreement will be reported to the Internal Revenue Service by Company if required by IRS Code and/or Regulation, via Form 1099.

**Certification/Right to Work/Confidentiality:** The provision of Services by My ASL Interpreter, LLC. under this Agreement is premised on My ASL Interpreter, LLC.'s assurance of the necessary licenses, skills, education, experience, or training. My ASL Interpreter, LLC. and its interpreters agree to provide proof of certification required by the state in order to interpret in the appropriate settings.

Company reserves the right to request and receive adequate assurances of the above at any time during the duration of this Agreement, and My ASL Interpreter, LLC. agrees to provide said assurances promptly.

My ASL Interpreter, LLC. agrees that it has verified the legal right of each of its agents or employees to work in the United States.

All interpreters are required to keep all assignment related information confidential and abide by the RID/QAST Codes of Professional Conduct.

**General Provisions** Any notices to given under this Agreement may be effected either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date postmarked.

This Agreement supersedes any and all other agreements, whether oral or in writing, between the

parties hereto with respect to the performance of services by My ASL Interpreter, LLC. for Company. The Agreement represents the full Agreement between the parties. Any modification of this Agreement will be effective only if it is in writing and signed by both parties. The Agreement shall be deemed to be drafted by both parties, should not be interpreted strictly for or against either party, and shall be construed in accordance with the laws of the State of Oklahoma. Any claim to enforce or interpret this Agreement shall be brought in any court with competent jurisdiction in Oklahoma County, Oklahoma.

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**Business Representative Signature Date**

---

\_\_\_\_\_ **Print name and title**

---

**My ASL Interpreter Signature Date**

---

\_\_\_\_\_ **Print name and title**

**Credit Card Authorization Form**  
Required to Schedule Interpreting Services

**Company Info:**

Business Name: \_\_\_\_\_

Business Representative Name: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ (as it appears on the card)

Billing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Billing  
Email: \_\_\_\_\_

**Credit Card**

**Info:**

Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Amex  
\_\_\_\_\_ Discover \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CSC Number: \_\_\_\_\_ (found on the front of Amex and on the back of Visa and Mastercard)

**Preferred Method of  
Payment:**

Send Invoice and charge card on file for balance \_\_\_\_\_ Send invoice for other form of payment \_\_\_PO\_\_\_

A credit card is required to be kept on file to book interpreting services. All invoicing is done electronically. Payment is due upon receipt of invoice, made payable to My ASL Interpreter, LLC. Per our Interpreting Agreement, invoices are due within 30 days of billing. The credit card on file will automatically be charged for all outstanding invoices over 15 days late. There will be a \$30.00 fee for returned checks. All credit card payments are subject to a 2.9% (of the invoice due) processing fee.

I hereby authorize My ASL Interpreter, LLC. to charge my purchase to the above credit card for the account listed above. I certify that I am the authorized cardholder of record and that I have full authority to make purchases on behalf of the account listed above. I agree to the policies outlined above and in the Interpreter Services agreement and realize that both are a binding contract.

Signature of Business Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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

**ITEM FOR INFORMATION**  
**Board of Education Meeting**  
**May 4, 2020**

**TOPIC: Renewal** Contract with My ASL Interpreting Services and Yukon Public Schools

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends approval of a **Renewal** contract between My ASL and Yukon Public Schools

**RATIONALE FOR RECOMMENDATION:** To provide interpreters for our Hearing Impaired student when our employed interpreters have to be absent.

**OPTIONS:**

1. Approve the contract with My ASL
2. Do not approve the contract with My ASL

**FISCAL NOTE:** Will not exceed \$45.00 per hour

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





OFFICE OF SUPERINTENDENT  
600 MAPLE  
YUKON, OK 73099

**FOODSERVICE MANAGEMENT COMPANY REQUEST FOR PROPOSAL AND CONTRACT BETWEEN YUKON PUBLIC SCHOOL DISTRICT (SFA) AND SODEXO, INC., on behalf of itself and its affiliates (FSMC)**

**SECOND AMENDMENT**

This Amendment is made in consideration of the mutual covenants and agreements contained herein by and between Yukon Public School District, the School Food Authority (SFA), and Sodexo, Inc., on behalf of itself and its affiliates, the Food Service Management Company (FSMC), to amend the Foodservice Management Company Request for Proposal and Contract that was executed by SFA and FSMC and effective on July 1, 2018.

WHEREAS, Sodexo Operations, LLC, is a wholly owned subsidiary of Sodexo, Inc.

WHEREAS, the Contract shall continue to be operated under Sodexo Operations, LLC

The contract is amended as follows:

1. "Effective Date" shall mean July 1, 2020.
2. All other terms and conditions of this Contract executed by SFA and FSMC remain the same.
3. This Amendment is valid for the 2020-2021 school year. The contract and this Amendment shall terminate on June 30, 2021, and may be renewed for a remaining two (2) additional terms of one (1) year upon mutual agreement of SFA and FSMC.
4. The amount of the Fixed Price Per Meal and Meal Equivalent is deleted and replaced with \$2.921.

The Amendment is executed by the Parties in their capacities as stated below. All parties represent and warrant that the persons signing this Amendment are authorized to bind the respective parties.

**Yukon Public School District**

\_\_\_\_\_  
By: Leonard Wells  
Board of Education, President

\_\_\_\_\_  
Date

**Sodexo Operations, LLC**

\_\_\_\_\_  
By: Charles Thomas  
Vice President

\_\_\_\_\_  
Date

**ITEM FOR INFORMATION**  
**Board of Education Meeting**  
**May 4, 2020**

**TOPIC: Renewal** of Contract with BC Behavioral LLC and Yukon Public Schools

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends approval of a **Renewal** Contract between BC Behavioral LLC and Yukon Public Schools

**RATIONALE FOR RECOMMENDATION:** BC Behavioral LLC will provide therapeutic and consultation services in collaboration with the Yukon Special Services Department.

**OPTIONS:**

1. Approve the contract agreement with BC Behavioral LLC
2. Do not approve the contract agreement with BC Behavioral LLC

**FISCAL NOTE:** \$118,150.00 for the 2020-21 School Year and ESY

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



## CONTRACT AGREEMENT

WHEREAS, **Yukon Public Schools** has need for professional academic and behavioral consultation for [REDACTED],

WHEREAS, **Betsy Chen, BCBA** under **BC Behavioral LLC** will provide specialized services relating to the provisions of educational and behavioral services for [REDACTED]

THEREFORE, in consideration of the mutual covenants set out below, the parties agree as follows:

**BC behavioral LLC** agrees to:

1. Provide services that may include, but not limited to the following: review and study of educational/confidential/assessments records, participation in Individualized Educational Program (IEP) meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs (both at home and school environments to coordinated programs), evaluations, and professional development for school district staff, parents, and aides.
2. Submit statements of services performed

**Yukon Public Schools** agrees to:

3. Bills will be paid after approval at the school board meeting following the bill/invoice being received and processed.

### ALLOWABLE COST AND PAYMENT

The fee for these services is agreed upon at:  
Board Certified Behavior Analyst (BCBA) \$150 per hour  
Lead Behavioral Support Coach \$70.00 per hour  
Behavioral Support Coach \$50 per hour  
Mileage \$.58 per mile (BCBA only)

Sessions with [REDACTED] will consist of direct implementation with one lead behavioral coach and one behavioral support coach. BCBA will provide ample supervision to ensure safety of both RBTs and the client as well as programming on site.

### SPECIAL PROVISIONS

The parties agree that **BC Behavioral LLC** staff are working under this contract as a private entity and are not employees of the school district and therefore not entitled to any employee benefits such as annual or sick leave, medical, or life insurance etc.

**BC Behavioral LLC** staff agrees to comply with all State and Federal law and regulations that are applicable to this agreement.

**TERMS OF CONTRACT AND RENEWAL**

The term of this contract shall commence on Aug 13, 2020 and expires on May 21, 2021, unless earlier terminated or extended by either party on 30 days' notice to the other party.

Approved by Yukon Public Schools on the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Authorized LEA Representative

\_\_\_\_\_  
Print

Authorized LEA Representative

  
Signature

4/30/20  
Date

Betsy Chen, MA, BCBA, LBA  
BC Behavioral LLC  
Treatment Director  
3517 NW 164h Terrace  
Edmond, OK 73013

Contractual Agreement  
Yukon Public Schools and  
Shannan Frohock, Special Education Deaf/Hard of Hearing Consultant

This agreement is entered into by Yukon Public Schools (hereinafter referred to as "Y.P.S.") and Shannan Frohock, Special Education Deaf Hard of Hearing Consultant (hereinafter referred to as "Shannan Frohock"). The terms of this contract shall be for the period of July 1, 2020 to June 30, 2021 for the purpose of educational consultation for providing assistance to the Y.P.S. Deaf/Hard of Hearing program as here stipulated:

On-site education consultation services by Shannan Frohock may include, but are not limited to, the following:

- a) Review of confidential special education student records;
- b) Placement and categorization of new and current Deaf/Hard of Hearing students, including attendance at IEP meetings;
- c) Collaboration with IEP preparation;
- d) Monitoring of student progress toward IEP goals;
- e) Consultation with special and regular education teachers, educational interpreters and district administrators regarding service delivery and/or areas of concern regarding Deaf/Hard of Hearing students;
- f) Consultation with special and regular education teachers and staff regarding listening equipment (hearing aids, FM/DM systems, and other assistive listening devices) and its use;
- g) Telephone consultation as needed by district personnel, Director of Special Services, and superintendent;
- h) Preparation of detailed record of hour(s) worked, to be submitted to the Director of Special Services for approval for compensation.

Yukon Public Schools agrees to:

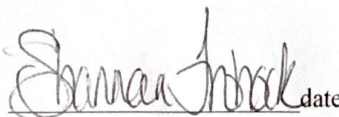
- a) Provide access to student records in accordance with state and federal law;
- b) Provide district personnel access to the educational consultant for the purpose of discussion of service delivery and case review;
- c) Provide a working space for the on-site activities of the educational consultant;
- d) Provide compensation fee of \$65 per hour. Consultation hours begin when consultant leaves Stillwater office and ends upon returning to office.

The parties agree that no more than 30 hours of educational consultation will be provided per month. Additional educational consultation hours beyond 30 hours per month must be negotiated with a contractual amendment denoting agreement between both parties.

The school district assumes all responsibility for programs in operation and the action and placement decisions of personnel. Recommendations by the educational consultant are not binding and will be reviewed by both parties as suggestions. It is agreed by both parties that the educational consultant will assume no liability.

It is further agreed that either party may cancel this agreement given 30 days prior written notice of intent.

In witness thereof the parties through authorized representatives accept the terms of this agreement.

 date 04.30.2020 \_\_\_\_\_ date \_\_\_\_\_  
Shannan Frohock Superintendent  
Deaf/Hard of Hearing Consultant Yukon Public Schools

**ITEM FOR INFORMATION**  
**Board of Education Meeting**  
**May 4, 2020**

**TOPIC: Renewal** of Contract with Shannan Frohock and Yukon Public Schools

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends approval of a **Renewal** Contract between Shannan Frohock and Yukon Public Schools

**RATIONALE FOR RECOMMENDATION:** The purpose of this agreement is to perform the services listed in the agreement as part of the “The Special Education Deaf/Hard of Hearing Program” a joint venture by the aforementioned parties to provide services through the Yukon Public Schools. Also to negotiate terms pertaining the use of space, utilities, telephone and internet within the Yukon Public Schools.

