



Yukon Public Schools
Board of Education Regular Meeting Monday, June 5, 2023 6:00 PM
Yukon Public School District ISD #27 Administration Bldg., Board Room
600 Maple Street
Yukon, OK 73099

1. Invocation/Moment of Silence and Flag Salute

Please join me in a moment of silence.

2. Call to Order and Roll Call

Attendance Taken at 6:01 PM.

Mr. Jeff
Behymer: Present

Mrs.
Suzanne Cannon: Absent

Mr. Brian
Coulson: Present

Mr. Cody
Sanders: Present

Mr.
Leonard Wells: Present

3. Reports/ Comments from Superintendent and/or Staff

4. Board Member Communications and Announcements

4.A. Individual Board Member Comments

Mr. Sanders: Great showing on sports!

Mrs. Cannon: Absent

Mr. Coulson: Enjoy your summer.

Mr. Wells: Band banquet volunteers were recognized for service over the years and they received an award signed by President Biden, a coin, and a medallion.

Mr. Behymer: shout out to LIS dodgeball team

4.B. Upcoming Meetings/ Events:

JULY:

10 - 6:00pm Board Meeting

5. Communications - Request for patrons to address the board - Pursuant to Board Policy AF, comments can be made only by district patrons concerning items listed on this agenda.

There are no requests to address the board.

6. 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 we approve all business items on the Finance Consent Docket as listed Passed with a motion by Mr. Cody Sanders and a second by Mr. Leonard Wells.

Mrs.
Suzanne Cannon: Absent

Mr. Jeff Behymer: Yes

Mr. Brian Coulson: Yes

Mr. Cody Sanders: Yes

Mr. Leonard Wells: Yes

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

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

6.C. Child Nutrition Report

7. 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.

Item 7j is a duplicate and item 7l is incomplete (it will appear on the July agenda).

The Canadian County Sheriff's Office contract provides one officer - the increase in contract is to bring the paid amount up to the same as we pay Yukon Police Department for their SRO's.

The 4% increase in premium is so low because we increased our deductible by \$150,000. There is sufficient funds in our fund balance for this to continue to be a good deal even if we experience a claim.

I move we remove item 7j and 7l and approve all remaining items on the Business Consent Docket as presented Passed with a motion by Mr. Jeff Behymer and a second by Mr. Leonard Wells.

Mrs.
Suzanne Cannon: Absent

Mr. Jeff Behymer: Yes

Mr. Brian
Coulson: Yes

Mr. Cody
Sanders: Yes

Mr.
Leonard Yes
Wells:

7.A. Minutes of the May 1, regular board meeting

7.B. Application for temporary appropriations for Fiscal Year 2023-2024

7.C. Cash Fund Estimate of Needs and Request for Appropriation for bond sale.

7.D. Contracts

- CCEC - no changes from last year's contract
- Oklahoma Department of Rehabilitation Services - no notable changes
- BC Behavioral - no notable changes
- WAT - no notable changes
- Nikki Keck - hourly charge from \$65 to \$70
- CRG - changes only to number of CDL drivers being tested
- Learning Science International - increase in total cost of \$1,122
- Jani-King - no notable changes
- Canadian County Sheriff's Office - \$8,545 total annual increase
- OSIG -
- A&A Janitorial - no notable changes
- Firetrol - no notable changes
- Gayle Jones - Connections Support Groups - no notable changes
- CompSource Mutual Workers' Compensation insurance - premium increase \$11,748. Not choosing low bid to have continuity of service and local service providers.

7.E. Surplus

- Chrome Acer laptop IT001621
- Toshiba Laptop #1067106
- chromebook Acer IT001620
- 14 bags of band uniform jackets and 150 black shakos in hat boxes from YMS band
- woodshop equipment - YHS
- 4 video cameras, 1 voice recorder, and a DVD writer. all old equipment. 23 iPad cases without iPads. Misc technology cords, 1 Vantage Lite Easy Start technology End of Life. TV and mount, Epson Scanner no longer operates. Out of date speech test kits X 4. and Protocols.

7.F. Deregulation application

7.G. Indoor batting cage facility turf

7.H. Yukon Middle School Activity Fund Revenue and Expense Report

7.I. Cash Fund Estimate of Needs and Request for Appropriation for the Transportation and Building Bonds

7.J. Deregulation Application

7.K. Out of State Travel

- Jennifer Bean requests permission to attend the Josten's workshop in Dallas, TX, July 7-12, 2023. The only cost to the district will be \$379.50 for meals and will be paid through an activity fund.
- Colin Bannon requests permission to attend a Choral Conducting Symposium at the University of North Texas, July 11-14, 2023. The only cost to the district is the registration fee of \$515.00 paid through an activity fund.

7.L. Ammended Superintendent's contract

8. New Business: this business, in accordance with Oklahoma Statutes, title 25-311 (A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

There is no new business.

9. Personnel Docket:

9.A. Personnel-Vote to convene or not to convene in executive session pursuant to 25 O.S.307 (B)(1) to discuss the resignations, employment of support and certified personnel, promotions, recommendation of change of assignment, and/or transfers as listed on the attached Exhibit A.

I move we convene in executive session to discuss the personnel docket Passed with a motion by Mr. Cody Sanders and a second by Mr. Leonard Wells.

Mrs.
Suzanne Cannon: Absent

Mr. Jeffrey Behrman: Yes

Mr. Brian Coulson: Yes

Mr.
Cody Sanders
: Yes

Mr.
Leonard Wells
: Yes

9.B. Acknowledge the board has returned from executive session. Executive session minutes compliance announcement.

The board entered into executive session pursuant to State 25 O.S. 307 (B)(1) of the Open Meeting Act at 6:20pm to discuss the resignations, employment of support and certified personnel, promotions, recommendation of change of assignment, and/or transfers as listed on the attached Exhibit A. Those present in executive session were Mr. Sanders, Mr. Wells, Mr. Coulson, Mr. Behymer, and Dr. Simeroth. No action was taken by the board of education. The board returned to open session at 7:03.

9.C. Discussion and possible action on the attached Exhibit A, Personnel items.

I move we approve all personnel items as presented on Exhibit A. Passed with a motion by Mr. Cody Sanders and a second by Mr. Jeff Behymer.

Mrs.
Suzanne Cannon
: Absent

Mr.
Jeff Behymer
: Yes

Mr.
Brian Coulson
: Yes

Mr.
Cody Sanders
: Yes

Mr.
Leonard
: Yes

Wells:

10. Adjournment

Time: 7:03pm

I move we adjourn Passed with a motion by Mr. Jeff Behymer and a second by Mr. Cody Sanders.

Mrs.
Suzanne Cannon: Absent

Mr. Jeff
Behymer: Yes

Mr. Brian
Coulson: Yes

Mr. Cody
Sanders: Yes

Mr.
Leonard Wells: Yes

PONumber	Fd	Proj	Func	Obj	Prog	Subj	Job	Site	Amount	PODate	OrderName	AcctDescription	Budget
231786	11	412	1000	580	311	8000	0	705	300.00	4/27/2023	HOLIDAY INN EXPRESS-2171	STAFF TRAVEL	Career Tech
231787	11	53	2213	359	239	0	0	753	11,502.81	4/27/2023	Lexia Learning Systems LLC	PROF EE TRAINING & DEV SERVICES	SPED
231790	11	51	2321	619	0	0	0	51	180.00	5/1/2023	AASPA	SUPPLIES AND MATERIALS	Administration
231791	11	333	1000	643	100	2300	0	140	285.20	5/3/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231791	11	333	1000	643	100	2300	0	145	285.20	5/3/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231791	11	333	1000	643	100	2300	0	150	285.20	5/3/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231791	11	333	1000	643	100	2300	0	520	636.30	5/3/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231791	11	333	1000	643	100	2300	0	705	750.95	5/3/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231792	11	32	1000	619	100	0	0	752	23.48	5/3/2023	DIDAX EDUCATIONAL RESOURCES	SUPPLIES AND MATERIALS	Curriculum
231793	11	561	2199	530	429	0	0	61	120.00	5/3/2023	POSTMASTER	COMMUNICATION & SOFTWARE SERVICES	Title VI
231794	11	32	1000	643	100	1110	0	140	2,340.69	5/3/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231797	11	32	1000	643	100	2250	0	140	3,521.00	5/3/2023	Amplify Education Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231797	11	32	1000	643	100	2250	0	145	190.40	5/3/2023	Amplify Education Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231797	11	32	1000	643	100	2250	0	150	3,521.28	5/3/2023	Amplify Education Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231798	11	32	1000	653	100	1330	0	140	942.78	5/3/2023	Typing Agent	TECHNOLOGY - RELATED SUPPLIES	Curriculum
231798	11	32	1000	653	100	1330	0	145	741.00	5/3/2023	Typing Agent	TECHNOLOGY - RELATED SUPPLIES	Curriculum
231798	11	32	1000	653	100	1330	0	150	909.72	5/3/2023	Typing Agent	TECHNOLOGY - RELATED SUPPLIES	Curriculum
231799	11	52	1000	653	100	0	0	752	500.00	5/3/2023	Kyterion, Inc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
231801	11	52	1000	619	100	0	0	752	154.05	5/8/2023	AMAZON	SUPPLIES AND MATERIALS	Curriculum
231802	11	32	1000	644	100	2200	0	115	45.70	5/8/2023	ARCHWAY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231802	11	32	1000	644	100	2200	0	120	45.99	5/8/2023	ARCHWAY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231802	11	32	1000	644	100	2200	0	125	45.99	5/8/2023	ARCHWAY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231802	11	32	1000	644	100	2200	0	130	45.99	5/8/2023	ARCHWAY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231802	11	32	1000	644	100	2200	0	135	45.99	5/8/2023	ARCHWAY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231802	11	32	1000	644	100	2200	0	140	116.54	5/8/2023	ARCHWAY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231802	11	32	1000	644	100	2200	0	150	116.54	5/8/2023	ARCHWAY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231803	11	32	1000	643	100	2250	0	105	3,960.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231803	11	32	1000	643	100	2250	0	110	5,670.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231803	11	32	1000	643	100	2250	0	115	3,850.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231803	11	32	1000	643	100	2250	0	120	5,350.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231803	11	32	1000	643	100	2250	0	125	8,240.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231803	11	32	1000	643	100	2250	0	130	3,640.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231803	11	32	1000	643	100	2250	0	135	4,600.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231804	11	32	1000	643	100	2300	0	140	3,000.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231804	11	32	1000	643	100	2300	0	145	3,000.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231804	11	32	1000	643	100	2300	0	150	3,000.00	5/8/2023	DISCOVERY EDUCATION	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231805	11	32	1000	644	100	2200	0	105	4,687.78	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	110	4,687.78	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	115	4,341.26	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	120	4,779.10	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	125	4,687.78	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	130	4,687.78	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	135	4,687.78	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	140	183.41	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	145	489.54	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	150	489.54	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231805	11	32	1000	644	100	2200	0	520	672.18	5/8/2023	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231806	11	32	1000	619	100	1050	0	125	4,426.50	5/8/2023	PROJECT LEAD THE WAY (PLTW)	SUPPLIES AND MATERIALS	Curriculum

