

AGENDA
Sterling Public Schools
Regular Virtual and Physical Meeting
Sterling Public Schools Library
400 S 2nd Street
Sterling, OK 73567
Tuesday, August 11, 2020 at 7:00 PM

This meeting will be conducted via teleconferencing, via videoconferencing, and at a physical location.

1. Roll call and call to order.
2. Invocation - Kent Lemons, and Pledge of Allegiance - Jeff Milam.
3. Open meeting law statement as set forth in open meeting act title 25 OSA State Statute 301-314 and Oklahoma HB 2409 sections 301-307.
4. Recognitions - Hats off to the administrators, teachers, staff, custodians, and students for making the start of 20-21 smooth and hopefully the beginning of a great year!
5. Discussion/Approval Items
 1. Consent agenda: All of the following items, which concern reports and items of a routine nature normally approved, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items the consent agenda consists of the discussion, consideration, and approval of the following items:
 1. Approve minutes of the previous meetings.
 2. Approve financial statements.
 3. Approve transfers within activity account.
 4. Approve purchase orders and warrants for the following funds: general, building, sinking, and any change order list.
 5. Approve activity accounts.
 6. Approve resignations - Sierra Dotson, Luther Woolbright
 7. Discussion and possible vote to approve the Oklahoma Department of Career and Technology Education Notice of Allocation of State or federal Aid to Districts for FY 2021 and approve the Career and Technology Contract for the 2020-2021 school year.
 2. Discussion of the Fund Balance and State Aid Formula for 2020-2021.
 3. Discussion and possible vote to approve participation in an alternative education cooperative with Elgin Public Schools for the 2020-2021 school year.
 4. Discussion and possible vote to employ student workers for one hour a day in the cafeteria for the 2020-2021 school year.
 5. Discussion and possible vote to approve Jayson Wilson as a volunteer coach for the 2020-2021 school year.

6. Discussion and possible vote to approve Mike Moore as a volunteer coach for the 2020-2021 school year.
7. Discussion and possible vote to approve Grant Stanley as a volunteer coach for the 2020-2021 school year.
8. Discussion and possible vote to approve Darrell Stanley as an adjunct teacher teaching photography, Timothy Black as an adjunct teacher teaching music appreciation, and Danny Smart as an adjunct teacher teaching General Technology One.
9. Discussion and possible vote to approve policies FB, FB-E1, FB-E2, and FB-E3 related to sexual harassment, as well as DABB on records investigations.
10. Discussion and possible vote to approve the revised EHDF to meet leagl requirements for online instruction.
11. Discussion and possible vote to amend policy FDC-R1.
12. Discussion and possible vote to require all secondary students to take semester tests due to the current situation with COVID 19.
13. Discussion and possible vote to adopt the Sterling Public Schools Distance Learning Plan.
14. Discussion and possible vote to hire Wanda Kittleson as a paraprofessional for the 20-21 school year.
6. Administrative reports.
 1. Principal Reports
7. Superintendent report - CARES Grant, Hotspot Grant, Mowers, Start of School, Extracurricular Activities
8. New business.
9. Vote to adjourn

Board Of Education Agenda- Special Meeting

Tuesday, July 14, 2020 7:00 PM

Sterling Public Schools Library, 400 S 2nd Street, Sterling, OK 73567

Attendance Taken at 7:09 PM.

Jeff Milam: Present

Brian Moore: Present

Shawn Nunley: Absent

Candra Turpin: Present

Shannon Wilmeth: Present

Present: 4, Absent: 1.

1. Roll call and call to order.

2. Discussion and possible board action to reorganize the officers of the board: President, Vice-President and Clerk.

President Candra Turpin

Vice President Shannon Wilmeth

Clerk Brian Moore

Passed with a motion by Jeff Milam and a second by Brian Moore.

Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea

Yea: 4, Nay: 0, Absent: 1

3. Invocation – Kent Lemons, and Pledge of Allegiance - Candra Turpin.

4. Open meeting law statement as set forth in open meeting act title 25 OSA State Statute 301-314 and Oklahoma HB 2409 sections 301-307.

5. Discussion/Approval Items

Consent agenda passed with a motion by Shannon Wilmeth and a second by Jeff Milam.

Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea

Yea: 4, Nay: 0, Absent: 1

5.1. Consent agenda: All of the following items, which concern reports and items of a routine nature normally approved, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items the consent agenda consists of the discussion, consideration, and approval of the following items:

5.1.1. Approve minutes of the previous meetings.

5.1.2. Approve financial statements.

5.1.3. Approve transfers within activity account.

5.1.4. Approve purchase orders and warrants for the following funds: general, building, sinking, and any change order list.

5.1.5. Approve activity accounts.

5.1.6. Discussion and possible vote to approve the use of the Tulsa Leadership Model and McREL for evaluation instruments for the 2020-2021 school year.

5.1.7. Discussion and possible vote to approve the renewal of Odysseyware as the online curriculum provider for the 2020-2021 school year.

5.1.8. Approve resignations.

5.1.9. Discussion and possible vote to allow application to the Lawton Community Foundation/Oklahoma Community Foundation.

5.2. Discussion and possible vote to approve the contract presented with Alliance Network Solutions.

Motion to approve the contract presented with Alliance Network Solutions Passed with a motion by Jeff Milam and a second by Shannon Wilmeth.

Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea

Yea: 4, Nay: 0, Absent: 1

5.3. Discussion and possible vote to approve the contract with the Cooperative Council for Oklahoma School Administration (CCOSA).

Motion to approve the contract with the Cooperative Council for Oklahoma School Administration (CCOSA) Passed with a motion by Shannon Wilmeth and a second by Jeff Milam.

Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea

Yea: 4, Nay: 0, Absent: 1

5.4. Discussion and possible vote to approve activity fund revenues and expenditures for the 2020-2021 school year.

Motion to approve activity fund revenues and expenditures for the 2020-2021 school year Passed with a motion by Jeff Milam and a second by Shannon Wilmeth.

Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea

Yea: 4, Nay: 0, Absent: 1

5.5. Discussion and possible vote to approve milk bids for child nutrition for the 2020-2021 school year.

Motion to approve milk bids vendor or vendors for child nutrition for the 2020-2021 school year Passed with a motion by Jeff Milam and a second by Brian Moore.

Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea

Yea: 4, Nay: 0, Absent: 1

5.6. Discussion and possible vote to approve bread bids for child nutrition for the 2020-2021 school year.

Motion to approve bread bid vendor or vendors for child nutrition for the 2020-2021 school year Passed with a motion by Jeff Milam and a second by Brian Moore.

Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea

Yea: 4, Nay: 0, Absent: 1

5.7. Discussion and possible vote to approve food bids for child nutrition for the 2020-2021 school year.

Motion to approve food bid vendor or vendors, including the Prime Vendor for child nutrition for the 2020-2021 school year Passed with a motion by Shannon Wilmeth and a second by Jeff Milam. Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea
Yea: 4, Nay: 0, Absent: 1

5.8. Discussion and possible vote to approve offer verses serve provision for the child nutrition program for 2020-2021.

Motion to approve offer verses serve provision for the child nutrition program for 2020-2021 Passed with a motion by Shannon Wilmeth and a second by Brian Moore. Shawn Nunley: Absent, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea
Yea: 4, Nay: 0, Absent: 1

Shawn Nunley arrived at 7:35 pm

5.9. Discussion and possible vote to approve increases in lunch prices for the 2020-2021 school year.

Motion to approve leave prices the same in lunch prices for the 2020-2021 school year Passed with a motion by Brian Moore and a second by Jeff Milam. Shawn Nunley: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea
Yea: 5, Nay: 0, Absent: 0

5.10. Discussion and possible vote to increase the salary of Brett Barrett and Luther Woolbright to \$24,000 as a half time certified teacher for the 2020-2021 school year.

Motion to increase the salary of Brett Barrett and Luther Woolbright to \$24,000 as a half time certified teacher for the 2020-2021 school year Passed with a motion by Jeff Milam and a second by Shannon Wilmeth. Shawn Nunley: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea
Yea: 5, Nay: 0, Absent: 0

5.11. Discussion and possible vote to approve new and modified policies or regulations ECA, EHDF, FDC-P, FDC-R1, and GK recommended by OSSBA.

Motion to approve policies or regulations ECA, EHDF, FDC-P, FDC-R1, and GK Passed with a motion by Jeff Milam and a second by Brian Moore. Shawn Nunley: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea
Yea: 5, Nay: 0, Absent: 0

5.12. Discussion and possible vote to approve School Year 20/21 opening procedures.

Motion to approve School Year 20/21 opening procedures. Passed with a motion by Jeff Milam and a second by Shawn Nunley. Shawn Nunley: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea
Yea: 5, Nay: 0, Absent: 0

6. Administrative reports.

6.1. Principal Reports

7. Superintendent report - Board Training Hours, Hotspot Grant, Indian Ed Grant, maintenance, buses, CARES, Re-Opening Plan

8. Vote to adjourn

Motion to adjourn at 8:43 Passed with a motion by Brian Moore and a second by Shannon Wilmeth.

Shawn Nunley: Yea, Jeff Milam: Yea, Brian Moore: Yea, Candra Turpin: Yea, Shannon Wilmeth: Yea

Yea: 5, Nay: 0, Absent: 0

Chairperson

Superintendent

**TREASURER'S CASH BALANCES
AS OF JULY 31, 2020**

FNB OF FLETCHER

CHECKING .40

ACTIVITY FUND	\$116,169.74
GENERAL FUND	\$5,733.13
BUILDING FUND	\$34,024.00
BOND FUND	\$79,190.69
BOND TRANSPORATION FUND	\$0.00
SINKING FUND	\$75,778.13
	\$310,895.69

CD'S

GENERAL FUND (#7713)		
MATURES 6/10/21 1.50%	\$100,000.00	
GENERAL FUND (#7725)		
MATURES 4/17/21 2.00%	\$100,000.00	
		<u>\$200,000.00</u>

TOTAL CASH @ FNB OF FLETCHER **\$510,895.69**

TOTAL PLEDGES AS OF 7/31/2020 **\$2,150,000.00**

LIBERTY NATIONAL BANK

GENERAL FUND MATURES (1283) 1/8/2021 2.00%	\$100,001.64
GENERAL FUND	\$305,733.13
BUILDING FUND	\$34,024.00
BOND FUND	\$79,190.69
BOND TRANSPORATION FUND	\$0.00
SINKING FUND	\$75,778.13
ACTIVITY FUND	\$116,169.74
	\$610,895.69

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GEN FUND-FOR OP						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$0.00	\$430.36	\$0.00	\$430.36	N/A	\$430.36
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$383.62	\$0.00	\$383.62	N/A	\$383.62
Source - 1310 INTEREST EARNINGS	\$0.00	\$289.80	\$0.00	\$289.80	N/A	\$289.80
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	\$0.00	\$1,000.00	\$0.00	\$1,000.00	N/A	<i>QZAB</i> \$1,000.00
Series - 1000 Total	\$0.00	\$2,103.78	\$0.00	\$2,103.78	N/A	\$2,103.78
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$0.00	\$391.91	\$0.00	\$391.91	N/A	\$391.91
Source - 2200 COUNTY APPORT. (MORTGAGE TAX)	\$0.00	\$886.50	\$0.00	\$886.50	N/A	\$886.50
Series - 2000 Total	\$0.00	\$1,278.41	\$0.00	\$1,278.41	N/A	\$1,278.41
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$0.00	\$8.22	\$0.00	\$8.22	N/A	\$8.22
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$0.00	\$14,807.67	\$0.00	\$14,807.67	N/A	\$14,807.67
Source - 3130 RURAL ELECTRIC COOP.TAX	\$0.00	\$5,137.25	\$0.00	\$5,137.25	N/A	\$5,137.25
Source - 3140 STATE SCHOOL LAND EARNINGS	\$0.00	\$8,749.84	\$0.00	\$8,749.84	N/A	\$8,749.84
Source - 3150 VEHICLE TAX STAMPS	\$0.00	\$34.54	\$0.00	\$34.54	N/A	\$34.54
Series - 3000 Total	\$0.00	\$28,737.52	\$0.00	\$28,737.52	N/A	\$28,737.52
Series - 4000						
Source - 4180 TITLE VI SMALL RURAL SCHOOL	\$0.00	\$501.43	\$0.00	\$501.43	N/A	\$501.43
Source - 4210 TITLE I-BASIC PROGRAM	\$0.00	\$19,238.98	\$0.00	\$19,238.98	N/A	\$19,238.98
Source - 4310 INDIV.WITH DISABIL.IDEA --B	\$0.00	\$15,080.16	\$0.00	\$15,080.16	N/A	\$15,080.16
Source - 4710 LUNCHES	\$0.00	\$3,326.88	\$0.00	\$3,326.88	N/A	\$3,326.88
Series - 4000 Total	\$0.00	\$38,147.45	\$0.00	\$38,147.45	N/A	\$38,147.45
Fund - 11 GEN FUND-FOR OP Total	\$0.00	\$70,267.16	\$0.00	\$70,267.16	N/A	\$70,267.16