**OPTIONS:**

1. Approve the contract with Shannan Frohock
2. Do not approve the contract with Shannan Frohock

**FISCAL NOTE:** Maximum Fee \$65.00 per hour for Hearing Consult services

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



**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
**June 1, 2020**

**TOPIC:** Renewal of Contractual Agreement with the Oklahoma Department of Rehabilitation Services

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends approval of a Contract between DRS and Yukon Public Schools.

**RATIONALE FOR RECOMMENDATION:** The purpose of this contract is to perform the services listed in the contract as part of the “Work Adjustment Training” (WAT).

**OPTIONS:**

1. Approve the contract with Department of Rehabilitation Services, Work Adjustment Training
2. Do not approve the contract with Department of Rehabilitation Services, Work Adjustment Training

**FISCAL NOTE:** In Consideration of the satisfactory performance of said services, the DRS agrees to pay the contractor as per the amounts set forth in the contract. (See Contract for details)

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



**ITEM OF INFORMATION**  
**Board of Education Meeting**  
**June 1, 2020**

**TOPIC:** Contract Agreement Renewal with the Oklahoma Department of Rehabilitation Services (Transition School Work Study)

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends approval of a Contract between DRS and Yukon Public Schools.

**RATIONALE FOR RECOMMENDATION:** The purpose of this contract is to perform the services listed in the contract as part of the “Transition School Work Study”

**OPTIONS:**

1. Approve the contract with Department of Rehabilitation Services, Transition School Work Study
2. Do not approve the contract with Department of Rehabilitation Services, Work Study

**FISCAL NOTE:** In Consideration of the satisfactory performance of said services, the DRS agrees to pay the contractor as per the amounts set forth in the contract. (See Contract for details)

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



Dear Contractor,

In the past, we have delivered paper contracts and support documents to be physically signed. This year we are converting to an “eSign” system for this purpose. As a result, you are receiving this email with a new contract or contract renewal and support documents attached. **You’ll need to complete all the required fields and “eSign” where designated on the support documents and the contract or contract renewal. Once you’ve completed the required steps, all of the documents will automatically be electronically returned to us for our signatures.** All documents will be tracked electronically from that point.

**If no changes to the contract or contract renewal are necessary, please proceed as follows:**

- complete all support documents and eSign;
- review the entire contract or contract renewal and find the indicated signature block for your eSignature;
- If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign.

**If changes to the contract or contract renewal are necessary, please proceed as follows:**

- download and print copies of the contract or contract renewal and supporting documents;
- mark through the language to be changed (Do not use whiteout or erase in any manner.)
- each change must be initialed by the same individual that signs the contract or contract renewal;
- email the signed and dated contract or contract renewal w/initialed changes and the completed and signed supporting documents to [bhurley@okdrs.gov](mailto:bhurley@okdrs.gov).

**We must receive all the required completed and signed documents before we can complete processing of your contract.** Please complete and submit them as soon as possible.

If you have any questions, please contact Brandi Hurley at the Oklahoma Department of Rehabilitation Services (email: [bhurley@okdrs.gov](mailto:bhurley@okdrs.gov); phone: 580-307-4912).

\*\*\*\*\*

Please complete the enclosed **non-collusion certification** by filling in each line that has a check mark by it, and placing a check mark inside the box labeled **“the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes”**. The certification must have an original signature, and it must be the same as the signature on the accompanying contract/agreement.

\*\*\*\*\*



**Certification for Competitive Bid and/or Contract (Non-Collusion Certification)**

**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Yukon Public Schools Agency Number: \_\_\_\_\_

Solicitation or Purchase Order #: \_\_\_\_\_

Supplier Legal Name: \_\_\_\_\_

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
  - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

**OR**

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Amy Beams  
Amy Beams (May 3, 2020)

May 3, 2020

Supplier Authorized Signature

Certified This Date

Amy Beams

Executive Director of Special Services

Printed Name

Title

405-350-1341

amy.beams@yukonps.com

Phone Number

Email

405-265-1389

Fax Number

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
TRANSITION WORK ADJUSTMENT TRAINING**

This agreement, consisting of twenty-one (21) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**Yukon Public Schools  
600 Maple  
Yukon, OK 73099**

("Contractor"), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services, O.A.C. 612: 10-7-164 to provide work adjustment training; and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services desires employment training for its individuals.

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties or July 1, 2020, whichever is the latter, through June 30, 2021. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## II. Contract Services

### A. Contractor's Obligations

1. The Contractor agrees to submit a proposal initially to start a program or as requested by DRS staff. A proposal should include a description of the referral process, staff qualifications, admission criteria, individualized assessment tools, individualized training plan forms, curriculum, progress assessment and reporting methods and tools, a plan for post-training services, and information about facilities and equipment to be utilized. Upon approval, a contract will be issued to the Contractor. **The Transition Work Adjustment Training program is designed to prepare high school age youth with the most significant disabilities or equally significant barriers for competitive integrated employment in the community by developing important work habits, attitudes and personal and social adjustment skills.** Services such as these are made possible by the Workforce Innovation and Opportunity Act (WIOA) of 2014.
2. DRS clients preauthorized to participate in WAT may do so for up to 18 consecutive months, as approved on an individual basis by the DRS counselor. If the client requires more time to make additional progress, the DRS counselor may authorize additional time. Summer months spent in WAT count in the total consecutive 18 months if provided. **The Contractor agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract and pertinent documents.**

#### **Students eligible to participate include those DRS transition students:**

- a. with documented disabilities (includes IEP, 504 Plan, or other documents), who:
    - o Have been determined eligible for DRS services; or
    - o Are on a trial work plan as determined by the DRS counselor;
  - b. with an approved DRS case;
  - c. with an individualized plan for employment (IPE) in place;
  - d. with WAT as a line of service on the IPE;
  - e. who have been provided by DRS written authorization as to their start date; and
  - f. who are at least 16 years of age.
3. There are rare cases where students NOT on an IPE may participate in WAT under a Trial Work Plan, as approved by the DRS counselor. In either case, no services may begin without prior written authorization from DRS.
  4. Students who are completing high school at the end of the school year and who are participating in services through the Contract must cease participation upon

their last day of school/graduation. They may not continue to participate in WAT

beyond their last day of high school (unless in rare cases and only with DRS Counselor approval).

5. Work Adjustment Training provided under the provisions of the Contract must comply with the component parts as described:

## **B. Program Requirements**

### **1. Referral**

The Contractor agrees to provide Transition Work Adjustment Training to eligible individuals of the DRS who are referred to the Contractor by the DRS and pre-authorized in writing by the DRS Counselor. All services for DRS individuals will be pre-authorized in writing by the DRS Counselor as "Transition Work Adjustment Training". It is the Contractor's responsibility to market and educate others about its program.

### **2. Staff Qualifications**

The work adjustment training center will assure that all instructional staff and assistants are properly trained to perform their assigned functions. Minimum staff training and qualifications should include the following:

- a. complete DRS Employment Consultant Training within the first year of employment; or
- b. be a certified special education teacher; and
- c. have experience working with people with disabilities and knowledge of transition requirements under IDEA and the Pre-ETS of WIOA.

The instructional staff must also have access to technical assistance and receive update training as appropriate. The Contractor will document qualifications and ongoing training/professional development.

### **3. Admission Criteria**

The work adjustment training center shall provide specific admission criteria for individuals with the most significant disabilities or equally significant barriers expressing a desire to obtain competitive integrated employment in the community after completing work adjustment training. Admission criteria shall be made available in accordance with the DRS requirements. The Contractor shall make every effort to educate clients and parents about working toward competitive integrated community employment.

#### 4. Individualized Assessment

The work adjustment training center will assure that each individual is afforded, **on a monthly basis**, an individualized assessment of interpersonal and competitive work related skills. This will be documented on the DRS Monthly Progress Report form and any other assessments chosen by the Contractor. The individualized assessment shall be documented and must include:

- a. an assessment of the individual's interpersonal skills, including the ability to interact socially;
- b. capacity to understand verbal and written instructions;
- c. job skills, including the ability to meet both the physical and social aspects of competitive integrated employment;
- d. work speed and endurance;
- e. career interest and awareness;
- f. work behaviors, which include the ability to work independently; and
- g. physical capacities and psychomotor skills.

The Contractor will assist each client in developing a realistic vocational goal upon completion of one school year (i.e., 9 months) in the work adjustment training center program. This will include working with clients to identify strengths, interests, abilities, challenges, job matches and mismatches, and researching alternative jobs within various career fields. This vocational goal shall be shared with the DRS counselor upon development with the intent of aligning this goal with the IPE goal and jointly planning activities to reach the goal. The contractor shall share with the DRS concerns regarding client participation or lack of progress as soon as possible as well as a change in client's goal toward achieving competitive integrated employment.

#### 5. Individualized Training Plan (ITP)

- a. The work adjustment training center will assure that an individualized training plan be prepared for each individual served within 60 calendar days of admission. The goal of the individualized training plan shall be working towards independent competitive community integrated employment and will be based on input from the individual and his/her parent(s) or authorized representative. It should address areas of strength and needed services based on the individualized assessment, and provide the basis for periodic evaluation of progress towards competitive employment. ITPs for each client must be submitted to the DRS Counselor within 60 calendar days.
- b. This ITP shall be reviewed regularly (or at least every 3 months along with the DRS Progress Report) and shall also contain a detailed description of how each client will progress through work adjustment training and ultimately into a paid work experience through the Transition School-to

Work: Work Study contract, or other paid or unpaid work experience (e.g., job shadowing, on the job training). DRS counselors will work with the Contractor on an individual basis to determine when a client is ready to transition out of work adjustment training and into a work experience; however, the DRS counselor and the Contractor will be given the flexibility to allow for alternate plans for exceptional individual cases. The Contractor will also assist each DRS client with developing a transportation plan for employment upon completion of services (e.g., city bus, call-a-ride, taxi, walking, carpooling, parent driving, driving self, riding a bicycle, Uber). This may be included in the ITP or another document but must be in writing.

## 6. Curriculum

- a. The work adjustment training center will provide instruction and orientation to work practices which is tailored to individual needs and falls within the five core Pre-Employment Transition Services:

- 1a. job Exploration Counseling;
- 2a. work-based Learning Experiences;
- 3a. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
- 4a. workplace Readiness, including social and independent living skills;  
and
- 5a. self-advocacy, including peer mentoring.

and that encompasses:

- 6a. career interest/awareness and Job seeking skills (e.g., utilize resources for finding jobs, stating job interests, recognizes purpose for work and need to develop skills);
- 7a. work Behaviors (e.g., attendance, punctuality, working independently or in groups, dressing appropriately, demonstrating safety and maturity, and following work rules, using breaks wisely, cell phones and other electronic devices in the workplace, e-mail etiquette);
- 8a. job Skills (e.g., switching tasks, remaining on task, obtaining supplies, and cleaning up work area);
- 9a. work speed and endurance (e.g., completing tasks with accuracy, increasing time on task, asks for additional work, and adjusts to change);
- 10a interpersonal/communication skills (e.g., ability to interact socially, cooperate, ask for help, use appropriate manners, respond to criticism; initiate, maintain, and end conversations; appropriate conversation topics for the workplace; forms of harassment and how to respond/get help; what is NOT harassment);

11a independent living skills (e.g., value of money, how to organize money,

banking, setting a budget, money/identify safety, preparing for meals, grocery shopping, light meal preparation, kitchen safety, accessing and using various transportation options, transportation safety, community safety, sorting laundry, using washing machines/dryers, community resources, personal needs/medical, home safety, emergencies); Safety training may include real life practice, class discussion and activities, role playing, watching safety videos, having guest speakers, etc. Sample transportation topics may include, but are not limited to:

- Specific equipment and documentation to keep in vehicle or on your person;
- Emergency procedures for specific transportation options;
- Communication between program and driver before, during, and after transport;
- Maintenance and inspection of vehicles and bicycles;
- Safety in and around vehicles;
- School zones, railroad crossings;
- Unloading and double-checking vehicles after unloading;
- Knowing your surroundings and people around you;
- Seatbelts, car seats, booster seats, helmets, and other safety devices;
- Waiting on the curb;
- Crossing the street;
- Waiting at bus stops;
- Rules for bicycles;
- Strangers; and
- Being street smart.