PONumber	Fd	Proj	Func	Obj	Prog	Subj	Job	Site	Amount	PODate	OrderName	AcctDescription	Budget
231807	11	32	1000	619	100	1050	0	115	2,419.50	5/8/2023	PROJECT LEAD THE WAY (PLTW)	SUPPLIES AND MATERIALS	Curriculum
231808	11	32	1000	619	100	1050	0	110	4,385.24	5/8/2023	PROJECT LEAD THE WAY (PLTW)	SUPPLIES AND MATERIALS	Curriculum
231809	11	333	1000	643	100	1110	0	520	322,539.37	5/8/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231810	11	333	1000	643	100	1110	0	705	110,928.84	5/8/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231812	11	333	1000	643	100	2300	0	705	3,727.04	5/8/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231813	11	333	1000	643	100	2300	0	705	1,433.92	5/8/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231815	11	367	1000	643	427	1110	0	105	8,040.00	5/8/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	RSA
231815	11	367	1000	643	427	1110	0	110	11,040.00	5/8/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	RSA
231815	11	367	1000	643	427	1110	0	115	7,890.00	5/8/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	RSA
231815	11	367	1000	643	427	1110	0	120	10,440.00	5/8/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	RSA
231815	11	367	1000	643	427	1110	0	125	15,270.00	5/8/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	RSA
231815	11	367	1000	643	427	1110	0	130	7,540.00	5/8/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	RSA
231815	11	367	1000	643	427	1110	0	135	9,080.00	5/8/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	RSA
231816	11	32	1000	643	100	2250	0	110	2,534.02	5/8/2023	TCI	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231816	11	32	1000	643	100	2250	0	130	2,534.03	5/8/2023	TCI	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231816	11	32	1000	643	100	2250	0	140	3,161.03	5/8/2023	TCI	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231816	11	32	1000	643	100	2250	0	752	5,969.02	5/8/2023	TCI	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231820	11	14	2490	420	0	0	0	705	500.00	5/9/2023	YPS ATHLETICS	CLEANING SERVICES	Graduation
231822	11	32	1000	619	100	4400	0	705	8.99	5/10/2023	AMAZON	SUPPLIES AND MATERIALS	Curriculum
231825	11	32	1000	619	100	1050	0	135	3,226.00	5/10/2023	PROJECT LEAD THE WAY (PLTW)	SUPPLIES AND MATERIALS	Curriculum
231826	11	32	2213	359	0	0	0	110	500.00	5/10/2023	PROJECT LEAD THE WAY (PLTW)	PROFEE TRAINING & DEV SERVICES	Curriculum
231827	11	32	1000	619	100	4400	0	705	750.00	5/10/2023	SREB PUBLICATIONS	SUPPLIES AND MATERIALS	Curriculum
231828	11	32	1000	643	100	1110	0	705	6,435.28	5/10/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231830	11	32	1000	643	100	5400	0	705	15,965.00	5/10/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231830	11	333	1000	643	100	2300	0	705	3,484.45	5/10/2023	TCI	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231833	11	82	1000	619	100	0	0	705	4,169.55	5/10/2023	TCI	STATE ADOPT TEXTBOOKS/WORKBOOKS	State Adopted grant
231834	11	67	1000	530	100	2500	0	767	2,701.31	5/12/2023	SCHOOLMART	SUPPLIES AND MATERIALS	YHS
231835	11	32	1000	619	100	4400	0	705	1,593.97	5/12/2023	Nimble Industries	COMMUNICATION & SOFTWARE SERVICES	Gifted
231837	11	52	1000	619	100	0	0	752	15,600.00	5/16/2023	The UPS Store #6953	SUPPLIES AND MATERIALS	Curriculum
231838	11	561	2199	619	429	0	0	61	29.98	5/17/2023	AMAZON	SUPPLIES AND MATERIALS	Curriculum
231840	11	54	2720	810	0	0	0	54	96.50	5/18/2023	Darin Robert Park	DUES & FEES	Title VI
231841	11	67	2213	580	0	0	0	767	300.00	5/18/2023	Vernie Kyle Thompson	STAFF TRAVEL	Transportation
231842	11	63	1000	614	251	0	0	763	1,008.00	5/23/2023	MHS INC	TESTING SUPPLIES & MATERIALS	Technology
231843	11	32	1000	643	100	2300	0	140	4,007.04	5/23/2023	SOCIAL STUDIES SCHOOL SERVICE	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231843	11	32	1000	643	100	2300	0	150	1,733.52	5/23/2023	SOCIAL STUDIES SCHOOL SERVICE	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231845	11	54	2213	580	0	0	0	54	147.50	5/25/2023	KIM FOWLER	STAFF TRAVEL	Transportation
231846	11	54	2213	580	0	0	0	54	88.50	5/25/2023	LELAND (BRAD) BRADLEY MITCHELL	STAFF TRAVEL	Transportation
231847	11	54	2213	580	0	0	0	54	265.50	5/25/2023	Christy Clemons	STAFF TRAVEL	Transportation
231848	11	54	2213	580	0	0	0	54	265.50	5/25/2023	Caleb Tribble	STAFF TRAVEL	Transportation
231849	11	54	2213	580	0	0	0	54	88.50	5/25/2023	Todd Ashley Wood	STAFF TRAVEL	Transportation
231850	11	412	1000	619	311	8000	0	705	175.00	5/26/2023	HARBOR FREIGHT TOOLS	SUPPLIES AND MATERIALS	Transportation
231851	11	367	1000	619	427	1130	0	752	100.00	5/30/2023	WALMART / CAPITAL ONE TRADE CREDIT	SUPPLIES AND MATERIALS	Career Tech

General Fund

704,955.33

231800	21	66	2620	619	0	0	0	66	15,465.00	5/3/2023	Pro Box Portable Storage LLC	SUPPLIES AND MATERIALS	storage units
231831	21	66	2620	438	0	0	0	66	7,200.00	5/10/2023	Allied Steel Construction Co LLC	Other Building Repairs and Maintenance	crane for HVAC units

PONumber	Ed	Proj	Func	Obj	Prog	Subj	Job	Site	Amount	PODate	OrderName	AcctDescription	Budget
231836	21	66	2620	619	0	0	0	66	10,000.00	5/16/2023	City Electric Supply Company	SUPPLIES AND MATERIALS	electric parts

Building Fund

32,665.00

231821	22	763	3140	438	700	0	0	705	11,242.82	5/10/2023	Allied Refrigeration LLC	Other Building Repairs and Maintenance	YHS kitchen repairs
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Child Nutrition Fund

11,242.82

231788	31	251	1000	653	100	0	0	767	3,040.16	4/28/2023	Oklahoma Copier Solutions	TECHNOLOGY - RELATED SUPPLIES	Technology
231789	31	231	1000	652	803	1360	0	520	2,500.00	5/1/2023	HIGH TECHTRONICS	AUDIO/VISUAL	Athletics
231795	31	246	1000	643	100	5400	0	705	3,394.95	5/3/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231796	31	251	1000	653	100	0	0	145	5,474.55	5/3/2023	VIDEO REALITY	TECHNOLOGY - RELATED SUPPLIES	Technology
231811	31	246	1000	643	100	4400	0	705	52,319.30	5/8/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231813	31	246	1000	643	100	2300	0	705	3,727.04	5/8/2023	THOMPSON SCHOOL BOOK DEPOSITORY INC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231814	31	246	1000	643	100	2300	0	105	3,416.69	5/8/2023	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231814	31	246	1000	643	100	2300	0	110	4,929.09	5/8/2023	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231814	31	246	1000	643	100	2300	0	115	3,814.68	5/8/2023	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231814	31	246	1000	643	100	2300	0	120	4,620.64	5/8/2023	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231814	31	246	1000	643	100	2300	0	125	7,157.89	5/8/2023	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231814	31	246	1000	643	100	2300	0	130	3,327.14	5/8/2023	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231814	31	246	1000	643	100	2300	0	135	4,580.84	5/8/2023	Studies Weekly Inc	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231817	31	225	2620	651	0	0	0	520	22,711.34	5/8/2023	Pro Grade Flooring LLC	APPLIANCES, Furniture and Fixtures	Flooring
231818	31	231	2620	651	826	0	0	764	25,100.00	5/8/2023	Pro Grade Flooring LLC	APPLIANCES, Furniture and Fixtures	Flooring
231819	31	251	1000	653	100	0	0	767	5,474.55	5/9/2023	VIDEO REALITY	TECHNOLOGY - RELATED SUPPLIES	Technology
231823	31	246	1000	643	100	1110	0	520	29,353.50	5/10/2023	COLLEGE BOARD	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231824	31	251	1000	653	100	0	0	705	415,500.00	5/10/2023	ENDEX OF OKLAHOMA INC	TECHNOLOGY - RELATED SUPPLIES	Technology
231829	31	246	1000	643	100	1110	0	105	24,558.25	5/10/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231829	31	246	1000	643	100	1110	0	110	33,385.00	5/10/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231829	31	246	1000	643	100	1110	0	115	29,420.75	5/10/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231829	31	246	1000	643	100	1110	0	120	35,007.50	5/10/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231829	31	246	1000	643	100	1110	0	125	55,867.00	5/10/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231829	31	246	1000	643	100	1110	0	130	23,215.75	5/10/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231829	31	246	1000	643	100	1110	0	135	33,482.00	5/10/2023	Really Great Reading Company, LLC	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231832	31	246	1000	643	100	1110	0	105	186.52	5/10/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231832	31	246	1000	643	100	1110	0	520	25,553.68	5/10/2023	ARCHWAY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
231832	31	246	1000	643	100	1110	0	705	109,940.23	5/10/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231844	31	231	4300	450	805	0	0	705	27,250.00	5/23/2023	Pro Grade Flooring LLC	CONSTRUCTION (OUTSIDE CONTRACTORS)	Flooring
231844	31	231	4300	450	806	0	0	705	27,250.00	5/23/2023	Pro Grade Flooring LLC	CONSTRUCTION (OUTSIDE CONTRACTORS)	Flooring
231852	31	211	2620	438	0	0	0	105	46,800.00	5/31/2023	SCHWARZ PAVING CO, INC.	Other Building Repairs and Maintenance	Paving - Central
231853	31	246	1000	643	100	1110	0	105	7,347.34	5/31/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
231853	31	246	1000	643	100	1110	0	520	918.68	5/31/2023	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum

2021 Bond Fund

1,080,625.06

231839	39	291	2720	762	0	0	0	54	615,176.00	5/17/2023	ROSS TRANSPORTATION INC	Buses	Bus replacements
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2021 Transportation Bond

615,176.00

Oklahoma State Department of Education

Child Nutrition Programs

NSLP Site Claim List

- YUKON

600 Maple Street

Yukon, OK 73099

Claim Month/Year: 4/2023

<u>Name</u>	<u>Enrolled</u>	<u>B</u>	<u>SNB</u>	<u>L</u>	<u>S</u>	<u>Milk</u>	<u>Amount</u>
INDEPENDENCE INTERMEDIATE SCHL	762	0	2011	7992	0	0	\$30,446.08
CENTRAL ES	343	0	1097	3060	214	0	\$10,649.38
LAKEVIEW INTERMEDIATE SCHOOL	605	0	2530	7609	0	0	\$27,949.68
MYERS ES	486	0	1991	5011	0	0	\$19,577.63
PARKLAND ES	339	0	1133	3710	0	0	\$14,455.02
RANCHWOOD ES	445	0	1992	4822	0	0	\$16,532.79
REDSTONE INTERMEDIATE SCHOOL	735	3807	0	9134	0	0	\$27,947.82
SHEDECK ES	360	0	1864	4374	189	0	\$19,611.12
SKYVIEW ES	465	0	1459	4531	0	0	\$15,945.69
SURREY HILLS ES	749	2625	0	6416	0	0	\$20,815.18
YUKON MS	1418	0	4295	14626	0	0	\$49,984.24
YUKON HS	2795	0	3227	10800	0	0	\$36,935.22
Totals: Sites Claimed: 12	9502	6432	21599	82085	403	0	\$290,849.85

National School Lunch Program - School Food Authority Claim Summary

09-I027 YUKON
600 Maple Street
Yukon, OK 73099-2533

General Information

Date Signed	<input type="text" value="5/1/2023"/>	Revision	<input type="text" value="Original"/>		
Claim Date	<input type="text" value="5/1/2023"/>	Claim Month	<input type="text" value="April"/>	Claim Year	<input type="text" value="2023"/>
Number of Days In Operation	<input type="text" value="18"/>	Number of Sites	<input type="text" value="12"/>	Number of Children Enrolled	<input type="text" value="9502"/>

This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students).