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 21 Building						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$0.00	\$61.52	\$0.00	\$61.52	N/A	\$61.52
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$54.84	\$0.00	\$54.84	N/A	\$54.84
Source - 1310 INTEREST EARNINGS	\$0.00	\$9.86	\$0.00	\$9.86	N/A	\$9.86
Series - 1000 Total	\$0.00	\$126.22	\$0.00	\$126.22	N/A	\$126.22
Fund - 21 Building Total	\$0.00	\$126.22	\$0.00	\$126.22	N/A	\$126.22

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 31 BOND FUND						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$23.59	\$0.00	\$23.59	N/A	\$23.59
Series - 1000 Total	\$0.00	\$23.59	\$0.00	\$23.59	N/A	\$23.59
Fund - 31 BOND FUND Total	\$0.00	\$23.59	\$0.00	\$23.59	N/A	\$23.59

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 41 Sinking						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$0.00	\$93.81	\$0.00	\$93.81	N/A	\$93.81
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$117.04	\$0.00	\$117.04	N/A	\$117.04
Source - 1310 INTEREST EARNINGS	\$0.00	\$22.67	\$0.00	\$22.67	N/A	\$22.67
Series - 1000 Total	\$0.00	\$233.52	\$0.00	\$233.52	N/A	\$233.52
Fund - 41 Sinking Total	\$0.00	\$233.52	\$0.00	\$233.52	N/A	\$233.52

Sterling Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 60 SCHOOL ACTIVITY FNDS						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$20.02	\$0.00	\$20.02	N/A	\$20.02
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	\$0.00	\$650.00	\$0.00	\$650.00	N/A	\$650.00
Source - 1880 SUPPLIES & MAT.SOLD TO STUD.	\$0.00	\$330.00	\$0.00	\$330.00	N/A	\$330.00
Source - 1890 OTHER ATHLETIC REVENUE	\$0.00	\$400.00	\$0.00	\$400.00	N/A	\$400.00
Source - 1910 ADMISSIONS	\$0.00	\$5,888.00	\$0.00	\$5,888.00	N/A	\$5,888.00
Source - 1920 CONCESSION SALES	\$0.00	\$1,411.55	\$0.00	\$1,411.55	N/A	\$1,411.55
Source - 1950 RESALE MERCH.(NOT STU. STORE)	\$0.00	\$1,321.00	\$0.00	\$1,321.00	N/A	\$1,321.00
Source - 1971 FEES OR DUES	\$0.00	\$30.00	\$0.00	\$30.00	N/A	\$30.00
Series - 1000 Total	\$0.00	\$10,050.57	\$0.00	\$10,050.57	N/A	\$10,050.57
Fund - 60 SCHOOL ACTIVITY FNDS Total	\$0.00	\$10,050.57	\$0.00	\$10,050.57	N/A	\$10,050.57

Board Meeting Date: AUG 11, 2020

FY 20 GENERAL FUND

Vote to approve warrants #1421 through #1433 in the amount of \$7356.42

FY 20 BUILDING FUND

FY 21 GENERAL FUND

Vote to approve purchase orders #154 through #164 in the amount of \$105389.00

Vote to approve warrants #1 though #47 in the amount of \$176497.66

FY 21 BUILDING FUND

Vote to approve warrant #1 in the amount of \$36506.65

FY 21 BOND FUND

Sterling Schools
Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 154 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	154	07/14/2020	22391	TIMOTHY BLACK	REIMB. ADJUNCT TEACHER FEE	25.00
11	155	07/16/2020	21180	SHERRI CURRY	PROFESSIONAL DEVELOPMENT	300.00
11	156	07/16/2020	80064	JANIE INGRAM	PROFESSIONAL DEVELOPMENT	150.00
11	157	07/23/2020	22580	ICEV	TEACHER & STUDENT SOFTWARE LICENSE	2,150.00
11	158	07/23/2020	22034	IXL SUBSCRIPTION	IXL CORE CLASSES	599.00
11	159	07/29/2020	22040	OLEN WILLIAMS SALES & SERVICE	SCOREBOARD REPAIR	1,070.00
11	160	07/30/2020	22581	BWA ARCHITECTS	ARCHITECT SERVICES	92,000.00
11	161	08/04/2020	22582	EDU-PARTS	CHROMEBOOK PARTS	5,000.00
11	162	08/04/2020	22583	APPLIED EDUCATIONAL SYSTEMS	ANATOMY DIGITAL RESOURCES	70.00
11	163	08/04/2020	22584	SPARKLETS & SIERRA SPRINGS	WATER	4,000.00
11	164	08/06/2020	22053	DANIEL SMART	REIMB. FOR ADJ TEACHER LICENSE	25.00
Non-Payroll Total:						\$105,389.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$105,389.00

Sterling Schools

Payment Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 7/31/2020, Print Payroll Payments: True