12a understanding verbal and written instructions (e.g., following directions, responding to directions in a timely manner, remembering steps, and asking for help); and

13a work related skills (e.g., dealing with work pressures, counting, measuring, telling/managing time, travel and transportation, including planning around work schedules to arrive on time, what to do when you will be late or not able to go to work).

- b. Contractor will integrate the use of technology for clients and ensure clients are accessing technology in meaningful ways that will help better prepare them for ways to use technology for employment purposes (e.g., resume development, online applications, job searches, e-mail, and interest inventories). If a client has a cell phone or other electronic device and can be taught how to use it for reminders, lists or steps, video modeling, the Contractor is encouraged to make use of such opportunities for independence.

- c. The curriculum must also include real work observation and include a variety of work experiences in the community (e.g., ability to transfer work skills, learn new job tasks, and demonstrate appropriate behavior). The Contractor will ensure that each client is afforded the opportunity to experience at least six (6) different types of jobs in various community settings (e.g., retail, hotel, restaurant, manufacturing, industry, customer service, medical) throughout each school year. This must include at least 6 separate experiences in the community. Situations in which students would be performing tasks of a volunteer nature may count as only one of the 6 experiences. The DRS counselor and the Contractor will be given the flexibility to allow for alternate plans for **exceptional individual cases**.

## **7. Progress Assessment And Reporting**

The work adjustment training center shall have established procedures for evaluating the individual's progress toward independent competitive integrated employment and skills identified in items 4 and 5 above and must report results periodically in accordance with the DRS requirements. Evaluation of progress of individuals will be required every 30 days, and an additional evaluation of level of independence every 90 days, with work adjustment training not to exceed an 18 month period unless approved by the DRS staff. All progress reports and time sheets must be submitted to the DRS Counselor by the 15<sup>th</sup> of the following month for timely payment to the Contractor for students participating in work adjustment training.

## **8. Post-Training Services**

The work adjustment training center shall provide post-training referral services for each individual in accordance with the individual's needs. Such services should include but not be limited to referrals for job placement assistance and/or continuing education.

## **9. Facilities And Equipment**

The work adjustment training center shall have adequate equipment and facilities to facilitate the training services provided by the center. The equipment and facilities used for training purposes shall meet or exceed all appropriate safety standards. Additionally, the facilities must meet the ADA requirements for accessibility. The Contractor shall ensure adequate staff to supervise students in the various facilities utilized for work adjustment training. Staff assigned to implement WAT program requirements must have appropriate training and qualifications (e.g., employment consultant training).

## 10. Reporting

The Contractor agrees to maintain all appropriate training standards and provide monthly attendance and progress reports for each authorized individual. These reports will be processed through the assigned DRS Counselor. The DRS staff will conduct ongoing annual evaluations through visits, reviewing paperwork, and onsite auditing to ensure compliance with the DRS guidelines. Should the DRS find areas of noncompliance, the Contractor will be required to submit a corrective action plan (CAP) within 30 days. The DRS will do a follow-up visit within two months to ensure all areas on noncompliance are corrected. Final reporting and recommendation regarding competitive employment abilities or obstacles will be completed by the Contractor on each individual at the conclusion of the work adjustment training period. This final report shall include each client's plans for future employment.

### C. Additional Contractor Requirements

The designated Teacher/Transition Coordinator(s) will:

1. be knowledgeable about the contents and requirements of the Contract, especially the Key Points documented in Appendix A;
2. obtain written preauthorization from the DRS counselor before initiating services for students;
3. complete the DRS Student Case Sheet (if requested) for each client prior to participation in DRS services to ensure eligibility and other essential dates of the case;
4. maintain an updated copy of the DRS Student Case Sheet (if requested) in each client's folder;
5. be a part of the decision making process for community work experiences and transitioning students out of the WAT program;
6. provide information regarding the program to school personnel, students, and parents;
7. provide job readiness instruction and assistance to the students as outlined above that fall within the following five core Pre-Employment Transition Services:
  - a. job exploration counseling;
  - b. work-based learning experiences;
  - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. workplace readiness, including social and independent living skills;
  - e. self-advocacy, including peer mentoring;
8. assist with regular assessment of the students' progress;
9. work with the DRS Counselor to maintain a list of all authorized participating students at least one time per semester or updated as new students join or exit;
10. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the WAT services provided by DRS, including, but not limited to, present levels of performance, services, and

- annual education/training or employment goals on the IEP;
11. document such transition services or Pre-Employment transition services provided and completed by participating students on the progress report form or other documents developed by Contractor or required by DRS;
  12. provide monthly documentation to DRS counselor, such as progress reports and attendance reports;
  13. provide an ITP within 60 calendar days of admission to DRS counselor; and
  14. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

#### **D. DRS's Obligations**

The DRS Counselor will:

1. provide the Contractor written preauthorization prior to the initiation of services for each student approved for the WAT program;
2. provide to the Contractor a signed copy of each client's IPE within 30 days of beginning the WAT program;
3. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals;
4. provide payment to the Contractor for Transition Work Adjustment Training as set forth in Paragraph III. A, in a timely manner when provided with progress reports and timesheets for processing;
5. serve as a member of the transition team and help make decisions regarding experiences and transition out of the WAT program;
6. organize his or her work schedule in order to be available to confer with the Contractor, the students in the program, parents, employers and other partners in the process;
7. arrange and provide services as needed, including vocational evaluations, and counseling and guidance;
8. provide technical assistance to the Contractor;
9. make regular visits to the WAT program, either at the facility or in the community to observe activities and client progress;
10. work with the school staff/teachers to maintain a list of all authorized participating students, the vocational goal, experiences, skills learned, and areas for further development, at least one time per semester or updated as new students join or vocational goals change; and
11. ensure the Contractor is submitting accurate monthly time sheets and progress reports, including documentation of transition services or Pre-Employment Transition Services (as completed).

### **III. Compensation**

#### **A. Contract Amount**

In consideration of the satisfactory performance of said services, the DRS agrees to pay the Contractor as per the amounts set forth below.

1. The DRS will pay a fixed rate to the Contractor up to \$375.00 per month for half day (3 hour) training periods, \$250.00 per month for 2 hour per day training periods, or \$125.00 per month for 1 hour per day training periods per individual client. The Contractor will be paid at the full amount for clients who participate in trainings for at least 61% of school days in each month. A school day is defined as a day in which school is in session and students are expected to be in attendance. Snow days do not count as school days. Participation of 60% or less must be prorated accordingly. For example, if a student was present 12 out of the 20 possible school days in a month (i.e., 60%) and was in the program daily for at least 2 hours (i.e., \$250), the Contractor would bill the DRS for \$150.00 (i.e., 60% of \$250). A school month begins effective the first day the student is authorized to attend. For example, if school starts August 1, but the student is not authorized to attend until August 15, the school days that month available to that student begin on August 15.
2. For all school months containing fewer than 10 school days, the DRS will pay to the Contractor on a prorated daily rate per individual client. The daily rates to be utilized are as follows.
  - Daily rate for clients participating for 3 hours at \$375.00 per month-- \$18.75 per day.
  - Daily rate for clients participating for 2 hours at \$250.00 per month-- \$12.50 per day.
  - Daily rate for clients participating for 1 hour at \$125.00 per month-- \$6.25 per day.
3. For example, if a student was present 9 out of the 9 school days for the month of December (100% of the days in the short month) and was in the program daily for at least 3 hours (which would be at the \$375.00 per month amount), the Contractor would bill the DRS at a daily rate of \$18.75 for each day (i.e., \$168.75, which is \$18.75 times 9 school days).
4. This daily rate is to account for the months in which a school incurs a long holiday or significant break of any kind in which the students would not be attending school the typical number of days in a month (i.e., an average of 20 school days), and to account for schools that go year-round.
5. A student is considered in attendance for the day if the student is present at least 50% of the time that day that they are designated to be in Work Adjustment Training. For example, if a student is enrolled in Work Adjustment Training for 3 hours per day, and they are present in the program for at least 1 ½ hours of the program that day, they are considered in attendance. If they are present less than that amount of time due to illness or other reason, they are considered not

in attendance. If they are enrolled in 2 hours, they would need to be present for at least 1 hour that day, and for 1 hour of enrollment, they would need to be present for at least a half an hour that day to be counted in attendance. Billing invoices must be adjusted if a student averages less time during the month than which he or she was originally authorized (e.g., a student who is authorized 3 hours a day who really ends up averaging about 2 hours a day over the month shall only be billed at 2 hours that month).

6. Time in WAT begins when instruction or employment readiness/practice begins and ends when said instruction/readiness ends. Breaks are not allowable billed time for DRS WAT programs. Travel time to get to the WAT facility does not count toward billable time.
7. There are no “free/excused” absences that may still be billed for by the Contractor. Daily student attendance must be counted.
8. The School Contractor providing WAT for its students and the Community Rehabilitation Provider (CRP) providing WAT services to students are responsible for providing transportation for DRS transition clients to and from community employment activities (unless other arrangements are made between the school and CRP) and may not seek reimbursement from the DRS for travel expenses. Schools are responsible for transporting their students to and from the CRP who is providing the WAT program for their students.
9. If an individual does not participate in training during any given month, payment will not be made for that month. Payment will be made upon submission of properly completed and approved progress reports and time sheets documenting services. By law the DRS cannot pay in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided and accepted by the DRS pursuant to the Contract.
10. Contractor may use funds to develop, enhance, and implement the WAT program. All funds paid to Contractor by DRS must be put back into the program and used for implementing the program. Examples of ways in which funds may be spent include, but are not limited to:
  - a. WAT staff salaries and compensation package;
  - b. facility and maintenance costs;
  - c. substitutes to cover staff when at trainings;
  - d. training costs for WAT staff to attend the Annual Oklahoma Transition Institute (OTI), job coach training, and other training relevant to fulfilling the requirements of the WAT contract (and may include registration fees, hotel, per diem, mileage, and parking for WAT staff);
  - e. curriculum;
  - f. gas for transporting DRS clients to and from community businesses for the required minimum 6 community visits;
  - g. WAT vehicle maintenance, repairs, and depreciation;
  - h. program materials; and

- i. uniforms or protective clothing and equipment required by community business partners.
11. DRS funds shall NOT be used to purchase food without the written permission from the designated DRS contract monitor and solely for the purpose of teaching independent living skills. DRS will only authorize the use of funds for food in situations in which independent living skills are taught to DRS clients, and the clients have a role in planning the menu, preparing shopping lists, budgeting, shopping, preparing and cooking, serving, and cleaning after the skills instruction.
12. Upon request, Contractor will submit to DRS monitor an expenditure report or other proof of purchase/payment for expenditures of DRS funds.

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice documenting the provision of services and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services, timesheets, and progress reports documenting the provision of services to issue payment to the Contractor. Invoices/claims, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. DRS cannot make payment for services that are not preapproved in writing by the DRS Counselor.