This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

Comments

Number of Enrolled Students On Site

Free	<input type="text" value="3493"/>	Reduced	<input type="text" value="981"/>	Paid	<input type="text" value="4951"/>
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Average Daily Participation

Breakfast	<input type="text" value="1200"/>	Lunch	<input type="text" value="4561"/>
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Adult and Contract Meals

Adult Lunches	<input type="text" value="0"/>	Contract Lunches	<input type="text" value="0"/>
Adult Snacks	<input type="text" value="0"/>	Contract Snacks	<input type="text" value="0"/>
Adult Breakfast	<input type="text" value="0"/>	Contract Breakfast	<input type="text" value="0"/>
Adult SNB	<input type="text" value="0"/>	Contract SNB	<input type="text" value="0"/>

Provision 2

Provision 3

CEP

Breakfast

Type	Meals	Rate	Reimbursement
Free	2896	\$2.26	\$6,544.96
Reduced	831	\$1.96	\$1,628.76
Paid	2705	\$0.50	\$1,352.50
Total	6432		\$9,526.22

Note: Regular breakfast served – do not include severe need breakfast (SNB) sites.

Severe Need Breakfast

Type	Meals	Rate	Reimbursement
Free	12804	\$2.67	\$34,186.68
Reduced	2764	\$2.37	\$6,550.68
Paid	6031	\$0.50	\$3,015.50
Total	21599		\$43,752.86

Note: Regular Severe Need Breakfast served – do not include severe need Severe Need Breakfast (SNB) sites.

Breakfast - Sub-Totals

Total Breakfast Reimbursement:	\$53,279.08
Total Adjustments:	\$0.00
Warrant Amount:	\$53,279.08

Lunch

Type	Meals	Rate	Reimbursement
Free	37960	\$4.33	\$164,366.80
Reduced	10198	\$3.93	\$40,078.14
Paid	33927	\$0.77	\$26,123.79
Performance Incentive	82085	0.08	\$6,566.80
Total	82085		\$237,135.53

After School Snack Program (ASSP)

Over 50%

Meals	Rate	Reimbursement
403	\$1.08	\$435.24

Under 50%

After School Snack Program Sub-Total

Total Meals	403	Reimbursement	\$435.24
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Lunch / Snack Sub-Totals

Total Lunch/Snack Reimbursement:	\$237,570.77
Total Adjustments:	\$0.00

Warrant Amount:

Special Milk - Non Pricing

Special Milk - Option 1

Special Milk - Option 2

Special Milk - Sub-Totals

NSLP SFA Summary Total

Advances and Payments

Advance Amount	<input type="text" value="\$0.00"/>
Payment Plan Amount	<input type="text" value="\$0.00"/>
Amount Paid	<input type="text" value="\$290,849.85"/>

Adjusted Amount	<input type="text"/>
Previous Claim Amount	<input type="text" value="\$0.00"/>

Claim Management

SFA Claim Submitted by: CAROL L WHITE on 5/1/2023

If you have questions or need assistance, please contact our office at 405-521-3327.



Yukon Public Schools
Board of Education Regular Meeting
Monday, May 1, 2023 6:00 PM
Yukon Public School District ISD #27
Administration Bldg., Board Room
600 Maple Dr., Yukon, OK 73099

1. Invocation/Moment of Silence and Flag Salute

Please join me in a moment of silence. The moment of silence is a time to reflect, meditate, pray or engage in any other silent activity that does not interfere with others. The moment of silence shall begin now.

2. Call to Order and Roll Call

Mr. Behymer P Mr. Coulson P Mr. Sanders P Mr. Wells P Mrs. Cannon P

3. Reports/ Comments from Superintendent and/or Staff

YPS Retirees

Leander Walker

Desarae Witmer

Tammy Massey brought three JR High all state students to sing the Star Spangled Banner.

Clay McDonald brought Josh Hardie, 7th grade Geography teacher as outstanding Social Studies teacher.

Brian Henson brought Leander Walker, district 5 winner of athletic trainer of the year.

Dr. Simeroth introduced Desarae Witmer, region 14 assistant superintendent of the year through OASA.

Robert Whetsel recognized students receiving the four Anton Yanda scholarships.

Then we celebrated retirees.

4. Board Member Communications and Announcements

4.A. Individual Board Member Comments

Mr. Sanders: Thank you retirees for your service. Congratulations to the graduating class of 2023.

Mrs. Cannon: I'd like to recognize the site teachers of the year and the district teacher of the year.

Mr. Coulson: I can't beat the efforts we have celebrated here.

Mr. Wells: the band performed at the Walmart grand reopening and received a check for \$1,000

Mr. Behymer: no comment

4.B. Upcoming Meetings/ Events:

MAY

- 5/2 Legislative breakfast 7am
- 5/18 Last day of school
- 5/19 Commencement (YHS Stadium)
- 5/29 Memorial Day Holiday - Offices CLOSED

JUNE

- 6/5 Board meeting 6pm
- 6/6 Legislative breakfast 7am

5. Communications - Request for patrons to address the board - Pursuant to Board Policy AF, comments can be made only by district patrons concerning items listed on this agenda.

6. 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 we approve all business items on the Finance Consent Docket as listed Passed with a motion by Mr. Jeff Behymer and a second by Mr. Cody Sanders.

Mr. Behymer Y Mr. Coulson Y Mr. Sanders Y Mr. Wells Y Mrs. Cannon Y

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

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

6.C. Child Nutrition Report

7. Special Board Meeting Minutes

I move we approve the minutes as posted Passed with a motion by Mr. Cody Sanders and a second by Mr. Brian Coulson.

Mr. Behymer A Mr. Coulson Y Mr. Sanders Y Mr. Wells Y Mrs. Cannon Y

8. Vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2023-24. This resolution authorizes filing of the Form 471 application(s) for funding year 2023-24 and the payment of the applicant's share upon approval of funding and receipt of services.

I move we approve the Resolution as presented Passed with a motion by Mr. Leonard Wells and a second by Mr. Jeff Behymer.

Mr. Behymer Y Mr. Coulson Y Mr. Sanders Y Mr. Wells Y Mrs. Cannon Y

9. 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 we approve all items on the Business Consent Docket as presented Passed with a motion by Mr. Cody Sanders and a second by Mr. Jeff Behymer.

Mr. Behymer Y Mr. Coulson Y Mr. Sanders Y Mr. Wells Y Mrs. Cannon Y

9.A. Out of state travel

A. Shirley and M. Hannon request permission to travel to Atlanta, Ga, May 26-30, 2023, for an academic team tournament.

9.B. OSSBA Membership Renewal and Policy Subscription Renewal for school year 23-24

9.C. Renew contract with House of Healing, Inc. for school year 23-24

This contract will be paid for with funds from the Special Services budget in general funds. There have been zero changes in the contract from last school year.

9.D. April 10, regular board meeting minutes

9.E. Yukon Fine Arts Center facilities use contracts

9.F. Surplus

9.G. Modification to Board Policy CHD and Regulation CHD-R to include use of purchasing cards.

The modified documents can be viewed here:

[CHD Credit & Purchasing Cards](#)

[CHD Credit & Purchasing Card Administrative Regulations](#)

9.H. Contract renewals

- Oklahoma Hearing Solutions, LLC - no notable changes from past years
- SLRS - increase on minimum charge of \$30 and hourly rate increase of \$15 per hour from last school year
- Canadian County Health Department - no notable changes from the past year
- Jeana Parker - no notable changes from last year
- Shannon Frohock - no noted changes from last year
- Youth and Family Services - no noted changes from last year

10. New Business: this business, in accordance with Oklahoma Statutes, title 25-311 (A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

11. Personnel Docket:

11.A. Personnel-Vote to convene or not to convene in executive session pursuant to 25 O.S.307 (B)(1) to discuss the resignations, employment of support and certified personnel, promotions, recommendation of change of assignment, and/or transfers as listed on the attached Exhibit A.

I move we convene in executive session to discuss the personnel docket Passed with a motion by Mr. Cody Sanders and a second by Mr. Brian Coulson.

Mr. Behymer Y Mr. Coulson Y Mr. Sanders Y Mr. Wells Y Mrs. Cannon Y

11.B. Acknowledge the board has returned from executive session. Executive session minutes compliance announcement.

The board entered into executive session pursuant to State 25 O.S. 307 (B)(1) of the Open Meeting Act at 6:41 to discuss the resignations, employment of support and certified personnel, promotions, recommendation of change of assignment, and/or transfers as listed on the attached Exhibit A. Those present in executive session were: Dr. Simeroth, Jim Fenrick, Mrs. Cannon, Mr. Wells, Mr. Sanders, Mr. Coulson, and Mr. Behymer. No action was taken by the board of education. The board returned to open session at 7:15pm.

11.C. Discussion and possible action on the attached Exhibit A and lists of employees to be rehired.

I move we approve all personnel items as presented on Exhibit A and the rehires as listed. Passed with a motion by Mr. Leonard Wells and a second by Mr. Jeff Behymer.

Mr. Behymer Y Mr. Coulson Y Mr. Sanders A Mr. Wells Y Mrs. Cannon A

12. Adjournment

Time: 7:19pm

I move we adjourn Passed with a motion by Mr. Jeff Behymer and a second by Mr. Brian Coulson.

Mr. Behymer Y Mr. Coulson Y Mr. Sanders Y Mr. Wells Y Mrs. Cannon Y

**APPLICATION FOR APPROVAL
OF TEMPORARY APPROPRIATIONS
FOR THE FISCAL YEAR OF 2023-24**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named school district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2023-24:

General Fund	
Current Expense	<u>\$ 81,000,000</u>
Building Fund	
Erecting, remodeling or repairing school buildings and purchase of furniture	<u>\$ 6,500,000</u>
Child Nutrition Fund	
Current Expense	<u>\$ 5,500,000</u>

Approved this _____ day of _____, 2023.

BOARD OF EDUCATION OF YUKON,
#I-27, CANADIAN COUNTY, OKLAHOMA

ATTEST:

CLERK

PRESIDENT

COUNTY EXCISE BOARD

APPROVED BY THE _____ COUNTY EXCISE BOARD

THIS _____ DAY OF _____, 2023.