Year	Fund	No	Date	Vendor	Date Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2020	11	1421	07/21/2020	SYNCB/AMAZON			7/21/2020	7/31/2020	1	\$1,174.44
2020	11	1422	07/21/2020	CARDMEMBER SERVICES			7/21/2020	7/31/2020	1	\$407.00
2020	11	1423	07/21/2020	CENTERPOINT			7/21/2020			\$321.94
2020	11	1424	07/21/2020	FLOOR TECH JANITORIAL			7/21/2020	7/31/2020	1	\$503.80
2020	11	1425	07/21/2020	HILAND			7/21/2020	7/31/2020	1	\$247.44
2020	11	1426	07/21/2020	OTA PIKEPASS CUSTOMER SERVICE			7/21/2020	7/31/2020	1	\$11.10
2020	11	1427	07/21/2020	SOUTHERN HARDLINES, INC.-ELGIN			7/21/2020	7/31/2020	1	\$260.64
2020	11	1428	07/21/2020	THE HOME DEPOT PRO			7/21/2020	7/31/2020	1	\$3,699.10
2020	11	1429	07/21/2020	SUTHERLAND'S			7/21/2020	7/31/2020	1	\$38.17
2020	11	1430	07/21/2020	TH ROGERS LUMBER COMPANY			7/21/2020	7/31/2020	1	\$60.59
2020	11	1431	07/21/2020	TIGER PAW QUICK MART			7/21/2020	7/31/2020	1	\$240.43
2020	11	1432	07/21/2020	WILLIAMS DISCOUNT FOODS			7/21/2020	7/31/2020	1	\$52.31
2020	11	1433	07/21/2020	WINDSTREAM			7/21/2020			\$339.46
Non-Payroll Total:										\$7,356.42
Payroll Total:										\$0.00
Balance Foward:										\$3,100,411.58
Total:										\$3,107,768.00

Sterling Schools

Payment Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 7/31/2020, Print Payroll Payments: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2021	11	1	07/09/2020	AMERICAN FIDELITY ASSURANCE CO	R		7/9/2020	7/31/2020	1	\$160.69
2021	11	2	07/09/2020	AMERICAN FIDELITY ASSURANCE CO	R		7/9/2020	7/31/2020	1	\$83.33
2021	11	3	07/09/2020	American Fidelity HSA Admin	R		7/9/2020	7/31/2020	1	\$100.00
2021	11	4	07/09/2020	INTERNAL REVENUE SERVICE	R		7/9/2020	7/31/2020	1	\$4,407.82
2021	11	5	07/09/2020	FNB OF FLETCHER	R		7/9/2020	7/31/2020	1	\$12,229.11
2021	11	6	07/09/2020	EMPLOYEE DEPOSIT ACCOUNT	R		7/9/2020	7/31/2020	1	\$100.00
2021	11	7	07/09/2020	OMES	R		7/9/2020	7/31/2020	1	\$3,482.54
2021	11	8	07/09/2020	OKLAHOMA TAX COMMISSION	R		7/9/2020	7/31/2020	1	\$889.00
2021	11	9	07/09/2020	OK TEACHERS' RETIREMENT SYSTEM	R		7/9/2020	7/31/2020	1	\$2,978.73
2021	11	10	07/09/2020	UNUM Life Insurance	R		7/9/2020	7/31/2020	1	\$12.60
2021	11	11	07/09/2020	KARLI BRIDGES	PD		7/9/2020			\$0.00
2021	11	12	07/09/2020	RONITA BRIDGES	PD		7/9/2020			\$0.00
2021	11	13	07/09/2020	DYLAN BURK	PN		7/9/2020	7/31/2020	1	\$987.12
2021	11	14	07/09/2020	LISA BYRD	PD		7/9/2020			\$0.00
2021	11	15	07/09/2020	MAKAYLA MAE CURRY	PN		7/9/2020	7/31/2020	1	\$328.36
2021	11	16	07/09/2020	RACHEL GREGG	PN		7/9/2020	7/31/2020	1	\$583.75
2021	11	17	07/09/2020	KIEL ROWAN	PD		7/9/2020			\$0.00
2021	11	18	07/09/2020	GREGORY K LEMONS	PD		7/9/2020			\$0.00
2021	11	19	07/09/2020	RYLEN LEMONS	PN		7/9/2020	7/31/2020	1	\$830.17
2021	11	20	07/09/2020	MATIAS PUCCIO	PN		7/9/2020			\$289.11
2021	11	21	07/09/2020	KAMRYN TURPIN	PN		7/9/2020	7/31/2020	1	\$645.99
2021	11	22	07/16/2020	THE CENTER FOR EDUCATION LAW, P			7/16/2020	7/31/2020	1	\$700.00
2021	11	23	07/16/2020	MAS			7/16/2020	7/31/2020	1	\$9,514.00
2021	11	24	07/16/2020	OASIS, TREASURER			7/16/2020	7/31/2020	1	\$250.00
2021	11	25	07/16/2020	OKTLE			7/16/2020	7/31/2020	1	\$504.00
2021	11	26	07/16/2020	ONSOLVE, LLC			7/16/2020	7/31/2020	1	\$639.63
2021	11	27	07/16/2020	OROS			7/16/2020			\$600.00
2021	11	28	07/16/2020	OSAG			7/16/2020	7/31/2020	1	\$14,811.00
2021	11	29	07/16/2020	OSRMT			7/16/2020	7/31/2020	1	\$85,341.50
2021	11	30	07/16/2020	OSSBA			7/16/2020	7/31/2020	1	\$3,850.00
2021	11	31	07/16/2020	SCENARIO LEARNING, LLC			7/16/2020	7/31/2020	1	\$637.74
2021	11	32	07/16/2020	THE ALARM GROUP INC		07/16/2020				\$0.00
2021	11	33	07/21/2020	SYNCB/AMAZON			7/21/2020	7/31/2020	1	\$32.91
2021	11	34	07/21/2020	BLEDSON, HEWETT, & GULLEKSON IN			7/21/2020			\$1,500.00
2021	11	35	07/21/2020	EDMENTUM, INC			7/21/2020	7/31/2020	1	\$5,156.25
2021	11	36	07/21/2020	HOLT ELECTRIC LLC			7/21/2020	7/31/2020	1	\$80.00
2021	11	37	07/21/2020	INSURICA OF LAWTON			7/21/2020	7/31/2020	1	\$158.00
2021	11	38	07/21/2020	MAS			7/21/2020	7/31/2020	1	\$250.00
2021	11	39	07/21/2020	EDGENUITY, INC.			7/21/2020	7/31/2020	1	\$18,250.00
2021	11	40	07/21/2020	OSSBA			7/21/2020	7/31/2020	1	\$60.00
2021	11	41	07/21/2020	SCENARIO LEARNING, LLC			7/21/2020	7/31/2020	1	\$1,475.28
2021	11	42	07/21/2020	SCHOLASTIC, INC			7/21/2020	7/31/2020	1	\$1,773.28
2021	11	43	07/21/2020	SOUTHWESTERN WELDING SUPPLY			7/21/2020	7/31/2020	1	\$640.00
2021	11	44	07/21/2020	STARFALL EDUCATION FOUNDATON			7/21/2020			\$203.00
2021	11	45	07/21/2020	THE HOME DEPOT PRO			7/21/2020	7/31/2020	1	\$529.80
2021	11	46	07/21/2020	T & W TIRE, LLC			7/21/2020	7/31/2020	1	\$189.99
2021	11	47	07/21/2020	THE ALARM GROUP INC			7/21/2020	7/31/2020	1	\$1,242.96
Non-Payroll Total:										\$148,389.34
Payroll Total:										\$28,108.32
Balance Foward:										\$0.00
Total:										\$176,497.66