All students who are placed in the Transition Work Adjustment Training program must be active VR/VS clients and have a trial work plan and/or an Individualized Plan of Employment (IPE) in place in order for the training facility to be paid a fixed rate.

## **C. Lapse Of Invoices/Claims**

Proper invoices documenting the provision of services and/or proper claims for reimbursement of Contractor-paid travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

## **IV. Standard Terms**

### **A. Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as

amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

## **B. Lobbying Activities**

The Contractor certifies the following:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

## **C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs.

## **D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

## **E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

## **F. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor,

cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

### **G. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education, or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts, and/or transcripts. The Contractor shall be required to maintain all records for three (3) years after the DRS makes final payment and all other pending matters are closed.

### **H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

### **I. Compliance With State And Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

### **J. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

## **K. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

## **L. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

## **M. Audit**

### **1. Federal Funds**

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

### **2. State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

### **3. Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report to the Department of Rehabilitation Services - Contracts Unit 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, Oklahoma 73112, plus a copy of the

management letter, if applicable, and corrective action plan to all audit findings, and the auditor's latest external quality control review report within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request to the address listed above for an extension citing the reason for delay. DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if DRS has not received the prior year audit.

#### **N. Clean Air Act**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

#### **O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

#### **P. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

#### **Q. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

## **R. Prior DRS Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she, or if applicable, no member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months.

## **S. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with 25 O.S. §1313, and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312, and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

## **T. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

## **U. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.



## **Appendix A**

### **Key Points of the DRS Transition Work Adjustment Training Contract**

1. The contractor must obtain written preauthorization from the DRS counselor before initiating services for students.
2. Students may participate 1 hour per day (\$125 per month to Contractor), 2 hours per day (\$250 per month to Contractor), or 3 hours per day (\$375 per month to contractor).
3. Students may participate in WAT up to 18 total months, again as approved by the DRS Counselor.
4. The team must meet to determine when the student can transition out of WAT and into a less restrictive employment experience.
5. A minimum of 6 community employment experiences must be completed for each student.
6. DRS will reimburse the Contractor for the amount invoiced based on student attendance and prorated accordingly.
7. Documents required for payment:
  - a. The monthly timesheet; and
  - b. The progress report(s).
  - c. These documents should be sent to the DRS counselor on a monthly basis. Waiting until the end of the semester or the end of the year to submit them is not acceptable.
8. WAT Payment Process:
  - a. School sends individual student Progress Report and Time Sheet to DRS Counselor.
  - b. Counselor authorizes payment to Contractor.
  - c. Counselor enters payment amount.
  - d. State Office sends a check to the contractor.
  - e. The State of Oklahoma has forty-five (45) days from receipt of a proper timesheets and progress reports to make payment to the Contractor.

## Appendix B

### Resources to Assist in Program Implementation

#### **Free Resources**

1. Hired Hands and Associates  
<https://www.hired-hands.org/skills.htm>
2. Mountain State Center for Independent Living  
<http://www.mtstcil.org/skills/index.html>
3. Understood for Learning and Attention Issues  
<https://www.understood.org/en/school-learning/choosing-starting-school/leaving-high-school/5-key-skills-for-independent-living>
4. Autism Speaks (IL Skills)  
[https://www.autismspeaks.org/sites/default/files/docs/ttk2\\_independent\\_living.pdf](https://www.autismspeaks.org/sites/default/files/docs/ttk2_independent_living.pdf)
5. School On Wheels  
<http://www.schoolonwheels.org/pdfs/4010/RSHSLI.pdf>
6. United States Department of Labor (Soft Skills)  
<https://www.dol.gov/odep/topics/youth/softskills/>
7. Biz Kids (Money Management)  
<http://bizkids.com/>  
<http://bizkids.com/students>  
<http://moneytalks4teens.ucanr.edu/>  
<http://www.themint.org/teens/index.html>
8. Caseylifeskills (Money, Home, and Food Management)  
[http://www.casey.org/media/CLS\\_ResourceGuides\\_subdocs\\_PAYAModule1.pdf](http://www.casey.org/media/CLS_ResourceGuides_subdocs_PAYAModule1.pdf)
9. Caseylifeskills (Moving Out on Your Own)  
[http://www.casey.org/media/CLS\\_ResourceGuides\\_subdocs\\_imgettingready.pdf](http://www.casey.org/media/CLS_ResourceGuides_subdocs_imgettingready.pdf)
10. University of  
  - a. Self-Determination Assessments for Transition  
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools.html>
  - b. Self-Determination Curriculum  
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/choicemaker-curriculum.html>
  - c. Transition Education Materials  
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/trasition-education-materials.html>
  - d. Self-Directed Employment  
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-directed-employment.html>
  - e. Preference Indicators  
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/transition-assessment---severe-disabilities.html>
  - f. Timeline of Transition Activities developed by the Oklahoma Transition Council

<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/timeline-of-transition-activities.html>

11. Minnesota Literacy Council (Employment Readiness)  
<http://mnliteracy.org/tools/employment-readiness-curriculum>
12. Applied Educational System  
<http://www.aeseducation.com/careercenter21/employability-skills-lesson-plans/>

### **Resources for Purchase**

13. Conover Company (Functional Skills)  
[https://www.conovercompany.com/downloads/fss\\_brochure.pdf](https://www.conovercompany.com/downloads/fss_brochure.pdf)
14. Impact Publications  
<http://www.impactpublications.com/lifeskillsforindependentlivingcdprogram.aspx>
15. University of Oklahoma Zarrow Center for Learning Enrichment Resources
  - a. Transition Assessments  
<https://tagg.ou.edu/tagg/>
16. Brigance Transition Skills  
<http://www.curriculumassociates.com/products/detail.aspx?title=BrigTSA>
17. Skills USA  
<http://www.skillsusa.org/programs/career-readiness-curriculum/>

### **Resources for Driving Readiness**

<https://www.nadtc.org/resources-publications/transportation-education-curriculum/>  
[Montgomery College readiness checklist](#)  
[Children's Hospital of Philadelphia readiness](#)  
[Quizlet Driver Readiness flashcards](#)  
[DriveWell Info and Resources for Drivers](#)

**Signature:**

**Email:**

To: School Work Study Schools (The contact person for your school)

It is time for all of the school districts that have a Transition School-to-Work: Work Study contract to sign a new contract for fiscal year 2021 (July 1, 2020 – June 30, 2021).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the Vendor Information Form and “eSign” both, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire Vendor Information Form and eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to [klowry@okdrs.gov](mailto:klowry@okdrs.gov).

**We must receive the completed contract and Vendor Information Form before we can process your contract.** Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

**Services beginning July 1, 2020 or after may not be provided until the Award of Contract has been issued.**

If you have questions about signing the contract, please communicate with Jim Kettler at the Oklahoma Department of Rehabilitation. His email address is [jkettler@okdrs.gov](mailto:jkettler@okdrs.gov) and his phone number is (405) 523-4812. For SWS contract content and service questions, contact Renee Sansom at [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) or (405) 951-3488.

If there are planned personnel changes that affect this contract, please also provide the new information to Jim and Renee at the above email addresses.

Thank you for your help in this matter.



Empowering Oklahomans with Disabilities



OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

The Workforce Innovation and Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skill Gains for Youth.

In order to document these Measurable Skill Gains, Vocational Rehabilitation / Services to the Blind and Visually Impaired (VR/SBVI) counselors need to obtain copies of students' secondary transcripts with parent consent (if student is under 18) or student consent (if student is over 18, unless parent has guardianship).

The Oklahoma State Department of Education Special Education Services (OSDE-SES) and DRS are requesting that the Local Education Authority (LEAs) collaborate with their local VR/SBVI counselors to establish procedures to assist VR/SBVI counselors with obtaining students' secondary transcripts and/or report cards in order for them to meet compliance under the WIOA.

Here are some examples of effective procedures that VR/SBVI counselors have shared:

1. The VR/SBVI counselor obtains DRS signed releases from parents (see example) and provides the school with copies of them. Then the VR/SBVI counselor gets the students' transcripts from the counselor's office or special education teacher.
2. The VR/SBVI counselor obtains DRS signed releases from parents and provides the school with copies of them. The special education teacher sends students' transcripts to the VR/SBVI counselor at the end of each semester with the School Work Study (SWS) time sheets.
3. The VR/SBVI counselor sends out the following letter to students each semester and encloses a self-addressed stamped envelope:

Dear [Client],

The first (second) semester of this school year is almost over and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation file the close of this semester. To do so, I need you to provide me with this semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or report card in the self-addressed stamped envelope that I have enclosed with this letter or email me at (insert counselor's email address). Please call me if you have any questions at all! Thank you so much!

Thanks for your support as we work to improve outcomes for students with disabilities.

Renee Sansom  
Transition Coordinator  
405-951-3488  
[rsansom@okdrs.gov](mailto:rsansom@okdrs.gov)

Lori Chesnut  
Program Specialist  
405-521-4802  
[lori.chesnut@sde.ok.gov](mailto:lori.chesnut@sde.ok.gov)

OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES  
VENDOR INFORMATION FORM

Please complete all blanks below.

Vendor Name Yukon Public School FEI# (Federal Employer Tax ID#) 730773677

Mailing Address 600 Maple

City/State Yukon

9-Digit Zip Code 73099 - Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.

Payment Address (If different from mailing address) 600 Maple

City/State Yukon

9-Digit Zip Code 73099 - Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.

Telephone: 4053501341 Fax: ( ) - Email Address: amy.beams@yukonps.com  
*Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.*

Name of Contact Person: Amy Beams

Telephone: 405-350-1341 Email Address: amy.beams@yukonps.com  
*Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.*

*Amy Beams*  
Amy Beams (May 3, 2020)

Signature and Date

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of fourteen (14) pages (the “Contract”), is hereby made between the Oklahoma Department of Rehabilitation Services (“DRS”) and

Yukon Public Schools  
600 Maple Avenue  
Yukon OK 73099-2533

(“Contractor”), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child’s movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services, O.A.C. 612: 10-7-244 – 249, and by the State Plan for Vocational Rehabilitation Services to implement the Transition from School-to-Work Program; and

**WHEREAS**, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the IEP and some are provided by the Oklahoma Department of Rehabilitation Services under the IPE. Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

**NOW THEREFORE**, the parties agree as follows:

## **I. Contract Period**

The Contract is effective from the latest date of signature of both parties or July 1, 2020, whichever is the latter, through June 30, 2021. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## **II. Contract Services**

### **A. Work Study Program**

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the school campus**. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the **DRS making reimbursement to the school** for that payment. The **school maintains liability** for the students while working on campus.

2. Work Site Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the **DRS making reimbursement to the school** for that payment. The **school maintains liability** for the students while working off campus.

Participating students may work up to **15 hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students must be given school credit for their participation during the school day, and the school staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the school may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The school will provide staff to work with the DRS counselor in the area of transition. The school will have at least one person designated to serve as the "Teacher/Transition Coordinator". Paraprofessionals could serve as Transition Coordinator or could also be assigned to help with the process and documentation. The Contractor agrees to provide designated staff time for performing the needed duties related to transition. The Contractor agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

### **B. Other Work Opportunities**

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community** with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and the **DRS does not reimburse the employers for the wages/salary(ies)**.

If a student is utilizing the Employer Work Study, the two Work Study options through DRS should not be utilized.

**Students eligible to participate include those DRS transition students:**

- with documented disabilities (includes IEP, 504 Plan, or other documents), who:
  - have been determined eligible for DRS services; or
  - are on a trial work plan as determined by the DRS counselor;
- with an approved case;
- with an individualized plan for employment (IPE) in place;
- with SWS as a line of service on the IPE;
- who are at least 16 years of age; and
- who are attending high school.