ATTEST:

CHAIRMAN

MEMBER

SECRETARY OF COUNTY
EXCISE BOARD

MEMBER

CASH FUND ESTIMATE OF NEEDS AND REQUEST FOR APPROPRIATION

FOR THE 2021 BUILDING BOND FUND OF 1-27, CANADIAN COUNTY, OKLAHOMA

Certificate of School Treasurer

I hereby certify that I have received and now hold in actual cash actually on hand available for and subject to appropriation to the 2021 Building Bond Cash Fund of 1-27 of Canadian County, Oklahoma, derived from the following designated sources and restricted by statute to expenditures for the purposes for which such fund was created as follows, to-wit:

Table with 2 columns: Source (From) and Amount. Includes 'Sale of Bonds' and 'TOTAL unappropriated available for purposes of said fund' with a total of \$17,365,000.00.

Said sums include no part of any revenues heretofore reported and appropriated for the purposed of said cash fund and are being held subject to action by the County Excise Board.

Certified to this 11th day of May, 2023.

Treasurer

To The Excise Board of Canadian County, Oklahoma

This is to certify that, pursuant to the 5th proviso of 62 Okl. St. Ann. § 331 there has accrued in the Treasury and is hereinbefore certified to as available for appropriation and use in the 2021 Building Bond Cash Fund of the aforesaid District, an amount of money equal to or greater than the total estimated needs hereinafter set out, that the itemized purposes hereinafter named are lawful purposed to which said fund may be put, and we hereby respectfully request approval and appropriation therefore as follows, to-wit:

Table with 3 columns: PURPOSE, AMOUNT REQUESTED, APPROVED BY EXCISE BOARD. Shows 'Unappropriated Income' with amount \$17,365,000.00.

Done by order of the Governing Board of said District and recorded in the minutes of the Clerk at Yukon, Oklahoma, this 5th day of June, 2023.

ATTEST:

Clerk of Board of Education

President of Board of Education

Certificate of the County Excise Board

County of Canadian, State of Oklahoma, ss.

We, the undersigned duly qualified and acting members of the Excise Board in aforesaid County and State, having considered the estimate of needs submitted by the Governing Board of said District and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposed authorized by law and have indicated the items and amounts for approval in the last column of said estimate of needs.

Done at El Reno, Oklahoma, this ___ day of ___, 2023

COUNTY EXCISE BOARD OF THE AFORESAID COUNTY AND STATE

ATTEST:

Chairman

Member

Member

Secretary of County Excise Board

CASH FUND ESTIMATE OF NEEDS AND REQUEST FOR APPROPRIATION

FOR THE 2021 TRANSPORTATION BOND FUND
OF I-27, CANADIAN COUNTY, OKLAHOMA

Certificate of School Treasurer

I hereby certify that I have received and now hold in actual cash actually on hand available for and subject to appropriation to the 2021 Transportation Bond Cash Fund of I-27 of Canadian County, Oklahoma, derived from the following designated sources and restricted by statute to expenditures for the purposes for which such fund was created as follows, to-wit:

From	<u>Sale of Bonds</u>	The sum of	<u>\$ 895,000.00</u>
From	_____	The sum of	_____
TOTAL unappropriated available for purposes of said fund			<u>\$ 895,000.00</u>

Said sums include no part of any revenues heretofore reported and appropriated for the purposed of said cash fund and are being held subject to action by the County Excise Board.

Certified to this 11th day of May, 2023.

Treasurer

To The Excise Board of Canadian County, Oklahoma

This is to certify that, pursuant to the 5th proviso of 62 Okl. St. Ann. § 331 there has accrued in the Treasury and is hereinbefore certified to as available for appropriation and use in the Transportation Bond Cash Fund of the aforesaid District, an amount of money equal to or greater than the total estimated needs hereinafter set out, that the itemized purposes hereinafter named are lawful purposed to which said fund may be put, and we hereby respectfully request approval and appropriation therefore as follows, to-wit:

<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>	<u>APPROVED BY EXCISE BOARD</u>
Unappropriated Income	\$ 895,000.00	\$ 895,000.00

Done by order of the Governing Board of said District and recorded in the minutes of the Clerk at Yukon, Oklahoma, this 5th day of June, 2023.

ATTEST:

Clerk of Board of Education

President of Board of Education

Certificate of the County Excise Board

County of Canadian, State of Oklahoma, ss.

We, the undersigned duly qualified and acting members of the Excise Board in aforesaid County and State, having considered the estimate of needs submitted by the Governing Board of said District and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposed authorized by law and have indicated the items and amounts for approval in the last column of said estimate of needs.

Done at El Reno, Oklahoma, this ____ day of _____, 2023

COUNTY EXCISE BOARD OF THE AFORESAID COUNTY AND STATE

ATTEST:

Chairman

Member

Member

Secretary of County Excise Board

ITEM FOR INFORMATION
Board of Education Meeting
May 2, 2023

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. No noted changes from the past year.

FISCAL NOTE: \$500,000.00 for the 2023-24 School Year

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.

WHEREAS, **Betsy Chen, BCBA and staff** under **BC Behavioral** will provide specialized services relating to the provision of educational and behavioral services.

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

BC Behavioral agrees to:

1. Provide services that may include, but are not limited to the following: review and study of educational/confidential/assessments records, participation in Individualized Education 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
3. Utilize only specially trained ABA staff members for severe behaviors that: possess CPI with Advanced Physical Skills license, passed a state and federal background check, CPR trained, and a hold licensure or are obtaining a licensure provided by the BACB (RBT, BcABA, BCBA, or BCBA-D)
4. Cover all contracted staff members with active Professional Liability Insurance
5. Submit monthly reports with graphs of maladaptive behaviors and progress updates

Yukon Public School agrees to:

6. 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 Owner/Director) \$150 per hour
Board Certified Behavior Analyst (BCBA Clinical Supervisor) \$125 per hour
Board Certified Behavior Analyst Assistant (BcABA) \$100 per hour
Intern \$75 per hour

Above services are for all supervision/programming and meetings

Lead Behavioral Coach: Registered Behavior Technician (RBT) \$75 per hour
Support Behavior Coach: Registered Behavior Technician (RBT) \$60 per hour
Mileage \$0.655 per mile (BCBA/BcABA/Interns only)

Sessions with student will consist of direct implementation with one Lead Behavioral Coach or one Support Behavior Coach and one Support Behavior Coach if behaviors deem necessary.

The BCBA or BcABA will be providing ample supervision throughout this period to ensure the safety of the students, behavioral coaches, and staff, as well as proper implementation of behavior plans, and will provide supervisions as well as support when appropriate.

Cancellation of services that are less than **4 hours** in advance, *may* result in an additional fee of 2 hours of services

If the district wishes to credential their staff to obtain *RBT, BcABA, or BCBA* licensure and wishes to utilize **BC Behavioral's** oversight, fees for applicable services will be charged at the supervisor rates stated above based on whom is providing the service.

- * Supervision for RBTs must be a minimum of 5% of their hours as well as completing a competency assessment
- Time spent providing supervision and meeting with BCBA or BcABA candidates a minimum of once per week. Supervisor will also sign off clinical fieldwork hours needed for BcABA (1,000 hours) and BCBA (2,000 hours) necessary to obtain their licensure

SPECIAL PROVISIONS

The parties agree that **BC Behavioral** 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 staff agree 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 June 2023 and expire on May 2024, 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



05/02/2023

Betsy Chen, MA, BCBA, LBA
BC Behavioral
2248 NW 164th St
Edmond, OK 73013
Treatment Director

Date

ITEM FOR CONSIDERATION
Board of Education Meeting
May 3, 2023

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

RATIONALE FOR RECOMMENDATION: The purpose of this renewal contract is to provide transition services from school to post school activity and employment for students. "Transition School-To-Work" (Work Study).

FISCAL NOTE: In Consideration of the satisfactory performance of said services, the DRS agrees to provide a plan for Vocational Rehabilitation Services to implement the Transition from School-to-Work (See Contract for details) No noted changes.

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



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

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2024 (July 1, 2023 – June 30, 2024).

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

Please complete the entire 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.

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, 2023 or after may not be provided until the Award of Contract has been issued.

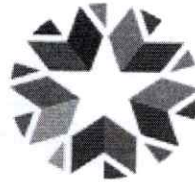
If you have questions about signing the contract, please communicate with Jim Kettler and cc: Chris Compton at the Oklahoma Department of Rehabilitation Services. Their email addresses are jkettler@okdrs.gov at (405) 523-4812 and ccompton@okdrs.gov at (405) 605-9651. For SWS contract content and service questions, contact Renee Sansom Briscoe at 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, Chris, and Renee at the above email addresses.

Thank you for your help in this matter.



OKLAHOMA
Rehabilitation Services



OKLAHOMA
Education

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 Gains, Vocational Rehabilitation Counselors need to obtain copies of students' secondary transcripts with parent or student consent if student is 18.

The Oklahoma State Department of Education Special Education Services (OSDE-SES) and the Oklahoma Department of Rehabilitation Services (ODRS) are requesting that LEAs collaborate with their local VR counselors to establish procedures to assist VR 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 Counselors have shared:

1. The VR Counselor obtains DRS signed releases from parents (see example) and provides the school with copies of them. Then the VR Counselor gets the students' transcripts from the counselor's office or special education teacher.
2. The VR 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 Counselor at the end of each semester with the Student Work Student (SWS) time sheets.
3. The VR 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've 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 Briscoe
Transition Coordinator
405-212-7789
rsansom@okdrs.gov

Lori Chesnut
Program Specialist
405-521-4802
lori.chesnut@sde.ok.gov

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

This agreement, consisting of sixteen (16) 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" or "School"), 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 at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code 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 individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (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, 2023, whichever is the latter, through June 30, 2024. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:

- 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 DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least 16 years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as pre-authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received pre-authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student 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 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative 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 School agrees to provide designated staff time for performing the needed duties related to transition. The School 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.

Students wishing to continue working 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 1st.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative 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 no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

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

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 School must ensure that students have access to a wide variety of work/job types and must also ensure the School 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:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;

- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information tech assistant - use compressed air to clean computers and keyboards, replacing batteries, mice, and keyboards, cleaning monitors, deliveries to students and/or teachers, organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;
- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

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

Unless approved by the DRS counselor in special circumstances, the final 9 months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study) must be in the community with an employer other than the School or school district.

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

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 and/or Worksite Learning beyond their last day of high school.

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. Worksite 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.

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)**.

C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. obtain written pre-authorizations from the DRS counselors **before** initiating services for students (i.e., not starting a 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; and
 - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking

- part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. 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;
 9. document such transition services or pre-employment transition services provided and completed by participating students;
 10. provide such documentation to the DRS counselor at the end of each semester;
 11. submit (at the same time and by the 15th of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid for students participating in School Work Study and/or Worksite Learning; and
 12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

D. DRS's Obligations

The DRS counselor shall:

1. provide pre-authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the individualized education program (IEP) and the individualized plan for employment (IPE);
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title,

- and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
10. monitor students progress at job sites;
 11. ensure that the School or school district is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;
 12. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
 13. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
 14. provide support in assisting students graduating into Employer Work Study.

E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' 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 School 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 School agree that students who are employed by the 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 where they are 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 a W-2 (Wage and Tax Statement), and not a 1099-Misc Form for Independent Contractors.**
3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received pre-authorization in

the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

III. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student's check.
- summer months –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 shall be made upon receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of 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/ratification 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 DRS client who:

- * is going to participate in School Work Study and/or Worksite Learning.
- * is at least 18 years of age. and
- * 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 properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not pre-authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** 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.