Sterling Schools

Payment Register

Options: Year: 2020-2021, Fund: Building, Date Range: 7/1/2020 - 7/31/2020, Print Payroll Payments: True

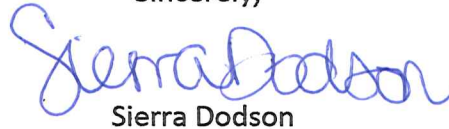
Year	Fund	No	Date	Vendor	Date Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2021	21	1	07/16/2020	ZIONS BANK			7/16/2020	7/31/2020	1	\$36,506.65
Non-Payroll Total:										\$36,506.65
Payroll Total:										\$0.00
Balance Foward:										\$0.00
Total:										\$36,506.65

07/29/20

Dear Sterling Public Schools,

Please accept this as a formal notice of my resignation from my elementary teacher position. After careful consideration, I have made the decision to resign in order to pursue other career opportunities. Working for Sterling Public Schools has been a wonderful experience. This job has afforded me many valuable opportunities to learn and grow. I am very grateful to have been a part of this amazing school system the past five years. I wish you all the best for continued growth and success in the future.

Sincerely,



Sierra Dodson



7-30-20

Sterling Public Schools
Board of Education and Administration
August 4th 2020

HL
8-5-20

I would like to thank the Board of Education and Administration at Sterling Public Schools for the half day employment for the past three years. Sterling Schools has been a wonderful place to work. However, at this time I would like to resign my position as a half day teacher. Thank you for all you've done for me and my family.

Sincerely:



Luther W. Woolbright

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 21

SUPERINTENDENT
 STERLING SCHOOL SYSTEM
 PO BOX 158
 STERLING, OK, 735670158

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
1.00 AG EDUCATION			\$12,742.00
1.00 FAM AND CONSUMER SCIENCES			\$6,227.00
Summer Salary	411	3811	
1.00 AG EDUCATION			\$7,320.00
State Teacher Supplement	411	3811	
1.00 AG EDUCATION			\$2,600.00
1.00 FAM AND CONSUMER SCIENCES			\$2,200.00
Total:			\$31,089.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Debbi Butterfield at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Stephanie Rossander
 Finance Manager
 Oklahoma Department of Career and Technology Education

7/16/2020 11:28 AM
 Date

Oklahoma State Department of Education

State Aid Calculation Sheet

2020 - 2021

Statewide Report

FOUNDATION AID

County: 16 - COMANCHE District: I003 - STERLING

	2019	2020	2021	
Weighted ADM	Full	Full	1st 9 Weeks	
	616.05	567.28	0.00	
High Year	2019			
Weighted ADM	<u>616.05</u>	x Foundation Aid Factor	<u>1,764.49</u>	= <u>1,087,014.06 (1)</u>

SUBTRACT CHARGEABLE INCOME

(Valuations: Up to 11% - Down to 11%)

Adjusted Valuation *plus increased millage because of personal property tax adjustment = 187,565.07

2019-2020 Collections (July 2019 through June 2020)

75% of County 4-Mill Levy 55,300.06 x .75 = 41,475.05

School Land 50,579.31

Gross Production 430.43

Motor Vehicle Collections 133,285.56

R.E.A. Tax 70,251.93

TOTAL CHARGEABLES TOTAL = 483,587.35 (2)

FOUNDATION AID TOTAL (Amount [1] Less Amount [2]) = 603,426.71 (3)

Zero if Less Than Zero

TRANSPORTATION:

(Average Daily Haul x Per Capita x Transportation Factor)

<u>189.50</u>	x	<u>84</u>	x	<u>1.39</u>		
ADH		Per Capita		Transp. Factor		
					TOTAL	= <u>22,126.02 (4)</u>

SALARY INCENTIVE AID

A. 85.10 Incentive Factor x 616.05 = 52,425.86
(Weighted ADM)

B. 10,547,651.44 Adjusted District Assessed Valuation / 1000 = 10,547.6514

C. Step A (-) Step B = 41,878.20

Step C x 20 Mills = **SALARY INCENTIVE AID** = 837,564.20 (5)

TOTAL BASIC STATE AID (Amount 3 + 4 + 5) = 1,463,116.93 (6)

Total Adjustments 0.00 (7)

TOTAL NET STATE AID (Amount 6 + 7) = 1,463,116.93 (8)

**I-3, Comanche County
Fund Balances
June 30, 2020**

	<u>General Fund</u>	<u>Building Fund</u>	<u>Bond #31 Fund</u>	<u>Bond #32 Fund</u>
Cash/ Investment Balance - 6/30/20	510,110.84	70,404.43	79,167.10	0.00
Less:				
Outstanding Warrants	(131,936.27)	0.00	0.00	0.00
Reserved Encumbrances	<u>(13,373.59)</u>	<u>(3,534.00)</u>	<u>0.00</u>	<u>0.00</u>
FUND BALANCE - JUNE 30, 2020	<u><u>364,800.98</u></u>	<u><u>66,870.43</u></u>	<u><u>79,167.10</u></u>	<u><u>0.00</u></u>

	<u>Sinking Fund</u>
Cash/ Investment Balance - 6/30/20	75,544.61
Less:	
Outstanding Warrants	0.00
Reserved Encumbrances	<u>0.00</u>
FUND BALANCE - JUNE 30, 2020	<u><u>75,544.61</u></u>

RECORDS INVESTIGATION

The _____ Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

Any teacher employed prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022, to complete the criminal history background checks.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history records check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

A any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the

preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing.