DRS clients preauthorized to participate in Work Study may do so for **up to 24 total months**, as approved on an individual basis by the DRS counselor. The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the client requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the total 24 months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 months.

Students wishing to continue working 15 hours per week through the summer as part of Transition School-To-Work: Work Study may do so if the school's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1<sup>st</sup>.

**The school is required to continue supervising, monitoring, and reporting on students working in the school or in the community during the summer.**

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The Contractor must ensure that students have access to a wide variety of work/job types and must also ensure the Contractor has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the school include, but are not limited to, the following.

- *Custodial/bus barn:* learning simple maintenance of school vehicles, detailing school vehicles.
- *Manager of sports teams:* scheduling, scorekeeping, ordering, inventory maintenance, hauling, moving.
- *Teacher's Aid/Assistant:* reading to groups of or individual children, cleaning, organizing, grading, designing bulletin boards.

- *Office Assistant:* Making ID badges, taking photos for badges, using a camera, laminating, answering phones, taking phone messages, greeting visitors and directing to locations, data entry, filing.
- *Information Technology Assistant:* use compressed air to clean computers and keyboards, replace batteries, replace mice, clean monitors, conduct virus scans, clean out old hard drives, organizing, inventory maintenance, stocking, ordering.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

The final 9 months of their Work Study must be outside the school/district and **in the community** (unless approved by the DRS counselor in special circumstances).

Students may not work in their family owned business unless approved by the DRS Counselor. This includes farms and other businesses.

### **C. Contractor's Obligations**

The designated Teacher/Transition Coordinator(s) will:

1. be knowledgeable about the contents and requirements of the Contract;
2. obtain written preauthorization from the DRS counselor before initiating services for students (i.e., not starting the student to work before DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to school personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core Pre-Employment Transition Services;
  - a. Job Exploration Counseling;
  - b. Work-based Learning Experiences
  - c. Counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. Workplace Readiness, including social and independent living skills;
  - e. Self-advocacy, including peer mentoring;
6. assist with job placement and regular follow-up on the students' progress;
7. complete the DRS Student Case Sheet for each client prior to participation in DRS services to ensure eligibility and other essential dates of the case;
8. maintain an updated copy of the DRS Student Case Sheet in each client's folder;
9. work with the DRS Counselor to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
11. document such transition services or Pre-Employment transition services provided and completed by participating students;

12. provide such documentation to DRS counselor at the end of each semester;
13. submit by the 15<sup>th</sup> of the following month (or whenever payroll is run by the school for their payment cycle), at the same time, monthly time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid for students participating in School Work Study or Work Site Learning; and
14. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

If claiming mileage reimbursement for teacher coordinator travel to/from job sites of DRS clients, submit monthly itineraries and travel claims which are each signed and verified by the school district superintendent.

#### **D. DRS's Obligations**

The DRS Counselor will:

1. provide Teacher/Transition Coordinators written preauthorization prior to initiation of services for each student approved to work;
2. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals;
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. organize his or her work schedule in order to be available to confer with the school personnel, the students in the program, parents, employers and other partners in the process;
5. arrange and provide services as needed, including vocational evaluations, and counseling and guidance;
6. provide upon request Teacher/Transition Coordinators blank copies of the DRS Student Case Sheet;
7. provide Teacher/Transition Coordinators updated information (as available) as requested;
8. assist with job placement and regular follow-up on the students' progress;
9. work with the school staff/teachers to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. regularly monitor students at job sites;
11. ensure the school/district is submitting monthly time sheets, progress reports, proof of payment to students, and documentation of transition services or Pre-Employment Transition Services (as completed);
12. provide reimbursement for the wages of students participating in School Work Study and Work Site Learning; and
13. provide mileage reimbursement at the state rate for teacher coordinator travel to/from job sites of DRS clients participating in School Work Study and Work Site Learning.

## E. Student Wage

1. The DRS and the Contractor agree that students who are employed by a school as part of a training program are not independent contractors, but employees of the school. **The Contractor agrees to deduct state and federal income tax from wages paid to the student.** The Contractor is responsible for costs incurred for workman's compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the Contractor further agree that **IRS regulations provide that services performed by a student, who is employed by the school in which the student is enrolled, are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax)** payroll deductions. 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(b). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the school. Section 31.3121(b)(10)-2(c). **The DRS and the Contractor agree that students who are employed by a school as part of a training program are not subject to FICA or FUTA.** The employee/student must be enrolled and regularly attending classes at the school at which the employee is employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than the school, as part of an internship program. *The student must be employed by the school in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the OESC. 40 O.S. §1-210 (15)(I). **At the end of the calendar year, students are to be provided with a W-2, Wage and Tax Statement, and not a 1099-Misc Form for Independent Contractors.**

3. For the school to be reimbursed for the student's wage, the student must have a trial work plan and/or an Individualized Plan of Employment (IPE) with the Oklahoma Department of Rehabilitation Services, and be participating in School Work Study or Work Site Learning. **Additionally, the school must have received in writing preauthorization for students to begin working before payments will be issued.**

4. The maximum number of hours of training per student reimbursable by the DRS cannot exceed 15 hours per week during the school year. The number of hours worked may exceed 15 for summer work only, when pre-approved by the DRS counselor; however, the DRS will reimburse 100% of the wages for up to 20 hours per week for wages paid by the school. Students may begin working up to 20 hours per week beginning with the first day of summer break; however, upon the first day back to school, the students must go back to working only up to 15 hours per week. If students intend on working more than the specified 15 hours per

week in the summer, any hours over the 15 and up to 20 per week must be preapproved by the DRS Counselor. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

5. Students who are completing high school at the end of the school year and who are participating in services through the Contract must cease work upon their last day of school/graduation. They may not continue to work through School Work Study or Work Site Learning beyond their last day of high school.

### **III. Compensation**

#### **A. Contract Amount**

The DRS shall reimburse the Contractor as follows:

- School Months – \$7.25 an hour, which is the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of students check.
- Summer Months – \$7.25 an hour, which is the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment will be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services. By law the DRS cannot pay in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract. The DRS will cancel the Contract if procedures are not followed (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the contract). If a settlement agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, “Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma.”

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CAN NOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142 school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the school district up to \$45.00 per client who:

- \* Is going to participate in School Work Study or Work Site Learning;
- \* Is at least 18 years of age; and
- \* Who has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check (\$58.00) from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the \$45.00.

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice, timesheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for work study hours that are not preapproved in writing by the DRS counselor.**

The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest.

All students who are placed in the Transition Work Study program must be active VR/VS clients and have a trial work plan and/or an IPE in place in order for the school/district to be reimbursed for wages paid through School Work Study or Work Site Learning, or for the student to participate in Employer Work Study.

## **C. Lapse Of Invoices/Claims**

Proper invoices documenting the provision of services, and/or proper claims for reimbursement of Contractor-paid travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services, and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services, and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

#### **IV. Standard Terms**

##### **A. Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

##### **B. Lobbying Activities**

The Contractor certifies the following:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

##### **C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs.

##### **D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

## **E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

## **F. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

## **G. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education, or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts, and/or transcripts. The Contractor shall be required to maintain all records for three (3) years after the DRS makes final payment and all other pending matters are closed.

## **H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

## **I. Compliance With State And Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

## **J. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

## **K. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

## **L. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

## **M. Audit**

### **1. Federal Funds**

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

### **2. State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

### **3. Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the

Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report to the Department of Rehabilitation Services - Contracts Unit 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, Oklahoma 73112, plus a copy of the management letter, if applicable, and corrective action plan to all audit findings, and the auditor's latest external quality control review report within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request to the address listed above for an extension citing the reason for delay. DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if DRS has not received the prior year audit.

#### **N. Clean Air Act**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

#### **O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

#### **P. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

## **Q. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

## **R. Prior DRS Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she, or if applicable, no member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months.

## **S. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with 25 O.S. §1313, and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312, and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

## **T. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

## **U. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

**V. Signatures**

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of  
Rehabilitation Services

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Signature	Date
<u>Kathy Lowry</u>	
Print Name	
<u>Manager Contracts &amp; Purchasing</u>	
Title	

Contractor

**Signature:** Amy Beams  
Amy Beams (May 3, 2020)

**Email:** amy.beams@yukonps.com

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Signature	Date
Amy Beams	
<u>Print Name</u>	
<u>Executive Director of Special Services</u>	
Title	
Amy Beams	4053501341
<u>Contact Person</u>	<u>Telephone</u>
<u>Contractor's Email Address</u>	

STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN

## Yukon Public Schools

VENDOR \_\_\_\_\_

Contract Number \_\_\_\_\_

\_\_\_\_\_ has been appointed program monitor for the above stated contract and assumes responsibility for actual monitoring of all programmatic aspects of the contract including the periodic and ongoing review of reports or other valid indications of performance. The program monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. Act as liaison for the contract.
2. Monitoring to insure that services are pre-authorized.
3. Monitoring the services provided through this contract.
4. Insuring the field staff are receiving, reviewing, and approving claims, and when required, submitting to DRS State Office for payment.
5. Periodically reviewing interim reports, or other indications of past performance through contact with field staff and/or vendors.
6. Monitoring vendor compliance with the requirements and specifications of the contract.
7. Complete a Professional Services Evaluation.
8. Receive and review vendor complaints, and forward them to the Contracts Unit.

All information pertinent to this contract, ie, original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews, and staff comments regarding service provision, except for client evaluations and reports, will be maintained in the Central Repository located in the Contracts Section of the Department of Rehabilitation Services. All evaluations and reports related directly to a client will be filed in the client's case file. Documentation will be made available for review upon request by the Department of Central Services. Copies of claims will be maintained in the Finance Unit of the DRS, and confidential client information will be maintained in the client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services, in a timely manner leading to employment of eligible disabled individuals.

**Signature:**

**Email:**



Yukon Public Schools  
Board of Education Special Meeting  
Monday, May 4, 2020 6:00 PM  
Teleconferencing/Videoconference - Remote

1. Call to Order and Roll Call

Attendance Taken at 6:14 PM.

Mrs. Suzanne Cannon: Present  
Mr. Chris Cunningham: Present  
Mrs. Michele Hawthorne: Present  
Mr. Rex Van Meter: Present  
Mr. Leonard Wells: Present

2. Reports/ Comments from Superintendent and/or Staff

Last week of distance learning. Resources are listed online and will be there all summer.

May 25, move from school feeding program to the summer feeding program. We will reduce the number of sites.

This week teachers are coming back into their sites so they can pack to move into Redstone. We will phase into allowing teachers back in to prepare for next year.

We had a walk-thru at Redstone and am still cautiously optimistic that we will be ready to open August 13.

Dr. Simeroth also bragged on the food services group for the phenomenal job they have done. Mr. Workman's group of maintenance folks are doing a tremendous job of maintaining the buildings and prepping for next year. Principals are doing a wonderful job - helping with serving lunches. Teachers and the curriculum team are doing amazing work preparing and providing distance learning. Lakeview and Independence new signs are going in!

Plans are now being prepared for so that the last quarter of 19-20 will be worked into the new 20-21 school year.

3. Board Member Communications and Announcements

Mrs. Hawthorne asked about celebrating seniors. We have plans for a July 18, celebration at the HS football field. Mrs. Barlow is working with her senior leadership to make decisions on what will be coming out for seniors. The virtual graduation will be on the Facebook live page and it will be looped and available for download. The specifics for that will be sent out as soon as it is available.

Mr. Cunningham asked about the monument for the class. There is still in the works a plaque for the high school.