C. Lapse Of Invoices/Claims

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of 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. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

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 is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

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. 58th 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/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor 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 Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

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 the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at 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. TikTok Ban

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

W. Certification For Non-Boycott Of Israel Goods Or Services

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

X. Certification For Non-Boycott Of Fossil Fuel Energy Companies

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

Y. Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

Signature:

Email: contracts@okdrs.gov

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Yukon Public Schools
VENDOR

Contract Number

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

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS 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, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

Canadian County Education Center Contract
2022-2023 Fiscal Year

MAY 23 2022

SHERRY MURRAY
COUNTY CLERK

Agreement entered into as of the 1st day of July, 2022, by and between Independent School District No. 09 I027 of Canadian County, Oklahoma, a/k/a **Yukon Public Schools** (herein referred to as YPS) and **the Board of County Commissioners of Canadian County, Oklahoma** (herein referred to as COUNTY) on behalf of the Canadian County Children's Justice Center (herein referred to as CCCJC).

WHEREAS, CCCJC is located within the boundaries of the El Reno Public Schools District (herein referred to as ERPS) who shall serve as the Lead Education Agency (herein referred to as LEA) for CCCJC's school programs.

WHEREAS, CCCJC includes an alternative education facility and school program called the Canadian County Education Center (herein referred to as CCEC) to be used for alternative education students who are in the 7th grade through the 12th grades from various school districts within Canadian County, Oklahoma.

NOW THEREFORE, in consideration of their mutual covenants and obligations, and other good and valuable consideration, the parties hereto agree as follows:

399259088. CCEC Alternative Education Facility. The County through CCCJC will be responsible for the maintenance of CCEC. The CCCJC will be responsible for providing and maintaining all of CCEC's furnishings, equipment, materials, supplies, textbooks and teaching aides. CCEC will include six (6) classrooms, a commons area, appropriate office space, and access to CCCJC's gymnasium.

399259089. Education Facility Staff. The staff will consist of a principal and an appropriate number of teachers (estimated to be 7). The staff will be hired by the LEA subject to approval of CCCJC's Director(s) and Director of Student Services. The staff will be employees of the LEA and subject to all applicable policies of the LEA's Board of Education.

399259090. Staff Qualifications/Certification. The LEA will be responsible for hiring only those persons who have the qualifications and certification required by law to teach in or administrate an Alternative Education program.

399259091. Program Certification. The LEA and CCEC staff will, through joint efforts, take the steps necessary to obtain and maintain the necessary certification of the program.

399257688. CCCJC Alternative Education Programs. CCEC's Alternative Education program offered pursuant to this Agreement, will be separate from the Alternative Education services provided to juveniles enrolled in CCCJC's other school programs: Detention, Sanctions, and Fort Reno Adolescent Center. CCEC will meet the requirements developed by the Oklahoma State Department of Education for Alternative Schools.

220409

399259092. CCEC Students. CCCJC Director(s) and Director of Student Services will establish and enforce CCEC student admission and enrollment criteria. CCEC will provide Alternative Education to qualifying students from school districts who have entered into a contract with the COUNTY for such Alternative Education services. Students in the seventh (7th) through twelfth (12th) grades will be eligible for referral.

399259093. Status of Students. YPS students who attend CCEC will remain students of YPS and will be subject to the applicable graduation requirements of the YPS district. YPS will be responsible for maintaining the records and submitting the reports required by state and/or federal law for YPS students enrolled in CCEC.

399259094. CCEC's Program Term. CCEC will provide Alternative Education services to YPS students on the days that the LEA is in session.

399259095. Number of Students. YPS agrees to send no more than 15 YPS students to CCEC at one time during the 2022-2023 school year. If additional students are in need of CCEC, additional slots may be purchased on a per diem basis, if available and approved by CCCJC's Director(s) and the Director of Student Services.

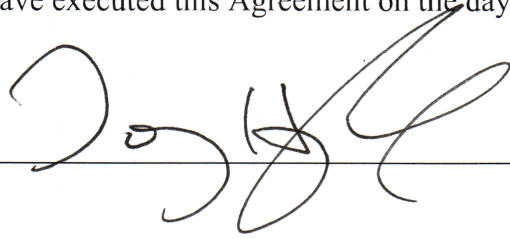
399259096. Payment. YPS payment to the COUNTY of \$1000.00 for each slot as designated in paragraph 9.

399259097. Transportation of Students. During the academic year, YPS will be responsible for transportation of YPS students, if needed, to and from CCEC.

399259098. Terms of Agreement. This Agreement shall be effective from the date it is executed by the parties through the end of the 2022-2023 fiscal year on June 30, 2023. This Agreement may be renewed for subsequent fiscal years, upon mutual ratification of the parties of all terms, including any modifications of the provisions in paragraphs 9 and 10 hereinabove.

IN WITNESS THEREOF, YPS and the COUNTY have executed this Agreement on the day and year written above.

District Attorney



BOARD OF EDUCATION OF INDEPENDENT DISTRICT
NO. 09-I027, CANADIAN COUNTY, OKLAHOMA
YUKON PUBLIC SCHOOLS
600 Maple
Yukon, Oklahoma 73099

By: _____

Board President

Attest:

Board Clerk

BOARD OF COUNTY COMMISSIONERS OF
CANADIAN COUNTY, OKLAHOMA

By: David Anderson
Dave Anderson, Chair & Commissioner

By: Marc G. Hader
Marc Hader, Commissioner

By: Jack Stewart
Jack Stewart, Commissioner

Attest:

Sherry Murray
Sherry Murray, County Clerk



ITEM FOR CONSIDERATION
Board of Education Meeting
May 15, 2023

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

RATIONALE FOR RECOMMENDATION: The purpose of this renewal contract is to perform employment training for students. “Work Adjustment Training” (WAT).

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) No noted changes.

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



**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES**

Dear Vendor:

Please read the attached agreements and the following instructions carefully.

1. **One (1) agreement with original signature (no signature stamps) is required**, a fully-executed agreement will be emailed back to you with the Award of Contract (Purchase Order).
2. Certificates, if included, **must have original signatures (no signature stamps) and must have the same signatures as the agreements.**
3. If changes or corrections are necessary, please line through the incorrect information and write in the correct information. **Please do not use white out or erase in any manner. Each change must be initialed by the same individual who signed the agreements.**
4. Please fill in all blanks, if any, on the agreements. If not applicable, note N/A. **Please provide a copy of the vendor license if applicable.**
5. Signed agreements and certificates must be returned as soon as possible to avoid a disruption of services. Please note that the time period from submission of the signed agreement until receipt of the Award of Contract may be several weeks. **Services must not be provided until the Award of Contract has been issued.**

Please **email** signed agreements and attachments to: Kevin Randall II at krandall@okdrs.gov and cc: Renee Sansom at rsansom@okdrs.gov or **mail** to: State Office, 3535 NW 58th St., Suite 500, Oklahoma City, OK 73112, ATTN: Renee Sansom.

If you have any questions, please call Renee at 405-212-7789

Nichole Lewis

Nichole Lewis (May 15, 2023 09:57 CDT)



**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK ADJUSTMENT TRAINING (WAT)**

This agreement, consisting of twenty-three (23) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services (DRS) and

**YUKON PUBLIC SCHOOLS
600 MAPLE
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 Oklahoma Department of Rehabilitation Services desires employment training for its individuals; 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 fees for services set forth herein have been approved as fixed rates by the Oklahoma Commission for Rehabilitation Services and the Office of Management and Enterprise Services pursuant to 74 O.S. § 85.7(A)(6)(f).

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, 2023, whichever is the latter, through June 30, 2024. 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 shall be issued to the Contractor. **The 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 work adjustment training (WAT) may do so for a maximum 24 cumulative months, as pre-approved on an individual basis by the DRS counselor. If the DRS client requires more time to make additional progress, the DRS counselor may authorize additional time. If the Contractor provides WAT during the summer months, any summer months worked by the DRS client count as part of the maximum 24 cumulative months. **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 individualized education plan (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;
 - 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 written authorization by DRS 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 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 shall be pre-authorized in writing by the DRS counselor as "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 shall 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 shall 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 shall assure that each individual is afforded, **on a monthly basis**, an individualized assessment of interpersonal and competitive work-related skills. This shall 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 shall 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 shall 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 shall 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 shall 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. **The initial ITP for each client must be submitted to the DRS counselor within 60 calendar days.**
- b. **The ITP shall be submitted with the DRS Progress Report regularly (or at least every 3 months).**
- c. 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 shall 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 shall 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 shall be given the flexibility to allow for alternate plans for exceptional individual cases. The Contractor shall 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 shall provide instruction and orientation to work practices which is tailored to individual needs and falls within the five core Pre-Employment Transition Services:

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

and that encompasses:

- 6) 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);
- 7) 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);
- 8) job Skills (e.g., switching tasks, remaining on task, obtaining supplies, and cleaning up work area);
- 9) work speed and endurance (e.g., completing tasks with accuracy, increasing time on task, asks for additional work, and adjusts to change);
- 10) 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);
- 11) 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 option;
- communication between program and driver before, during, and after transport;
- maintenance and inspection of vehicles and bicycle;
- 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.

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

13) 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. The Contractor shall 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 shall 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 shall be given the flexibility to allow for alternate plans for **exceptional individual cases**.
- d. Virtual opportunities for WAT that's available through the Contractor may be provided to students due to Covid-19-related concerns. A proposal for virtual training **MUST** be received and approved by the DRS Transition Coordinator in order to continue with the WAT program, if the need for virtual training occurs. The vendor **MUST** provide detailed information regarding virtual activities on any progress reports and in the time sheet notes. The Contractor **MUST** justify what has been done virtually with each DRS client. Online YouTube videos and virtual job shadowing opportunities for students can be used to continue the various community experiences. There shall be no change to time sheet billing amounts during virtual training.

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 shall be required every 30 days, and an additional evaluation of the ITP and level of independence every 90 days, with work adjustment training not to exceed a maximum 24 cumulative months, unless pre-approved by the DRS counselor. All progress reports and time sheets must be submitted to the DRS counselor by the 15th 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 shall be processed through the assigned DRS counselor. The DRS transition coordinator (TC) shall conduct ongoing annual evaluations through visits, reviewing paperwork, and onsite auditing to ensure compliance with the DRS guidelines. Should the DRS TC find areas of noncompliance, the Contractor shall be required to submit a corrective action plan (CAP) within 30 days. The DRS TC shall 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 shall be completed by the Contractor on each individual at the conclusion of the school year of the work adjustment training program period. This final report, submitted to the DRS counselor, shall include each client's plans for future employment.

C. Additional Contractor Requirements

The Contractor's designated teacher/transition coordinator(s) shall:

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. be a part of the decision-making process for community work experiences and transitioning students out of the WAT program;
4. provide information regarding the program to school personnel, students, and parents;
5. 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;

- and;
- e. self-advocacy, including peer mentoring;
 6. assist with regular assessment of the students' progress;
 7. 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;
 8. 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;
 9. 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 the Contractor or required by DRS;
 10. provide monthly documentation to DRS counselor, such as progress reports and attendance reports;
 11. provide an initial ITP within 60 calendar days of admission to the DRS counselor;
 12. **provide ITP and 90 day Progress Report regularly (or at least every 3 months);**
 13. **provide final report at the conclusion of the school year;** 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 shall:

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 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 work schedules 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 shall pay the Contractor at the rates set forth below.