RECORDS INVESTIGATION Con't

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

TECHNOLOGY CENTER SCHOOLS ONLY:

The requirement for a national criminal history record check shall not apply to technology center employees hired on a part-time or temporary basis for the instruction of adult students only.

REFERENCE: 70 O.S. §5-142

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The _____ Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
 - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions
 - A. Administrators and Supervisors
 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

- 3. ~~The school district is not concerned with~~ The "off-duty" conduct of school personnel that unless the conduct has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

- 3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

- 4. Reporting Allegations of Sexual Harassment, Investigation, and Sanctions
 - A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. ~~This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.~~
 - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator may then sign the complaint and/or should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
 - 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
 - B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

SEXUAL HARASSMENT OF STUDENTS (Cont.)5. Grievance Procedure.

- A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
- B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
- C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
- D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
- F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
- G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.
- H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

- A. Notice of the grievance process, including any informal resolution process;
- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

- E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

9. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: _____ . These materials will also be available to the public.

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

- ~~_____ C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.~~
- ~~_____ D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.~~
- ~~_____ E. A copy of this Sexual Harassment policy will be provided to students and parents each year.~~
- ~~_____ F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.~~

REFERENCE: Title VII of the Civil Rights Act of 1964
 42 U.S.C. §2000e-2
 29 C.F.R. §1604.1, et seq.
 U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

SEXUAL HARASSMENT INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Alleged Sexual Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- | | |
|--|---|
| <input type="checkbox"/> Name Calling | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Demeaning Comments |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Staring/Leering | <input type="checkbox"/> Damaging Property |
| <input type="checkbox"/> Writing/Graffiti | <input type="checkbox"/> Shoving/Pushing |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Hitting/Kicking |
| <input type="checkbox"/> Taunting/Ridiculing | <input type="checkbox"/> Flashing a Weapon |
| <input type="checkbox"/> Inappropriate Touching | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____ | |

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

**WRITTEN NOTICE TO KNOWN PARTIES
REGARDING ALLEGATIONS OF SEXUAL HARASSMENT**

On the ___ day of _____, 20___, the district received formal notification of an allegation of sexual harassment. The respondent is presumed not responsible for the conduct. Responsibility will be determined at the conclusion of the grievance process. Both parties are entitled to have an advisor and to review and inspect evidence. The district's student discipline policies prohibit making false statements or providing false information in the grievance process. Both parties will be treated equally during the investigation and process to resolve the allegations. The district's grievance procedure is located at policy FB, a copy of which is attached to this correspondence, and includes the following steps:

1. Informal resolution. If the parties' consent, informal resolution procedures may be utilized to resolve the allegation.
2. Notice and Summary of Allegations. (Sufficient details must be included here to allow the respondent to prepare a response).
3. Investigation of Allegations. The school district has designated _____ to act in the role of the investigator. Contact information is as follows: (insert contact information).
4. Interviews. Interviews may be scheduled in accordance with school district policy.
5. Evidence. Both parties will have the right to review all evidence that is directly related to the allegations in the complaint.
6. Report. A written investigation report will be provided to both parties at least ten days prior to a hearing or determination of responsibility.
7. Hearing. The Title IX coordinator will determine on a case by case basis as to whether the hearing will be a live hearing or whether it will be a written hearing.
8. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence or a clear and convincing evidence standard) to determine responsibility and will issue a written determination.
9. Appeals. An appeal may be filed by either party in accordance with district policy.

Records of this allegation will be maintained for a minimum of seven (7) years.

At this time, the respondent may prepare a written response before an initial interview. The interview is tentatively scheduled for _____ and will be held at _____. If you have any questions, please contact me at _____.

Sincerely,

Title IX Coordinator

WRITTEN REPORT

On the ___ day of ___, 20__ an allegation of sexual harassment was provided to the school district. The allegations were as follows (insert allegations in summary format). I conducted an investigation into the allegations as follows (summarize investigation and include evidence).

This document is formal notice to both parties of the evidence.

Sincerely,

Investigator

ONLINE INSTRUCTION

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the _____ Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate, and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all student have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided. Students will be allowed to participate in extracurricular activities in accordance with requirements set by the school district.

Definitions

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Supplemental online course is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the local school district level.

Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Distance learning plan means a plan implemented under a public school or charter school's distance learning policy, describing any means by which instruction will be delivered to students outside a traditional school setting. A distance learning plan must meet the requirements set forth in the state accreditation standards.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Virtual instruction means the use of the internet or other such digital information transmission systems as the primary medium of instruction. Virtual instruction may be synchronous or asynchronous or may become synchronous or nonsynchronous instruction.

ONLINE INSTRUCTION (Cont.)

In the event of an emergency declared by a federal or state government entity that impacts the operation of public schools in Oklahoma, or upon an action taken by the State Board of Education declaring such an emergency that leads to the temporary emergency closure of school campus or otherwise significantly impairs the operation of public schools in Oklahoma, the school district may implement distancing learning plans which provide for distance learning that is accessible to all students.

The district may provide for short-term implementation of a distance learning plan due to a localized emergency such as a weather-related school closure or a localized public health emergency. The school calendar may include one or more emergency closure “makeup days” to be delivered through the distance learning plan.

Prior to the implementation of virtual or distance learning plans the district will survey parents and guardians regarding educational services and technology capabilities. After surveying parents and guardians, the district shall make individualized determinations of which students would be able to access virtual instruction. Those students unable to access virtual instruction would be provided an equitable education through distance learning options.

Guidelines

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

1. Virtual instruction, distance learning, Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
3. Only students who are enrolled in this district, either as resident students or transfer students, will be granted access to supplemental online courses. Records of student enrollment and attendance shall be maintained through the school’s authorized student information system consistent with state accreditation standard requirements.
4. Requests for enrollment in supplemental online courses shall be as follows:
 - a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
 - b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
 - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal’s recommendation and the student shall be afforded the opportunity to appeal the principal’s decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and nonappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

ONLINE INSTRUCTION (Cont.)