Mr. Van Meter wanted to add to Dr. Simeroth thanking everyone for the efforts they are putting in place at this difficult time.

Mrs. Cunningham has received emails from parents. They are happy for the teachers' presence online and teachers are emailing students. Thank you so much teachers for all you are doing. The administrative team is doing such a great job and working together doing all you can to make things happen and we have had phenomenal response from our staff, parents, and community.

Mr. Wells I also want to thank our teachers, administrators and everyone who works for the district. I also feel for our seniors.

4. Finance Consent Docket- All of the finance consent items will be discussed, considered and approved or disapproved by one vote unless a board member desires to have a separate vote on any or all of the consent items.

I move to approve all business items on the Finance Consent Docket Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Chris Cunningham.

Mr. Chris Cunningham: Yes  
Mrs. Michele Hawthorne: Yes  
Mr. Rex Van Meter: Yes  
Mr. Leonard Wells: Yes  
Mrs. Suzanne Cannon: Yes

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

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

4.C. Child Nutrition Report

5. Business Item - Separate Vote

Minutes of the April 6, Special Board Meeting

I move we approve the minutes of the April board meeting Passed with a motion by Mr. Chris Cunningham and a second by Mrs. Suzanne Cannon.

Mr. Chris Cunningham: Yes  
Mrs. Michele Hawthorne: Yes  
Mr. Rex Van Meter: Abstain  
Mr. Leonard Wells: Yes  
Mrs. Suzanne Cannon: Yes

5.A. Minutes of the April 6, Special Board Meeting

6. Business Consent Docket: All of the consent items will be discussed, considered and approved or disapproved by one vote unless a board member requests to have a separate vote on any or all of the consent items.

I move to approve Consent Docket as presented Passed with a motion by Mr. Rex Van Meter and a second by Mrs. Suzanne Cannon.

Mr. Chris Cunningham: Yes  
Mrs. Michele Hawthorne: Yes  
Mr. Rex Van Meter: Yes  
Mr. Leonard Wells: Yes  
Mrs. Suzanne Cannon: Yes

6.A. Lease Contract with Links to Learning

Last year's contract was August 1, 2019, to May 31, 2020. This year's contract is June 1, 2020 to May 31, 2021, thereby adding two months to the contract length. The negotiation leading to the addition of two months had the property owner requesting \$6,000 per month for ten months, our new contract is for \$4,000 per month for 12 months. The hours of use are also more strictly defined in this new contract. SUMMARY: This last year we paid 4,000 for 10 months (40,000) and he wanted 6,000 for ten months (60,000), that's 20,000 increase. The new contract is 4,000 for twelve months (48,000) so in the long run we pay 8,000 more annually, not the 12,000 increase he requested. We really have no option because we need the space, we are looking at options with our next bond issue.

6.B. Youth & Family Services Contract

This contract is exactly the same as the 19-20 school year contract.

6.C. Paid Lunch Equity

According to the attached form, we should raise the lunch prices and average of \$0.24 but there is a ceiling of \$0.10. We are requesting a raise in prices of \$0.10.

6.D. Oklahoma Hearing Solutions Contract

This is the renewal of the same contract we had last year.

6.E. Jeana Parker Speech Language Pathologist Contract

This is the renewal of the same contract as last year.

6.F. Sign Language Services Resources, Inc. contract

This is a renewal of an existing contract.

7. Personnel Docket:

I move we approve the personnel as listed Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Chris Cunningham.

Mr. Chris Cunningham:	Yes
Mrs. Michele Hawthorne:	Yes
Mr. Rex Van Meter:	Yes
Mr. Leonard Wells:	Yes
Mrs. Suzanne Cannon:	Yes

7.A. Approval of Personnel Items as listed.

8. Adjournment

Time: 6:39pm

I move we adjourn Passed with a motion by Mrs. Michele Hawthorne and a second by Mr. Chris Cunningham.

Mr. Chris Cunningham:	Yes
Mrs. Michele Hawthorne:	Yes
Mr. Rex Van Meter:	Yes
Mr. Leonard Wells:	Yes
Mrs. Suzanne Cannon:	Yes

To: Yukon Public School  
From: Big Five Community Services

Attached is our LEA Agreement. This is a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children on an IEP or IFSP and their families.

Please have the appropriate administrator sign this agreement then send the **original** back to Kimberly Matthews (Mental Health/ Disability Specialist) at the address below. She will have Anthony Stafford (Early Childhood Division Director) sign then send you a copy for your records. If you have any questions regarding the LEA Agreement, please contact Kim at (580)234-5656.

**Please send the original to:**  
Big Five Community Services (Head Start)  
306 W. Park Ave.  
Enid, OK 73701

LOCAL EDUCATION AGENCY (LEA) AGREEMENT  
Big Five Community Services, Inc. and Yukon Public Schools  
2020-2021

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (34 CFR 300), Head Start program Performance standards and the Head Start Reauthorization Act of 1997 and 2008.

Each Head Start program must have a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

Yukon Public Schools is the local education agency covering a designated area of Canadian County.

**I. LEA Responsibilities:**

- A. The LEA ensures that IDEA Part B section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in Head Start are expended in accordance with the requirements of the Individuals with Disabilities Act (IDEA).
- B. Upon referral from Head Start, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards, including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.
- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program with those services documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible children with disabilities served in the LEA and by the Head Start Program.

**II. Local Head Start Responsibilities:**

- A. Head Start shall provide screening and assessment for all children enrolled in the Head Start Program as required by Head Start Performance Standards (45 CFR 1308 and 1304), shall participate in Child Find activities under IDEA with the LEA and in coordination with the LEA shall provide parents with their rights under these programs.
- B. Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.

- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation process, IEP development, implementation of the portions of the IEP identified for the Head Start Program, and the IEP review as appropriate.
- D. Head Start will provide a support system for families and children with disabilities through training, information, dissemination, and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Program Disabilities Specialist or another program representative shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. Head Start will provide the number of children receiving IEP services to the LEA for the Child Find Count Reports prior to October 1, annually.
- G. Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.
- H. Head Start will schedule a meeting with the school representatives to complete a Service Coordination Work Plan which addresses the responsibilities of each entity in accomplishing the goal of providing services for children with disabilities.

The Service Coordination Work Plan will address the following four areas:

- III. **Coordination of Cost Sharing:**
- IV. **Coordination of Required Paperwork:**
- V. **Coordination of Screenings:**
- VI. **Coordination of IEP Review:**
- VII. **Coordination of In-service Training:**

The LEA and the Head Start Program will agree to coordinate in-service training **when feasible**. Considerations for top priority training include:

- 1. IDEA procedural safeguards training for both entities.
- 2. Overview of Head Start program requirements.
- 3. Overview of LEA Special Education Program and requirements.
- 4. Identified local training needs
- 5. Individual child needs.

**VIII. Resolution of Dispute:**

In the event of disputes between the Head Start Program and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will be brought to the attention of the LEA Special Education Director or LEA Superintendent and the Head Start Director and/or the Disability Specialist to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA Special Education Director or LEA Superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII-B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards (45 CFR 1308), the matter will be submitted in writing to the Office of Head Start Region VI office.

It is further agreed:

1. Strict confidentiality of all program information will be maintained.
2. Staff from both programs will confer when needed for exchange of information, updates, problem solving, etc.
3. This agreement will be reviewed yearly by the Superintendent and the Early Childhood Division Director or Designee for any corrections, additions, deletions, or changes.
4. Termination of this agreement will be preceded by at least 60 days advance written notice.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

LOCAL EDUCATION AGENCY:  
YUKON PUBLIC SCHOOL DISTRICT  
CANADIAN COUNTY, OKLAHOMA  
YUKON, OKLAHOMA 73099

\_\_\_\_\_  
Name:

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

HEAD START PROGRAM:  
BIG FIVE COMMUNITY SERVICES, INC.  
1502 NORTH 1<sup>ST</sup> AVE. OKLAHOMA  
DURANT, OK 74702

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Early Childhood Division Director

**ITEM FOR INFORMATION**  
**Board of Education Meeting**  
**June 1, 2020**

**TOPIC:Renewal LEA Agreement between Big Five Community Services, Inc. and Yukon Public Schools**

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends approval of a **Renewal** LEA Agreement between Big Five Community Services Inc. and Yukon Public Schools

**RATIONALE FOR RECOMMENDATION:** The purpose of this agreement is to perform the services listed in the agreement.

**OPTIONS:**

1. Approve the LEA Agreement with Big Five Community Services, Inc.
2. Do not approve the Agreement with Big Five Community Services, Inc.

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















## CURRICULUM Surplus Item Spreadsheet

Item Scu # or ISBN #	Title of Book or Name of Resource	# of Items
9835272	The Amazon rain forest	1
792456548	American zoos	1
9320658	Amphibians	1
200224840	Arctic tundra and polar deserts	1
831708735	Big Cats...	1
200344069	Biomes of earth...	1
789480018	Birds of North America	1
20013003	Careers in focus...	1
8117234/AC/r923	Carnivorous plants	1
792450345	Cats	1
831716797	The concise illustrated book of trees	1
41749	Deserts	1
200224842	Deserts and semideserts	2
9749842	The deserts of the ...	1
n/a	Discover science...	1
200133081	Discovering careers...	1
201213333	Dolphins	1
23782	Dorling Kindersley animal...	1
9733115	The eastern forest	1
200951741	Ecology experiments	1
8510245	The Encyclopedia of aquatic life	1
267472	Encyclopedia of bizarre...	1
9134926/AC	Endangered plants	1
988197	Endangered species	1
79149094	Exotic plants	1
9114935/AC	Ferns	1
8722591	A field guide to eastern...	1
765873	A field guide to Pacific...	1
909640/AC	Fir trees	1
1552976130	Firefly encyclopedia of...	1
953241/AC	Gorilla	1
909563/AC	Grasses and grains	1
2003104994	Grasslands	1
81196887//r902	Guide to Indian herbs	1
201213336	Humpback Whales	1
789478382	Hyperspace ...	1
517061368	The illustrated encyclopedia...	1
200131676	Iron and the trace...	1

27058	The Kingfisher illustrated ...	1
7313884	Know your poisonous plants...	1
7416392//r872	Know your woods	1
9957578	Lakes, ponds, and ...	1
20032182	Life at high altitude	1
7779255	life in the coral reef...	1
7717894	Make use of your garden plants	1
9836	Matter and energy...	1
200270267	The measure of all things...	1
9114936/AC	Mosses and liverworts	1
200212816	Mountains and highlands	1
9948020	National Geographic...	1
807825	National Geographic...	1
200347011	The new book of popular science	6
9440445	The new York Public...	1
9323105	North American dye plants	1
843024	North American trees	2
9727275/'AC	The oceans	1
8782893/AC	Plants	1
9032397	Plants of the ...	1
7928161//r852	Poisonous plants of...	1
200234733	Primates of the world	1
9517514	The private life of...	1
767828062	A Raisin in the sun	1
792454391	Rare animals...	1
762100206	Reader's Digest North American...	1
12110	Relativity and ...	1
87200608//r88	Remarkable animals...	1
200212817	Rivers, lakes...	1
201213346	Sea Otters	1
201213344	Seals	1
200235228	Sharks of the world	1
9.78077E+12	A short history of...	1
200268093	Shrublands	1
831709642	Snakes & reptiles...	1
156156401x	Spiders	1
9829663/AC	Spill the beans...	1
8772159	Succeed with math...	1
200268095	Taiga	1
n/a	Tarantulas	1
68338	Tarantulas	1
200224839	Temperate forests	1
200212818	Temperate grasslands	1