1. The DRS shall 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 shall 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 shall 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 shall not be made for that month. Payment shall 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. The Contractor may use funds to develop, enhance, and implement the WAT program. All funds paid to the 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 DRS TC and solely for the purpose of teaching independent living skills. DRS shall 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; and
 12. Upon request, the Contractor shall submit to the DRS TC 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 receipt of a proper claim for reimbursement of 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 pre-approved in writing by the DRS counselor.

All students who are placed in the 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 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. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

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 is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

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. 58th 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/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor 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 Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

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 the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313)

and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at 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. TikTok Ban

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

W. Certification For Non-Boycott Of Israel Goods Or Services

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

X. Certification For Non-Boycott Of Fossil Fuel Energy Companies

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

Y. Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or
- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

Z. Termination For Funding Insufficiency

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

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

Kathy Lowry
Kathy Lowry (May 15, 2023 08:43 CDT)

May 15, 2023

Signature

Date

Kathy Lowry, CPO
Print Name

Manager/Compliance Officer
Title

Contractor

Amy Beams
Amy Beams (May 15, 2023 08:06 CDT)

May 15, 2023

Signature

Date

Amy Beams
Print Name

Executive Director of Special Education
Title

Amy Beams 405-350-1341
Contact Person Telephone

amy.beams@yukonps.com
Contractor's Email Address

Appendix A

Key Points of the DRS 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 the Contractor), 2 hours per day (\$250 per month to the Contractor), or 3 hours per day (\$375 per month to the Contractor).
3. Students may participate in WAT for a maximum 24 cumulative months, as pre-approved by the DRS counselor. Additional WAT training exceeding the maximum 24 cumulative months MUST be pre-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 shall 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 the DRS counselor;
 - b. the DRS counselor authorizes payment to the Contractor;.
 - c. the DRS counselor enters payment amount;
 - d. the DRS State Office sends a check to the Contractor;
 - e. the State of Oklahoma has forty-five (45) days from receipt of proper timesheets and progress reports to make payment to the Contractor;
 - f. additional required documents:
 - g. initial ITP within 60 days submitted to counselor;
 - h. **provide ITP and 90-day Progress Report regularly (or at least every 3 months); and**
 - i. **provide final report at the conclusion of the school year.**

Appendix B

Resources to Assist in Program Implementation

Free Resources

1. Autism Speaks (IL Skills)
https://www.autismspeaks.org/sites/default/files/docs/ttk2_independent_living.pdf
2. Biz Kids (Money Management)
<http://bizkids.com/>
<http://bizkids.com/students>
<http://moneytalks4teens.ucanr.edu/>
<http://www.themint.org/teens/index.html>
3. Caseylifeskills (Money, Home, and Food Management)
http://www.casey.org/media/CLS_ResourceGuides_subdocs_PAYAModule1.pdf
4. Caseylifeskills (Moving Out on Your Own)
http://www.casey.org/media/CLS_ResourceGuides_subdocs_imgettingready.pdf
5. 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. Preference Indicators
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/transition-assessment---severe-disabilities.html>
 - e. 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>
6. Minnesota Literacy Council (Employment Readiness)
<http://mnliteracy.org/tools/employment-readiness-curriculum>
7. Applied Educational System
<http://www.aeseducation.com/careercenter21/employability-skills-lesson-plans/>

Resources for Purchase

8. Conover Company (Functional Skills)
https://www.conovercompany.com/downloads/fss_brochure.pdf
9. University of Oklahoma Zarrow Center for Learning Enrichment Resources
 - a. Transition Assessments
<https://tagg.ou.edu/tagg/>
10. Brigance Transition Skills
<http://www.curriculumassociates.com/products/detail.aspx?title=BrigTSA>

11. Skills USA

<http://www.skillsusa.org/programs/career-readiness-curriculum/>

Resources for Driving Readiness

[Montgomery College readiness checklist](#)

[Children's Hospital of Philadelphia readiness](#)

[Quizlet Driver Readiness flashcards](#)

[DriveWell Info and Resources for Drivers](#)

DRS Work Adjustment Training (WAT) Monthly/90-Day Progress Report

Student Name: _____ School/Provider: _____ School Year: 20__ to 20__

Job Site(s)/Date(s): _____

Progress Rating (P)

1 = Unsatisfactory 2 = Below Average, needs improvement 3 = Satisfactory, but could improve
 4 = Good, no major improvements needed 5 = Excellent, no improvement needed

90-Day Independence Rating (I)

I = Independent, no prompts needed M = Modeling, task must be demonstrated first
 V = Verbal, instructions must be given H = Hand-Over-Hand, teacher/provider must place hands over student's hands to complete task

Pre-employment Transition Services Work Skills Five Required Areas	Sept.	Oct.	Nov. 90 Day	Dec.	Jan.	Feb. 90 Day	March	April	May 90 Day	
1. Workplace Readiness Training/Social & Independent Living			P	I			P	I	P	I
Cooperates with co-workers and supervisors										
Is courteous, and uses appropriate manners										
Accepts and responds appropriately to criticism										
Attendance and Punctuality										
Works independently										
Wears appropriate dress										
Demonstrates mature/safe work behaviors										
Follows work rules and uses breaks appropriately										
Ability to tell time/manage time										
Ability to manage money										
Understands transportation needs and available resources										
Understands safety as it relates to transportation										
2. Work-Based Learning Experiences										
Follows written and verbal instructions and asks for help when needed										
Responds to instructions within an appropriate amount of time										
Remembers jobs steps or asks appropriate questions when needed										
Can switch tasks without maladaptive behavior										
Remains on task in distracting environments, for increasing durations										
Asks for supplies as needed, and returns supplies at end of work period										
Completes assigned tasks with accuracy										
Asks for work upon completion of a task; is self-motivated										
Ability to adjust to change and pressure										
Demonstrates appropriate behavior in the community setting										
Ability to transfer work behaviors and skills from class to community										
3. Job Exploration Counseling										
Ability to utilize resources for finding available jobs										
Ability to communicate values, interests, and preferences										
Recognizes the importance of acquiring marketable skills, the purpose of work, and that work is a part of life										
Ability to voice career of choice and reasons for choosing										
4. Instruction in Self-Advocacy										
Understands his or her needs										
Knows what help or support needed to get needs met and be successful										
Knows how to request to needs and support in appropriate ways										
Knows how to advocate for needed accommodations and services										
5. Counseling on postsecondary opportunities										
Participates in career vocational assessments										
Ability to research career and postsecondary education options										
Ability to choose a postsecondary option (if appropriate)										
Identifies skills and abilities necessary for postsecondary programs										
Student Participated in Assessment (student initials/mark in boxes)										
Initials of Person Completing Assessment										

Comments:

DRS Work Adjustment Training (WAT) Monthly Time Sheet

Student Name: _____ School/Provider: _____

Job Site(s)/Date(s): _____

Month _____ Year _____

Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____

Total Days Present: _____	Total School Days in Month: _____	Percent of School Days Present: _____% <i>(Days present divided by School days)</i>
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Option 1

If month has 10 or more school days, and student is there 61% or more of school days, Amount Billing \$ _____

Option 2

If month has 10 or more school days, and student is there 60% or fewer of the school days,

Percent of School Days Present: _____% x (either \$125, 250, or 375) = Amount Billing \$ _____

Option 3: If month has fewer than 10 school days, # of days present _____ x daily prorated amount of either (\$6.25, \$12.50, or \$18.75) per day = Amount Billing \$ _____

Student Signature		Date:	
Work Adjustment Coordinator Signature		Date:	

NOTE: If the above student is not being credited with work adjustment hours, see the explanation checked below.

- Student was unable to participate due to excessive absences.
- Student was unable to participate at this time due to unacceptable employment behaviors.
- Student is no longer enrolled in the program.
- Student is not authorized for Work Adjustment Training for the next month(s).

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Yukon Public Schools
VENDOR

2400372
Contract Number

Renee Sansom-Briscoe has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS 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, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).












FY24 WAT Contract -Yukon High School

Final Audit Report

2023-05-15

Created:	2023-05-12
By:	Kevin Randall (krandall@okdrs.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARlwpmLA1fVYQMv5LuwYOCz2hTJ1IP1tj

"FY24 WAT Contract -Yukon High School" History

-  Document created by Kevin Randall (krandall@okdrs.gov)
2023-05-12 - 7:52:32 PM GMT- IP address: 204.87.66.4
-  Document emailed to Amy Beams (amy.beams@yukonps.com) for signature
2023-05-12 - 7:56:27 PM GMT
-  Email viewed by Amy Beams (amy.beams@yukonps.com)
2023-05-15 - 1:05:18 PM GMT- IP address: 74.125.210.195
-  Document e-signed by Amy Beams (amy.beams@yukonps.com)
Signature Date: 2023-05-15 - 1:06:55 PM GMT - Time Source: server- IP address: 164.58.170.60
-  Document emailed to Kathy Lowry (klowry@okdrs.gov) for signature
2023-05-15 - 1:06:56 PM GMT
-  Email viewed by Kathy Lowry (klowry@okdrs.gov)
2023-05-15 - 1:43:16 PM GMT- IP address: 119.12.189.200
-  Document e-signed by Kathy Lowry (klowry@okdrs.gov)
Signature Date: 2023-05-15 - 1:43:55 PM GMT - Time Source: server- IP address: 165.225.36.99
-  Document emailed to contracts@okdrs.gov for signature
2023-05-15 - 1:43:56 PM GMT
-  Email viewed by contracts@okdrs.gov
2023-05-15 - 1:52:36 PM GMT- IP address: 161.123.110.226
-  Signer contracts@okdrs.gov entered name at signing as Nichole Lewis
2023-05-15 - 1:57:34 PM GMT- IP address: 165.225.36.100
-  Nichole Lewis (contracts@okdrs.gov) uploaded the following supporting documents:



Adobe Acrobat Sign

 File Attachment 1

2023-05-15 - 1:57:36 PM GMT

 Document e-signed by Nichole Lewis (contracts@okdrs.gov)

Signature Date: 2023-05-15 - 1:57:36 PM GMT - Time Source: server- IP address: 165.225.36.100

 Agreement completed.

2023-05-15 - 1:57:36 PM GMT

ITEM FOR INFORMATION
Board of Education Meeting
May 16, 2023

TOPIC: Renewal of Contract with April “Nikki” Keck, for educational consultant services for our Vision Impaired students.

RATIONALE FOR RECOMMENDATION: Renewal contract to perform consultation services as part of the “Vision Impaired Program” One noted changes from the past year. Hourly Service of \$70.00 from \$65.00 per hour.

FISCAL NOTE: Maximum Fee \$70.00 per hour for Vision Therapy/Consultation.

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



Contract Agreement

This agreement is established between Yukon Public Schools and Visual Senses (a consulting firm owned by April "Nikki" Keck), educational consultants. It is mutually agreed that Yukon Public Schools will pay Nikki Keck for specialized services as follows:

Consultation and assistance to educational staff with duties relating to the provision of special education for students who present a visual impairment – such services may include, but not be limited to, the review and study of education/confidential records, participation in IEP meetings and other staffings, completing of forms/reports, classroom observations, functional assessments, direct intervention, procurement of materials, assistive technology recommendations, team member contact, progress monitoring of student programs, and Orientation and Mobility training/consultation.