5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
6. Students earning credit by means of virtual online instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. ~~No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.~~
7. Courses offered for credit by means of virtual online instruction shall be aligned with the Oklahoma Academic Standards (OAS).
8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted “present” or “in attendance” when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student. Under all circumstances the provision of the Family Educational Rights and Privacy Act (FERPA) apply to student data held or accessed by any public school or its contractors or agents, including any contracted provider of virtual instruction or other distance learning media.
10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
11. All federal and state statutes and regulations pertaining to student privacy, the transmission or posting of images or other content on the internet or World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
12. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.

ONLINE INSTRUCTION (Cont.)

13. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.
14. Instructors of virtual online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
15. Participation in the distance learning plan must be accessible to every student regardless of household resources. If the school district delivers its home-based education program solely through virtual instruction, any participating student who does not already have access to the necessary connectivity and/or devices shall be provided the connectivity and devices necessary to access the instruction free of charge. If the district cannot provide connectivity and devices for all students due to limitations such as budget and/or geography, the distance learning plan must provide for alternative methods to deliver equitably equivalent instruction to all students. Students at remote sites who participate in the online courses offered by the district will be responsible for providing their own equipment and Internet access.
16. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

REFERENCE: 70 O.S. §1-111

A POLICY ON THIS SUBJECT IS REQUIRED BY LAW.

100.5
 ATTENDANCE POLICY
 (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

In accordance with the policy of the board of education, each student in High School and Junior High School (See FDC R2 for K-6) is required to attend each class unless an absence is excused, a minimum of _____% of the time in order to receive credit for that class.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by _____ a.m./p.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone.

ATTENDANCE POLICY, REGULATION (Cont.)

- b. The student is on pace for on-time completion of the course as required by the school district.
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

- 1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
- 2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

- 1. A student may take up to ____ days of absences by arrangement per semester.
- 2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
- 3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
- 4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. ____% of the grade will be counted. ____ unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. [Optional: _____ percent will be deducted from the student's (nine-week/semester) average for each instance of truancy. The student may be subject to further disciplinary action.]

Tardies

- 1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
- 2. A student who is more than ____ minutes late is counted absent for the period.

- 3. Each _____ tardies will constitute an unexcused absence from that class. ATTENDANCE POLICY, REGULATION (Cont.)

Any student who exceeds the _____ day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

* LEGAL REFERENCE: 38 O.S. §37
70 O.S. § 10-105
70 O.S. § 3-145.8



Sterling Public Schools

P.O. Box 158 400 Tiger Blvd.
Sterling, Ok 73567

Kent Lemons, Superintendent
(580) 365-4307 Fax (580) 365-4705

Marty Curry, High School Principal
(580) 365-4303

Tasha Garrett, Counselor
(580) 365-4303

Sandra Fehring, Elementary Principal
(580) 365-4166

Ronita Bridges, Treasurer
(580) 365-4307

8-11-2020

Brief Description of the Sterling Public Schools Distance Learning Plan

After contacting every student and surveying them to see if they had internet connectivity or needed a computer we came together to develop our distance learning plan. Most of our student's homes have connectivity, but many needed a computer or two for each student to be able to complete the assignments. We are researching for ways to provide Hotspots for students who do not have internet connectivity. We will be issuing computers to all students so that if we do have to quarantine, or have students who want to go totally virtual all students will be able to continue learning in the best way we may provide. The information concerning virtual school will be shared in a community wide meeting to help parents as they assist the students with the lessons. The breakdown of what we will do by grades is explained below.

PK-6th Grade

We will use both enrichment packets and computer lessons for the lower grades. The PK lessons will be set on a two-week rotation. We will use a variety of different resources for computer-based learning such as Study Island, Read Works, Epie, Reading Eggs, Google Classroom, Zoom, and Odysseyware for K-6. We will also use various paper resources for the enrichment packets such as Weekly Reader, Ed Helper, Studies Weekly, and current classroom curriculum. The teachers will stay in touch with the students throughout the distance learning and be available if there are any questions or technical problems. The OETA programming will be passed to the families for further enrichment. The lessons are set up so that the parents may follow along and monitor progress. Grades will be taken and the student's progress will be monitored by the teachers.

7th – 12th

We will use Online Math, Google Classroom, Odysseyware, and Zoom for the upper grades as well. The teachers will stay in touch with the students throughout the distance learning and be available if there are any questions or technical problems. The lessons are set up so that the parents may follow along and monitor progress. Grades will be taken and the student's progress will be monitored by the teachers.

Wanda L. Kittelson
201 s 4th ave
Sterling, OK 73567
Cell Phone 910-627-6461

Email Address: wanda.kittelson@outlook.com

EDUCATION

2005-2006-SAN ANTONIO COLLEGE OF MEDICAL AND DENTAL ASST
MEDICAL OFFICE SPECIALIST/CMA- GPA 3.8

Less than One Year College. GENERAL STUDIES, GPA 3.0, SAN ANTONIO COLLEGE, Total Credit hours earned semester: 6.0,
GENERAL STUDIES, GPA 3.0, Central Texas Community College, Total Credit hours earned semester: 8.0,
2002. High School: ANTILLES HIGH SCHOOL.

EMPLOYMENT EXPERIENCE

10/27/2017-Current- **Substitute Teacher**, Sterling Schools

Responsible for providing instruction and managing classroom environments in absence of the regular teacher. Perform all of the duties of the teacher in which subbing for. Report to the principal at the location to which assigned to.

10/22/2013-01/2015-**CMA**, Chatham Medical Assoc (Memorial University Hospital)

Rendered safe, effective and specialized care to patients in terms of individual needs, according to the physician's orders and in conformity with recognized medical assisting techniques and existing current Standards of Care. Assisted physicians with exams. Administer vaccines; draw labs, IV administration, wound care, and ear flushing. Check out patients and set up hospital procedures.

10/01/2012-03/27/2013-**MA(Clinical Asst.-LVN/MA)**, Gastroenterology Consultants of San Antonio

Rendered safe, effective and specialized care to patients in terms of individual needs, according to the physician's orders and in conformity with recognized medical assisting techniques and existing current Standards of Care. Assisted physicians with exams, Colonoscopies, Endoscopies, Hemorrhoid Bandings. Performed Hydrogen Breath tests and Wireless Capsule Exams. Checked in patients, Checked out patients, and set up Hospital procedures, administered vaccines

12/22/2008-05/14/2009- **MOS I, Barrio Family Health Center**

Duties: Verify Medical Insurance and eligibility. Processed patients in order to establish records. Collect monies for private pay, co-insurance, and deductibles. Prepare billing statements for services rendered utilizing CPT and ICD-9. Answer phones and take messages for practicing physicians. Schedule appointments and ensure accuracy in order to minimize conflicts. Provide customer service of the highest quality Perform typing, receipt accuracy, completeness and conformance.