75661094x	Tree	1
8317353/AC/r85	Tree flowers	1
618317/L/ACr85	Trees : a guide to familiar American...	1
9010023	Trees of the tropics	1
7422899	Trees of the world	2
200268094	Tropical forests	1
200212819	Tropical grasslands	1
885695/AC	Tropical rainforests...	1
201213348	Walrus	1
20024168	Weather observation...	1
200224841	Wetlands	1
41750	Wetlands	1
9013090/AC	Wildflowers around the world	1
762221/AC	Wonders of the desert world	1
9037227	Woodland trees	1
9933044	Woods and forests	1
200219063	The world of plant life	1
989797/AC	101 questions your brain...	1
9628248	The addictive personality...	1
9316766	Ageless body...	1
73153791//r82	Aircraft...	1
975996	Airplanes of World War II	1
200314329	Altitude training...	1
9847318/AC	Anorexia...	1
9056395//r92	The art of South American...	1
201234793	Artillery and missiles	1
201021170	Ask Elizabeth...	1
201046813	Awakened	3
8770507	Basic French...	1
200721176	Betrayed...	1
89112269	The Black Death	1
9619441/AC/r96	The Black Death	1
737722525	The Black Death...	1
975998	Bombers of World War II	1
9525183	The brain	1
936832/AC	Bridges	1
201236631	Bulimia	1
201317220	Career building...	1
2002153659	Cerebral Palsy	1
63275	China	1
9905	Cholera	1
9947870	The circulatory system	1
200356829	Cloning	1

9325850/AC	Communicable diseases	1
	789416573 The complete book of cacti...	1
	201243650 Concussions	1
	201214029 Concussions...	1
9639440/AC	Conquering infertility...	1
	20064782 Cookin in Europe...	1
	200411870 Cooking the ...	1
	11175 Cooking the ...	1
	200216752 The criminal mind...	1
	200340665 Cuisine naturelle...	1
	9829712 The dangers of diet...	1
	20022488 Depression ...	1
	201236681 Depressive disorders	1
	201135931 Destined	4
	201120388 Dragon's oath	2
	200426240 Diseases and disabilities	1
	20035721 Drug therapy...	1
	20037196 Drug therapy...	1
	200521406 Eating disorders	1
	20012699 Ebola	1
	8726 Everything you need to know...	1
	823931005 Everything you need to know...	1
	823930416 Everything you need to know...	1
	35463 The Facts on file...	1
	68146066 Farm tractors...	1
	20016010 The fertility...	1
	904007 Flying machine	1
	200363605 Food as medicine...	1
9043595/AC	Food in Spain	1
	200151426 The food of...	1
	20015598 Future techniques in surgery	1
	63715 Genetic disorders...	1
	440219078 The giver	1
	9215034 The giver	1
	200243788 The hamster handbook	1
	9443494 Headache help...	1
	27516 Headaches	1
	200153693 The hepatitis...	1
	9938290 Herbal drug dangers	1
	312594429 Hidden	4
	200534656 High-tech babies...	1
	200244478 The hormone decision...	1
	9.78039E+12 The hot zone	1

	200427579	How genetics...	1
	517628295	An illustrated...	1
	9515151	Introductory horticulture	1
	9.78155E+12	Kennedy Space Center...	1
	1842221507	Killer germs...	1
	9.78125E+12	Lenobia's vow	3
	11949	Neurological disorders	1
8414956/AC		Nicotine...	1
	2012276999	Panic disorder	1
	200540783	The plague...	1
	2003826	Polio	1
	200417294	SARS...	1
	2002728585	Searching for dragons	1
	20046569	The skeletal and muscular...	1
	20013213	Sleeping sickness...	1
	201234788	Small arms	1
89158863//r932		Snow White...	1
	1405436808	Spirit of the horse	1
	9.78055E+12	Stuff...	1
	2002155109	Syphilis	1
	200233852	Take a load off...	1
T9240719		Talking to dragons	1
9114145//r92		The taste of...	1
	9.78031E+12	Tempted	4
	681879300	The World Encyclopedia...	1
	200316577	Typhoid fever	1
	91833558	The ultimate American,,,	1
	9921485	Understanding negative...	1
	2002319452	Understanding obesity...	1
	200824003	Untamed...	3
	201017185	Unthinking...	1
	201247509	Waterborne illnesses	1
	59243	The world of...	1
	1590844874	A world of wheels...	1
	9914437	XENO...	1





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## CURRICULUM Surplus Item Spreadsheet

Item Scu # or ISBN #	Title of Book or Name of Resource
618902163	McDougal Littell Literature 9
9.78062E+12	<b>McDougal Littell Literature 10</b>
9.78062E+12	<b>McDougal Littell Literature 11th American</b>
9.78062E+12	<b>McDougal Littell Literature, British</b>





**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
**May 2020**

**TOPIC: Custodial Staffing Proposal for FY2021**

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends renewing the SourceOne contract, with modifications, for cleaning at the district's PreK-3 sites.

**RATIONALE FOR RECOMMENDATION:** To provide more efficient and consistent cleaning services for our district facilities

**OPTIONS:**

1. Approve ...
2. Do not approve ...

**FISCAL NOTE:** The SourceOne FY21 contract renewal will only affect our seven (7) PreK-3 sites and is effective on July 1, 2020. There is no change in the cost of services from last years' contract. This renewal eliminates day porter service at these sites. There is also the addition of contract suspension language in the event of a pandemic, state of emergency, etc., which results in school closure(s) for more than 14 days.

**YPS GOALS:** Select the goal(s) that aligns with your item for consideration:

- Personnel-** We will recruit, retain, and compensate highly motivated educators that are committed to professional growth and excellence.
- Facilities-** Provide efficient, cost effective facilities that address the learning needs of our students and enhance instruction.
- Communication** – We will develop a communication plan that provides transparent, accurate, and timely information to meet the needs of our District stakeholders, including employees, parents, students, and community members.
- Finance-** Our District will establish a financial plan that will inform and benefit all stakeholders.
- Professional Development** – We will create and implement professional development that is relevant and applicable to meet the needs of all educators.
- Curriculum** – We will establish a research- based curriculum to implement a viable, relevant, meaningful learning experience for all students.
- Instruction-** We provide meaningful learning with high expectations for all.

**CONTACT PERSON:** Jim Fenrick, CFO, and Mike Workman, Director of Buildings & Grounds



## *General Procedures*

### **I. SUPERVISION**

- A. **SOURCEONE** management will stay in close contact with our crew chief, as well as the **CLIENT**, concerning all work performed.
- B. All **SOURCEONE** personnel will be trained and supervised so as to perform at the best of their ability in order to accomplish the cleaning you, the **CLIENT**, deserve.
- C. All personnel will be checked regularly as to performance and ability to maintain **SOURCEONE** standards.

### **II. SECURITY PROCEDURES AND INSURANCE**

- A. **SOURCEONE** management will work closely with the **CLIENT** in regard to the use of acceptable personnel.
- B. A card file will be set up on all **SOURCEONE** personnel utilized on project.
- C. Each **SOURCEONE** employee is fully covered by an insurance program that protects you in several ways. General Liability, and Workers' Compensation coverages provide protection to our **CLIENTs** for claims which might arise due to actions by **SOURCEONE** personnel.
- D. **SOURCEONE** personnel will check to insure that all buildings are properly secured before they leave at the end of their shifts.

### **III. WAGE SCALE**

- A. All personnel will be paid no less than minimum scale as required by Federal Law.
- B. Work hours, work week, job methods, procedures, pay periods, and pay scale will be thoroughly explained to all personnel.

## Maintenance Agreement

THIS AGREEMENT is made and entered into effective as of the \_\_\_ day of \_\_\_\_\_, **2020**, by and between **SOURCEONE MANAGEMENT SERVICES, INC.** (“SOURCEONE”), and **YUKON PUBLIC SCHOOLS** (“CLIENT”).

WITNESSETH:

WHEREAS: **CLIENT** is desirous of the services of **SOURCEONE MANAGEMENT SERVICES** for the purpose of keeping the building properly cleaned as outlined, and;

WHEREAS: **SOURCEONE MANAGEMENT SERVICES** is in the business of providing maintenance and janitorial services under the trade name and style of “SOURCEONE” and desires to contract and agree with **CLIENT** for the performance of said janitorial services to be further set out in this agreement.

NOW THEREFORE: In consideration of the faithful performance of the services hereinafter specified, in the manner and at the times specified, the compensation to be paid therefore and the mutual covenants and agreements of the parties hereinafter set forth to be kept and performed and the mutual benefits to each of the parties therefore, it is hereby contracted and agreed as follows:

### I.

The premises making up the working area of the contract will be known further in the contract as the Named Areas, which are defined as:

**Entrances/Exits, Hallways, Offices, Classrooms, Gyms, Faculty Break rooms,  
Meeting Rooms, Cafeterias (floors only), Public & Faculty Restrooms**

The services will be performed at the following locations:

**Yukon Public Schools**  
(see price page for specific schools)

---

**SOURCEONE** agrees to service the Named Areas per the pricing schedule that is agreed upon. See Attached Pricing Schedule for frequency and monthly billing total.

## II.

**SOURCEONE** agrees to furnish all equipment, tools, and paraphernalia necessary to the performance of the duties. The duties being to maintain the Named Areas in a neat, clean and orderly condition as outlined in the Cleaning Schedule attached hereto and by specific reference made a part hereof.

**CLIENT** warrants that the premises to be serviced by **SOURCEONE** are free of asbestos, hazardous materials and hazardous waste materials and or hold **SOURCEONE** harmless from any and all liability for its personnel's exposure to such hazardous of harmful conditions.

## III.

In consideration of the faithful performance by **SOURCEONE** of the duties hereunder, **CLIENT** agrees to pay the monthly total that is agreed upon in the Attached Pricing Schedule on the first date of each month for the rendition of the immediately preceding month's service during the term hereof. Credits for nationally recognized holidays were pre-determined and given as part of the monthly charge herein. No adjustments will be made for said holidays.

## IV.

It is expressly agreed that **SOURCEONE** is not and shall not be, during the term hereof, employees of the **CLIENT** but are independent contractors, and in this regard **SOURCEONE** will not be within the protection or coverage of **CLIENT'S** Worker's Compensation Insurance and no withholding of Social Security, Federal or State Income Tax or other deductions shall be made from the sums agreed to be paid to **SOURCEONE** herein, the same being contract payments and not wages.

## V.

A. The term of this agreement shall be for 12 consecutive months from the "start date" hereon inscribed, to July 1, 2020, and may at the election of **CLIENT** and **SOURCEONE**, be extended and renewed on successive anniversary dates, concurrent with **CLIENT'S** fiscal year, for successive one year periods on the same terms and conditions.

B. Termination for non-performance may be elected by either party. Before any non-performance termination is effective, the terminating party must give the other party written notice, via certified mail, specifying in detail the nature of any defect in performance. The other party will have seven (7) days to correct said defect(s). The agreement will thereafter terminate at midnight of the thirtieth (30<sup>th</sup>) day if performance does not repair to the satisfaction of the instigating party.

C. This contract may be suspended in the event of a pandemic, State of General Emergency, or Act of Nature beyond either party's control which results in any school closure(s) for over 14 days. This suspension will be determined at the time of each incident and locations may be considered separately based on closures and catastrophes.