The fee for these services is agreed upon at \$70 per hour with time billed at 15 minute minimums. Fees are calculated from starting points of origin to site of service (Yukon) and return to point of origin.

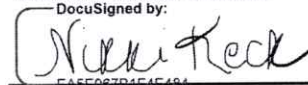
To achieve these purposes, the following general provisions apply:

1. The scope of these services will be determined by the LEA team.
2. Consultation may include review of/access to individual student records as deemed necessary by the LEA team. Nikki Keck and any affiliations hereby agree to abide by all state and federal laws and district policies regarding confidentiality and other procedural safeguards.
3. A monthly itemized billing will be furnished by Nikki Keck to Yukon Public Schools following rendering of services. **Payment shall be remitted within 30 days of date of statement to Nikki Keck, PO Box 204, Blanchard, OK 73010.**
4. If scheduled meetings or consults are canceled for any reason, a reasonable notice or 24 hours must be given to Nikki Keck or servicing consultant. A one hour minimum plus drive time will be charged for lack of notice.
5. This agreement may be modified at any time by mutual consent of both parties. Services may be canceled by either party, if a request is put in writing, giving thirty (30) day notice.
6. Yukon Public Schools declares that there are no current litigations, due processes, or any other legal actions involving any of the current students being served with a visual impairment that Nikki Keck and/or Visual Senses consultants will be servicing.
7. This agreement becomes effective when the proper signatures are affixed below.

This agreement shall expire on June 30, 2024 unless review and renewed by both parties prior to that date.

Authorized Representative

Yukon Public Schools

DocuSigned by:


Nikki Keck, TVI, COMS

Certification # 187290 EXP: 6/30/2023

National O&M # 4086 EXP: 9/30/2026

Date

5/15/2023

Date

ITEM FOR CONSIDERATION
Board of Education Meeting
June 5, 2023

TOPIC: Random Drug and Alcohol Testing Services for CDL License Holders

ADMINISTRATIVE RECOMMENDATION: The Administration recommends the approval of a contract between Compliance Resource Group and Yukon Public Schools.

RATIONALE FOR RECOMMENDATION: The purpose of this agreement is to comply with requirements to participate in a random drug and alcohol testing program for our bus drivers and also employees who meet all requirements to drive a school bus.

Currently, we contract with Compliance Resource Group to provide random drug testing.

OPTIONS:

1. Approve this contract with the Compliance Resource Group for the 2023-2024 school year.
2. Do not approve this contract with the Compliance Resource Group for the 2023-2024 school year.

FISCAL NOTE: Compliance Resource Group will charge \$50 for a DOT Urine Drug Screen. Compliance Resource Group will charge \$25 for each Breath Alcohol Test with Confirmation. The annual enrollment fee per driver, which is the administrative fee for managing the random pool, is \$7.50 per driver (approximately 110 drivers for a cost of \$825 annually). The requirements from the Department of Transportation are to test 25% of the driver pool annually for drugs/urinalysis and 10% of the driver pool for alcohol. The former requirement was 50% of the pool for drugs/urinalysis and Yukon has maintained this same standard of 50% for drugs/urinalysis testing and 10% for alcohol testing, despite the federal government lowering the standard.

Based on 110 drivers, the cost impact is as follows:

- \$7.50/driver random pool administration = \$ 825.00
- 50% of pool drug testing (55 drivers @ \$50) = \$ 2,750.00
- 10% of pool alcohol testing (11 drivers @ \$25) = \$ 275.00
- New hire drug testing (15 @ \$50) = \$ 750.00
- Total Cost = \$ 4,600.00

The total cost increase represents an increase of 14 drivers from school year 22-23. The total price increase costs will be related to the total number of tests we administer during the year.

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.
- **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.

CONTACT PERSON: Mark D. Lebsack, Chief Operations Officer

ITEM FOR CONSIDERATION
Board of Education Meeting
June 5th, 2023

TOPIC: Certified Evaluation Software/Platform

ADMINISTRATIVE RECOMMENDATION: The Administration recommends approval of the contract with Learning Science International for the time period of 8-1-2023 through 7-31-2024.

RATIONALE FOR RECOMMENDATION: Yukon Public Schools is required by the State of Oklahoma to adopt an evaluation tool for facilitating certified evaluations. There are only two options for vendors/platforms. Learning Sciences is our current provider and we are recommending them for renewal for FY 23-24.

OPTIONS:

1. Approve the contract with Learning Sciences International.
2. Do not approve the contract with Learning Sciences International.

FISCAL NOTE: Will not exceed \$22,836.00. This cost is an increase of \$1122 from the 22-23 contract.

YPS GOALS:

- **Personnel-** We will recruit, retain, and compensate highly motivated educators that are committed to professional growth and excellence.
- **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: Diana Lebsack
Assistant Superintendent of Human Resources



Quotation

Company Address	Instructional Empowerment, Inc. dba Learning Services International dba Marzano Evaluation Center 175 Cornell Rd., Suite 18 Blairsville, PA 15717 US	Quote Number	Q-30148
		Expiration Date	
Vendor Account No.		Payment Terms	Net 30
Program Partner Phone	Claire Erwin 805-470-9234		
		Make checks payable to: Instructional Empowerment, Inc. Fax Signed Quote to: (724) 240-6475	
Bill To Name Bill To	Yukon School District I-27 Accounts Payable 600 Maple St Yukon, OK 73099-2533 US	Contact Name Phone Email	Jason Brunk 4053542587 jason.brunk@yukonps.com

NOTE: On-site Professional Development sessions require a minimum of a **30-day** advance notice. Purchase Orders must be received prior to any date or faculty requests can be honored. Any Professional Development requested with less than 30-day's notice is subject to faculty availability and a \$500 expediting fee.

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
12.00	IE Observation Annual License, Marzano (Building) - Renewal	TEC-iO-R1y-Bdg-102-Marz	IE Observation Annual License, Marzano (Building) - Renewal. 1-year license including up to 102 user licenses. <ul style="list-style-type: none"> • Yukon Public School District - ISD #27 IE Observation Renewal 2023-2024 • Renewal Terms: 8/1/2023-7/31/2024 	USD 1,903.00	USD 22,836.00
TOTAL:					USD 22,836.00

Notes:

Instructional Empowerment, Inc. Terms & Conditions

Customer Acknowledgment

Customer acknowledges agreement with these Terms & Conditions of Sale by placement of an order to purchase products or services from Instructional Empowerment, Inc. or associated DBAs.

Prices

Prices quoted are good for 30 days from the date of proposal or quote, unless otherwise stated in writing. All prices stated in USD unless otherwise noted.

Payment

Purchase order or payment is required prior to order fulfillment. Make checks payable in USD to "Instructional Empowerment, Inc." or "Marzano Evaluation Center," and submit to 175 Cornell Road, Suite 18, Blairsville, PA 15717.

Purchase Orders

Please reference quote number (shown above) on all purchase orders. Purchase orders should be sent to Instructional Empowerment, Inc. or associated DBAs, 175 Cornell Road, Suite 18, Blairsville, PA 15717 or faxed to (724) 240-6475 or emailed to: orders@instructionalempowerment.com

Terms

Standard payment terms are net 30 from date of invoice. Seller reserves the right to charge interest at the rate of 0.5% per month on past due balances. Seller also reserves the right to submit invoices greater than 90 days past due to a third party agency for collection.

Scheduling

On-site training and professional development sessions requires 30 days advance notice. Purchase order or payment must be received before training dates can be reserved. Trainings scheduled at the Customer's request with less than 30 days advance notice are subject to availability and a \$500 expediting fee.

All training sessions must be scheduled no later than 12 months following receipt of purchase order.

Cancellation/Rescheduling

Virtual Sessions may be cancelled or rescheduled 7 or more calendar days before the scheduled date of the event without a penalty. Customers who cancel/reschedule the virtual session within 1-6 calendars days prior to the event, will be charged 50% of the event price. If a customer does not show up for the event or cancels the event on the day of the training, will still be responsible for 100% of the event price.

On-Site Trainings may be cancelled or rescheduled 14 or more calendar days before the scheduled training date without a penalty. Customers who cancel/reschedule the on-site training up to 3 calendar days prior to the training, will be charged 50% of the training price after 3 days will be 100% of the training. If a customer does not show up for training or cancels the training on the day it was scheduled, will be responsible for 100% of the training price.

All cancellation or rescheduling requests, should be emailed to: scheduling@instructionalempowerment.com or call toll free 1-866-731-1999.

FORCE MAJEURE. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion.

Shipping and Handling

Shipping and Handling for print materials shown at standard ground rates. Please allow 7-10 business days for order processing and delivery. Expedited or overnight shipping available for some items. Additional fees may apply.

Instructional Empowerment, Inc. will fulfill your order based on the quantity of materials shown on your purchase order. Should you request additional copies of materials, you will be invoiced for the materials plus shipping and handling. Expedited or overnight shipping may apply.

Sales, Use, Value Add and other Taxes

Customers exempt from sales taxes must provide a copy of their current exemption certificate, if applicable. Instructional Empowerment, Inc. reserves the right to charge sales, use, and/or value added tax in addition to quoted product prices as required by taxing authorities, if applicable. Actual sales tax billed will be based on Seller's sales tax collection requirements and Customer's current jurisdiction rates in effect on the date of invoice.

Materials Reprint Licenses

Professional development sessions and related materials are revised periodically to reflect most current research and provide the best possible experience for the learners. Updates to materials covered under reprint licenses will be provided free of charge upon request during the terms of the license. Customers are advised to print only sufficient quantities to cover their immediate training needs.

Recording of Presentations

All audio and video recording is prohibited without written consent from Instructional Empowerment, Inc.

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and return with Purchase Order.

THANK YOU FOR YOUR BUSINESS!



EXHIBIT A- JANI-KING PROPOSAL RENEWAL

**Yukon Public Schools- July 1, 2023- June 30, 2024
Cleaning Schedule, Additional Cleaning Options, Pricing Schedule**

Location(s) Where Services Will Be Performed:

Client Name: Yukon Public School
Street: 600 Maple
City: Yukon
State: OK
Building Name(s): Yukon High School, Yukon South Campus (7 th & 8 th Grade), Yukon North Campus (6 th Grade), MS Gymnasium, 7 th & 8 th Locker Room, Lakeview Elementary (LES), Redstone, Shedeck, Surrey Hills, Administration

Named Areas:

A.	Entrances
B.	Restrooms, Locker Rooms
C.	Foyers, Corridors, Gym & Cafeteria
D.	General Offices
E.	Classrooms and Labs

CLEANING SPECIFICATIONS

Yukon Public Schools- July 1, 2023- June 30, 2024

Daily Cleaning

A. Entrances

1. Clean glass, glass entry and exit doors inside and out.
2. Vacuum rugs, carpet and entry mats.
3. Empty trash receptacles, clean receptacles when needed and replace liners. (Liners to be furnished by Yukon Schools)
4. Dust windowsills, ledges and frames.
5. Sweep and mop floors (paying special attention to corners).

B. Restrooms

1. Stock towels, tissue, and hand soap. (Furnished by Yukon Schools)
2. Empty sanitary napkin receptacles and wipe with a disinfectant and replace liners (Liners furnished by Yukon Schools).
3. Empty trash receptacles and wipe if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers.
6. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
7. Toilet seats to be cleaned on both sides using a disinfectant.
8. Scour and sanitizc all basins. Polish bright work.
9. Dust partitions, top of mirrors, and frames.
10. Remove splash marks from walls around basins.
11. Mop and rinse restroom floors with a disinfectant.
12. Disinfect all benches.
13. Disinfect stall doors.
14. Dust air vents quarterly.
15. Scrub floors with a standard speed floor machine quarterly on school breaks.