03/01/2008 - 12/23/2008 - **Office Manager, Bella Vista Eye Care**

Duties: Office Manager, verify and assure records of patient treatment are complete, Check out patients, Code Icd-9, and CPT, answer phone, and assemble records in sequential and chronological order. Verify medical and Vision insurance. Perform preliminary testing such as Visual Acuity, confrontation fields, EOM, pressures by non-contact tonometry, GDX, and Visual field exam. Dispense contacts, and teach proper wear/usage of contacts.

TECHNICAL SKILLS

Microsoft Word, Microsoft Excel, Microsoft Office 2007 PowerPoint, Windows XP Professional

ADDITIONAL SKILLS

EMR

CPR

Bilingual (English/Spanish)

STERLING PUBLIC SCHOOL

DISTRICTI-003

400 SOUTH TIGER BLVD.

STERLING, OK 73567

AN EQUAL OPPORTUNITY EMPLOYER

**EMPLOYMENT APPLICATION for NON-CERTIFIED PERSONNEL including SUBSTITUTE
TEACHING**

Notice to applicant:

ISD Number I003, Sterling, OK does not discriminate against any employee or applicant on the bases of race, color, religion, sex, age, national origin, handicap, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training, or apprenticeship, and all other terms, conditions, benefits and privileges associated with employment.

This policy also extends to the educational programs and activities operated by the District.

Discrimination is specifically prohibited by the title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 86 of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health, Education, and Welfare.

Date of Application: 08//04/2020

Position for which you are applying: Teachers Aide

GENERAL INFORMATION

Name: Kittelson Wanda Lisette Caban-Serrano
Last First Middle Maiden

Address: P.O Box 151 Sterling OK 73567
Street/Box City State Zip Code

Other address where you may be reached: _____

Work Phone: _____ Home Phone: 910-627-6461 Cell Phone: 910-627-6461

Name used on records if different than present name: _____

Are you a United States Citizen? Yes No

If not, what documentation do you have to show that you are legally eligible to work in the United States?

When are you available to start working? 08/06/2020

Are you now capable of performing the duties required of the applicant of this job? Yes No

If not, what accommodation may be reasonably made to allow you to perform essential job duties?

EXPERIENCE: (check areas of experience)

Floor waxing___Floor Stripping___Buffing___Mechanic___Carpentry___Mason___Plumbing___

Truck Driver___Air Conditioning___Heavy Equipment___Food Service___Waitress___

Cook___Child Care Clerk___Filing___Receptionist___Payroll___Bookkeeping___

Typing Shorthand___Other _____

EMPLOYMENT REFERENCES

Please list references who may be contacted regarding your work history. Please include managers/supervisors at the last two employing organizations who evaluated your performance.

Full Name of References	Position/Title	School District/ Firm Name	Email or Mailing Address	Area Code/ Phone No.
Sandy Fehring				
Marty Curry				
Trista Conyers	Registered Nurse	SA Gastro		210-614-1234

PREVIOUS EMPLOYMENT

LIST YOUR EMPLOYMENT FOR THE LAST THREE YEARS:

NAME OF COMPANY	DATES OF EMPLOYMENT	PHONE NUMBER
<u>Sterling Schools</u>	<u>10/2017 - Present</u>	<u>(580) 365-4307</u>

RECORD OF EDUCATION:

	NAME OF SCHOOL	CITY	DEGREE	GRADUATE?
ELEMENTARY	<u>Liberty/Hanscom</u>			<input checked="" type="checkbox"/> N
HIGH SCHOOL	<u>Antilles High School</u>			<input checked="" type="checkbox"/> N
COLLEGE/UNIV	<u>Central Texas College / San Antonio College</u>			Y N
BUS. COLLEGE	_____			Y N
TRADE SCHOOL	<u>San Antonio College Medical /Dental Asst</u>			<input checked="" type="checkbox"/> N

CRIMINAL ACTIVITIES

The district has a duty to teach students proper citizenship and respect for the law, and teachers have an obligation to serve as role models for students. Because the district teaches students about the dangers of chemical abuse and because the district is entrusted with the supervision of minors, the district cannot have employees performing duties while under the influence of dangerous substances or substances which adversely affect reaction time and good judgment.

Information concerning past illegal acts will be considered along with the time of the offense, the seriousness and nature of the violation, any rehabilitations and your subsequent employment history.

Have you ever been convicted of a felony? Yes ___ No If so, provide details _____

Have you ever been convicted of an offense involving illegal drugs? Yes ___ No If so, provide details _____

Have you ever been convicted of an offense involving the illegal use of alcohol? Yes ___ No ___ If so, provide details _____

Have you ever been convicted of any offense involving minors? Yes ___ No ___ If so, provide details _____

DRIVING RECORD

This portion is only to be completed if you are applying for a position that requires the transport of students:

Has your driver's license been suspended within the last five years? Yes ___ No If so, what was the reason for the suspension and when was your license reinstated? _____

Have you ever been convicted of driving under the influence of drugs or alcohol? Yes _____ No If so, provide details _____

ACTIVE MILITARY SERVICE IN THE ARMED FORCES

BRANCH: _____ FROM: _____ TO: _____

DUTIES & RANK: _____ TYPE OF SEPARATION: _____

Have you ever been dismissed, asked to resign or refused reemployment? YES _____ NO _____

The above information is correct to the best of my knowledge. I understand that providing false information on this application shall be grounds for dismissal, if hired.

DATE: _____ SIGNATURE OF APPLICANT: _____

PLEASE NOTE: Your application will be retained in our active file one (1) year from the date completed unless a written request is filed for retention beyond that date. We will need to be notified of any changes on this application throughout the year.

STERLING PUBLIC SCHOOLS

VERIFICATION

I hereby affirm that all information provided in this application is true to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that the district is allowed under School Laws of Oklahoma Section 108 to obtain criminal history record information on applicants for employment.

This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

Wanda L. Kittelson

08/04/2020

Signature of Applicant

Date