## VI.

In conformance with Oklahoma State Statutes, the following codicil is made an integral portion of this agreement:

“Agencies of the state generally are prohibited by the Oklahoma Constitution from obligating revenues of a succeeding fiscal year. Accordingly, in the event the Board of Education or the funding agency, in its sole discretion, does not allocate sufficient funds to properly fulfill Clients obligations under this Agreement, either in whole or in material part, for any succeeding fiscal year of the agreement then upon Client giving **SOURCEONE** thirty (30) days prior written notice, Client may terminate this Agreement for non-appropriation of funds without liability, and its responsibility to perform hereunder shall cease and it shall not be obligated to pay any penalties, liquidated damages, cancellation fees, options fees or attrition fees.”

## VII.

In the event it becomes necessary for either party to institute suit against the other to secure or protect its rights under this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees as well as court costs and damages as part of any judgment entered in its favor.

This agreement is not assignable without the written consent of the other party, which may be withheld in such other party's sole discretion. This agreement reflects the entire agreement between the parties with respect to the matters addressed herein and there are no agreements, oral or otherwise, except those expressed herein. The parties agree that this agreement shall be governed by, construed and enforced in accordance with the laws of the State of Oklahoma.

**Date:** \_\_\_\_\_

**Client**

**Vendor**

**Yukon Public Schools**  
(Company Name)

**SOURCEONE Management Services**  
(Company Name)

**1011 W. Main St.**  
(Company Address)

**10400 E. 21<sup>st</sup> St.**  
(Company Address)

**Yukon, OK 73099**  
(City, State, Zip)

**Tulsa, OK 74129**  
(City, State, Zip)

Approved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

Title: Account Executive

Approved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

Title: President

Billing Address If Different From Above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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SOURCE **one**



**PERSONNEL REPORT FOR:**

June 2020

**YPS**

**EXHIBIT A**

**RECOMMENDATION TO HIRE:**

**ADMINISTRATIVE CONTRACT:**

Name	Position	Site/Dept	Effective
NONE			

**RECOMMENDATION TO HIRE:**

**CERTIFIED: TEMPORARY CONTRACT**

Name	Position	Site/Dept	Effective
Booth, Zachary	OK History teacher	YHS	8/6/2020
Halphen, Jarrod	Agriculture Ed teacher	YHS	7/1/2020
Gibbons, Brandi	6th grade ELA teacher	IIS	8/6/2020
Faulkner, Alexandra	SLP	Administration	8/6/2020
Barber, Rhett	US History Teacher	YHS	8/6/2020
Steiner, Kishia	PreK/Big 5 teacher	Parkland ES	8/6/2020
Langley, Chase	PE teacher	IIS	8/6/2020
Parker, Stephanie	LMS	RIS	8/6/2020
Metcalf, Bethany	4th grade ELA/SS	LIS	8/6/2020
Furlong, Jason	Math teacher	YHS	8/6/2020

**RECOMMENDATION TO HIRE:**

**SUPPORT:**

Name	Position	Site/Dept	Effective
Hill, Shelley	Secretary	Redstone IS	7/20/2020
Bohanon, Haley	Classroom Aide MOVE/YALE	YALE	8/11/2020
Denton, Cristy	Pre K/Big 5 TA	Parkland ES	8/6/2020
Diaz, Christina	Custodian	Athletics	7/13/2020
Thomas, Anthony	Custodian	Shedeck ES	7/13/2020
Herron, Tara	Paraprofessional/ABLE	Myers ES	8/12/2020

**SEASONAL STUDENT AND/OR ADULT**

Name	Position	Site/Dept	Effective
NONE			

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

Name	Position	Site/Dept	Effective	Explanation of Change
Rennels, Ryan	Math teacher	YHS	7/1/2020	from Asst. Princ. Intern
Miller, Amy Ruth	7th grade ELA	IIS	8/6/2020	from 6th grade FACS
Moore, Brooke	Paraprofessional	Redstone IS	8/1/2020	from Surrey Hills ES
Boyanton, Kristi	Kindergarten teacher	Parkland ES	8/6/2020	from PreK/Big 5
Edmonds, Ginger	PreK aide	Parkland ES	8/6/2020	from PreK/Big 5
Blum, Robin	SpEd Paraprofessional	YHS	8/11/2020	From YMS
Kliewer, Sarah	SLP	Myers ES	8/6/2020	From Central ES

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

<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Moon, Jennifer	Yearbook	Skyview ES	8/22/2019
Williams, Tina	Yearbook Coordinator	Central ES	8/15/2019
Erdman, Shelley	Yearbook	Ranchwood ES	9/3/2019
Eaves, Aubrie	Yearbook	Shedeck ES	10/1/2019
Quintana, Mary Beth	Yearbook	IIS	8/15/2019
Chambers, Jillian	PBIS Co-Facilitator	Surrey Hills ES	8/15/2019
Stults, Whitney	PBIS Co-Facilitator	Surrey Hills ES	8/16/2019
Cravens, Ashlie	Yearbook	Surrey Hills ES	8/15/2019
Alston, Kerry	Yearbook	Myers ES	8/1/2019
Statser, Debbie	Yearbook	Parkland ES	8/15/2019
Shoaf, Renee	ESY SPED teacher	YHS	6/1/2020
Spivey, Kim	ESY SLP	YHS	6/1/2020
Segawa, Hana	ESY SPED teacher	Myers ES	6/1/2020
Baldwin, Heather	ESY SPED teacher	Skyview ES	6/1/2020
Duncan, Jacki	ESY SPED teacher	Skyview ES	6/1/2020
Carter, Paula	ESY SPED teacher	Central ES	6/1/2020
Ward, Melanie	ESY SPED teacher	IIS	6/1/2020
Rankin, Rylee	ESY SPED teacher	Parkland ES	6/1/2020
Walker, Shauna	ESY SPED teacher	Central ES	6/1/2020
Moore, Ericka	ESY Sign Interpreter	YHS	6/1/2020
Bustos, Jourdan	Yearbook	LIS	8/15/2019
Cooper, Mat	Yearbook	LIS	8/15/2019
Loeffelholz, Amy	Yearbook	LIS	8/15/2019
Wilmuth, Alisa	Yearbook	LIS	8/15/2019
Webb, Tiffany	Virtual Adjunct Teacher	YHS	1/6/2020
Heimbach, Katherine	Virtual Adjunct Teacher	YHS	1/7/2020
Garner, Kim	Virtual Adjunct Teacher	YHS	1/8/2020
Shannon, Emilie	Virtual Adjunct Teacher	YHS	1/9/2020
Bassham, Chelsea	Virtual Adjunct Teacher	YHS	1/10/2020
VanAlphen, Brandi	Virtual Adjunct Teacher	YHS	1/11/2020
Sigle, Mical	Virtual Adjunct Teacher	YHS	1/12/2020
Nelson, Kellie	Virtual Adjunct Teacher	YHS	1/13/2020
Davis, Jasmine	Virtual Adjunct Teacher	YHS	1/14/2020
Smith, Chris	Virtual Adjunct Teacher	YHS	1/15/2020
Parker, Jessica	Virtual Adjunct Teacher	YHS	1/16/2020

**RECOMMENDATION TO REHIRE:**

<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Wingard, Amy	Curriculum	Administration	SY 20-21

**RESIGNATIONS/RETIREMENTS/SEPARATIONS:**

<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>	<b>Explanation of Change</b>
Snowden, Shelby	STOP/Act Grant	Administration	6/30/2020	non-rehire
Shae, Heather	STOP/Act Grant	Administration	7/1/2020	non-rehire
Mitri, Heather	Paraprofessional	Parkland ES	5/21/2020	personal reasons
Robertson, Ricki	English teacher	YMS	5/22/2020	retirement
Olvera, Roque	Custodian	Shedeck ES	6/30/2020	retirement
Wilkerson, Clifford	Bus driver	Transportation	5/21/2020	leaving education
Rightmire, Stephanie	Classroom Aide	Surrey Hills ES	5/21/2020	moving
Lee, Robert	US History teacher/coach	YHS	5/22/2020	another district in state
Marshall, Joshua	Playground monitor	IIS	5/21/2020	no reason given
Moore, Virgil	Playground monitor	Ranchwood ES	5/21/2020	leaving education
Gray, JaKenzee	paraprofessional	Surrey hills ES	5/21/2020	leaving education
Fuller, Amber	SLP	Administration	5/22/2020	homemaking
Lesperance, Angela	Interpreter	IIS	5/21/2020	no reason given
Bullock, Billie	SpEd Teacher	YHS	5/22/2020	personal reasons
Tapia, Lorien	Playground Monitor	IIS	5/21/2020	leaving education
Baldwin, Heather	SpEd Teacher	Myers ES	5/22/2020	another school in state



**PERSONNEL REPORT FOR:**

June 2020

**YPS**

**EXHIBIT A**

**RECOMMENDATION TO HIRE:**

**ADMINISTRATIVE CONTRACT:**

Name	Position	Site/Dept	Effective
NONE			

**RECOMMENDATION TO HIRE:**

**CERTIFIED: TEMPORARY CONTRACT**

Name	Position	Site/Dept	Effective
	OK History teacher		8/6/2020
	Agriculture Ed teacher		7/1/2020
	6th grade ELA teacher		8/6/2020
	SLP		8/6/2020
	US History Teacher		8/6/2020
	PreK/Big 5 teacher		8/6/2020
	PE teacher		8/6/2020
	LMS		8/6/2020
	4th grade ELA/SS		8/6/2020
	Math teacher		8/6/2020

**RECOMMENDATION TO HIRE:**

**SUPPORT:**

Name	Position	Site/Dept	Effective
	Secretary		7/20/2020
	Classroom Aide MOVE/YALE		8/11/2020
	Pre K/Big 5 TA		8/6/2020
	Custodian		7/13/2020
	Custodian		7/13/2020
	Paraprofessional/ABLE		8/12/2020

**SEASONAL STUDENT AND/OR ADULT**

Name	Position	Site/Dept	Effective
NONE			

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

Name	Position	Site/Dept	Effective	Explanation of Change
Rennels, Ryan	Math teacher	YHS	7/1/2020	from Asst. Princ. Intern
Miller, Amy Ruth	7th grade ELA	IIS	8/6/2020	from 6th grade FACS
Moore, Brooke	Paraprofessional	Redstone IS	8/1/2020	from Surrey Hills ES
Boyanton, Kristi	Kindergarten teacher	Parkland ES	8/6/2020	from PreK/Big 5
Edmonds, Ginger	PreK aide	Parkland ES	8/6/2020	from PreK/Big 5
Blum, Robin	SpEd Paraprofessional	YHS	8/11/2020	From YMS
Kliewer, Sarah	SLP	Myers ES	8/6/2020	From Central ES

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Duncan, Jacki	ESY SPED teacher	Skyview ES	6/1/2020
Carter, Paula	ESY SPED teacher	Central ES	6/1/2020
Ward, Melanie	ESY SPED teacher	IIS	6/1/2020
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Bassham, Chelsea	Virtual Adjunct Teacher	YHS	1/10/2020
VanAlphen, Brandi	Virtual Adjunct Teacher	YHS	1/11/2020
Sigle, Mical	Virtual Adjunct Teacher	YHS	1/12/2020
Nelson, Kellie	Virtual Adjunct Teacher	YHS	1/13/2020
Davis, Jasmine	Virtual Adjunct Teacher	YHS	1/14/2020
Smith, Chris	Virtual Adjunct Teacher	YHS	1/15/2020
Parker, Jessica	Virtual Adjunct Teacher	YHS	1/16/2020

**RECOMMENDATION TO REHIRE:**

<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Wingard, Amy	Curriculum	Administration	SY 20-21

**RESIGNATIONS/RETIREMENTS/SEPARATIONS:**

<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>	<b>Explanation of Change</b>
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