C. Foyers, Corridors, Gym and Cafeteria

1. Empty trash receptacles, clean receptacles when needed and replace liners (liners to be furnished by Yukon School).
2. Dust windowsills, ledges and frames.
3. Remove fingerprints/handprints and smudges from glass.
4. Auto Scrub hard surface floors.
5. Vacuum rugs, carpet and entry mats..
6. Clean, disinfect and polish drinking fountains.
7. Spot clean carpets and rugs.

D. General Offices

1. Empty trash receptacles, clean and disinfect as needed and replace liners (liners furnished by Yukon School).
2. Spot dust windowsills, ledges and frames as needed..
3. Remove fingerprints/handprints and smudges from glass and partitions.
4. Sweep, mop floors.
5. Vacuum carpeting, taking care to get into corners and along edges.
6. Spot clean carpets and rugs as needed or on breaks.

E. Classrooms and Labs

1. Empty trash receptacles, clean and disinfect as needed and replace liners (liners to be furnished by Yukon Schools).
2. Spot dust windowsills, ledges and frames.
3. Clean and remove fingerprints/handprints and smudges from glass.
4. Sweep and mop floors.
5. Vacuum carpet and rugs.
6. Replace paper towels and soap (to be furnished by Yukon Schools).
7. Clean and disinfect all sinks. Polish bright work.
8. Dust air vents quarterly.
9. Spot clean carpet as needed.

Yukon Public Schools- July 1, 2023- June 30, 2024

Weekly Cleaning

A. All Named Areas

1. Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture.
2. Thoroughly vacuum under all mats at entrances.

Monthly Cleaning

A. All Named Areas

1. Complete all high dusting not reached in the above-mentioned cleaning, including vents and registers.
2. Clean storage areas.
3. Buff hard surface floors, if needed, to present the best possible appearance.

Summer Cleaning (Pricing will remain the same for June and July)

- A. Strip and refinish all waxed flooring, preparing school for next school year. (Yukon will furnish the stripper and wax)
- B. Work with Yukon Public Schools Day Time Custodian (if applicable) to extract all carpeting throughout facilities.
- C. Deep impact clean and floor scrubbing of all restrooms prior to next school year starting.
- D. Deep impact clean and accomplish all high dusting of all classrooms and common areas prior to 2022-2023-school year starting.



Yukon Public Schools Administration Offices- Cleaning Specifications
 Yukon Public Schools- July 1, 2023- June 30, 2024

**Location of Services: Yukon Public Schools
 Administration Offices
 600 Maple Street
 Yukon, OK 73099
 (405) 354-2597**

Named Areas:

A.	Offices, Lobby, Conference Room and Common Areas
B.	Restrooms
C.	Break Rooms, Kitchenettes

NIGHTLY CLEANING (Five Nights per Week)

A. Offices, Lobby, Conference Room and Common Areas

- Empty all trash receptacles, replace liners, as needed and remove trash to a collection point (Trash liners to be furnished by client).
- Vacuum all carpeting, taking care to get into corners, along edges and beneath furniture. Jani-King will not be responsible for the removal of staples from carpets.
- Thoroughly dust all horizontal surfaces including desktops (clients expectations on desktops), top of file cabinets, windowsills, chairs, tables, pictures, and all manner of furnishings.
- Damp wipe all horizontal surfaces to remove coffee rings and spills, as needed.
- Wipe telephones, computer monitors, and all other office electrical equipment.
- Dust mop hard surface floors with a treated dust mop.
- Damp mop hard surface floors to remove any spillage from soiled areas.
- Damp wipe entryway and clean fingerprints from entrance glass.
- Spot clean partition glass.
- Inspect and pick up, as needed, building entrance.
- Notify management of any concerns in facility using our memo pad system or email.
- Make sure all doors and security systems are properly secured as instructed by client.

[Signature] INT _____ INT

Yukon Public Schools- July 1, 2023- June 30, 2024

B. Restrooms

- Stock towels, tissue and hand soap (To be furnished by client).
- Empty sanitary napkin receptacles and wipe with disinfectant.
- Wipe towel cabinet covers, handrails and air dryers (if applicable)
- Empty trash receptacles and wipe if needed.
Clean and polish mirrors.
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Toilet seats to be cleaned on both sides using a disinfectant.
- Scour and sanitize all basins. Polish bright work.
- Dust partitions, top of mirrors and frames.
- Remove splash marks from walls around basins, trash receptacles and soap dispensers
- Mop and rinse Restroom floors.
- Spot clean kick-plates. (Damp wipe as needed).
- Disinfect doorknobs on doors in the restrooms.

B. Break Rooms/Kitchenettes

- All trash receptacles are to be emptied including entrance containers and trash removed to a collection point.
(Liners to be furnished by CLIENT.)
- Dust mop hard surface floors with a treated dust mop.
- Damp mop hard surface floors to remove spillage from soiled areas.
- Clean and wipe tables and chairs.
- Spot clean walls near trash receptacles.
- Clean fronts, tops, and sides of trash receptacles with a disinfectant as needed.
- Damp wipe counter tops to remove coffee rings and spillage.
- Clean and sanitize sink; Client responsible for dishes.
- Spot clean cabinets and exterior of appliances to present a neat appearance.
- Disinfect all high touch point areas

MONTHLY CLEANING

A. All Named Areas

- Accomplish all high dusting not reached in the above-mentioned cleaning.

 INT _ INT



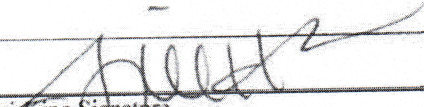
**Yukon Public Schools- July 1, 2023- June 30, 2024
PRICING SCHEDULE BY LOCATION**

Site #	Location	Monthly Cost	Annual Cost
1	High School	\$26,713.05	\$320,556.60
2	S. Campus: 7, 8th, Grade	\$9,730.35	\$116,764.20
3	N. Campus: 6th Grade	\$7,411.95	\$88,943.40
4	Middle School Gymnasium	\$3,852.00	\$46,224.00
5	7th & 8th Locker Rooms	\$1,227.48	\$14,729.76
6	Lakeview Elementary (LES)	\$7,990.75	\$95,889.00
7	Shedeck Elementary	\$5,372.85	\$64,474.20
8	Surrey Hills Elementary	\$7,227.23	\$86,726.76
9	Redstone Intermediate School	\$11,535.62	\$138,427.44
10	Administration	\$2,304.75	\$27,657.00

UNSCHEDULED WORK RATE:

Contractor agrees to perform Unscheduled Work when requested and approved by the Site Administrator for the following hourly amount (after issuance of a district Purchase Order):

HOURLY RATE: \$18.00

_____ Client's Authorizing Signature	 _____ Jani-King Signature
_____ Print Name/Title	Jill Harper/ Regional Director _____ Print Name/Title

**Agreement with the Canadian County Sheriff's
Office and Yukon Public Schools
2023 – 2024 SCHOOL YEAR**

This agreement entered between the Canadian County Sheriff's Office and the Yukon Public School System in accordance with 74 O.S. 1991. Section 360.19;

Whereas, the Yukon Public School System (YPS) has a need of one full time, on duty, law enforcement officers covering Surrey Hills Elementary and Red Stone Intermediate schools.

Whereas, the Canadian County Sheriff's Office has determined it is in the best interest of students and residents to provide protection services to YPS for the purposes, terms and conditions as stated herein;

1. Canadian County Sheriff's Office will provide one commissioned deputy to YPS who will be assigned to YPS for twelve full months. The deputy will be assigned to campuses during staff professional (non-instructional) days and other days deemed necessary by YPS. The deputy will be permitted a meal break however are subject to recall or respond to needs of the school. In the event the assigned School Resource Deputy cannot be present at their assigned school (s), the Canadian County Sheriff's Office will perform random perimeter patrols and walk throughs of the school. The deputy may be released back to Sheriff's Office functions during long periods such as Christmas or summer breaks when not needed by YPS. All Deputies are subject to Temporary or Short-Term recall from the schools in the event of an emergency situation.
3. Deputies will utilize annual vacation and comp time leave during periods that school is not in session. Short term leave may be taken at the approval of YPS. Mandatory CCSO Training will be scheduled on non-school days when possible.
4. The Sheriff's Office will approve the assigned Deputies to YPS under the terms of this contract. YPS may request the replacement of an assigned deputy with thirty (30) days written notice to the Canadian County Sheriff unless this requirement is waived at the sole discretion of the Sheriff.
5. Primary duties of the assigned deputies are to provide community policing law enforcement services on campus, including crime deterrence, crime detection, criminal investigation, and apprehension of offenders.

Secondary duties may include reviewing threat and risk assessments of assigned school facilities, reviewing emergency plans, providing security for administrators and staff on non-instructional days.

6. It is fully understood and agreed by the parties that the assigned deputy(s) are, always, pertinent to this agreement, a deputy certified by CLEET and commissioned by the Canadian County Sheriff's Office. The assigned deputy(s) will, at all material times, be under the supervision of the Canadian County Sheriff's Office. Direction, assignments, and duties involving the deputies will be coordinated between an appointed representative of YPS and the Canadian County Sheriff's Office designee.
7. YPS will make reasonable efforts to provide the assigned deputy an area containing a desk where he/she would be available to students and staff. YPS will also ensure that each assigned deputy and their supervisor have YPS Photo ID's and Key Access Cards or hard keys to the facilities included in this agreement.
8. In consideration for the services provided through this Agreement, the YPS agrees to pay the Canadian County Sheriff's Office \$82,719.00 which is the annual salary and benefits for one deputy. An additional fee of 7% will be added to cover additional expenses. Additional expenses include but are not limited to such things as uniforms, vehicle, and training. The total cost including the 7% fee is \$88,512.00. Billing will be conducted in monthly payments of \$7,376.00 beginning July of 2023.

Due to county budgeting procedures and recent changes in state law, salary adjustments will generally occur and go into effect on January 1st of each calendar year. Any salary adjustments to Sheriff's Office Deputies, approved by the Board of County Commissioners, will be passed on to Yukon Public Schools on January 1st.

9. The Canadian County Sheriff's Office appoints the Sheriff, or his designee and Yukon Public Schools appoints the Superintendent or his designee for carrying out the terms of the Agreement, including the assignment of duties to the assigned deputies. This Agreement may be canceled by either the Sheriff or Superintendent upon thirty (30) days written notice.

Canadian County Sheriff's Office

Date

Yukon Public Schools

Date

Approved this day:

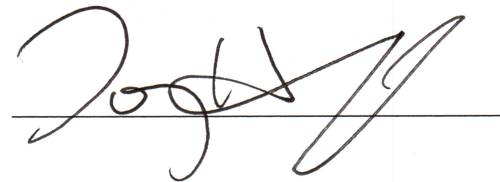
Board of Commissioners of Canadian County

Attested by:

Canadian County Clerk

Approved By:

Canadian County DA's Office



Board of Directors

Terry Davidson,
Chairman
Finance Director:
Comanche Schools

Sherry Durkee,
Vice Chairman
Superintendent:
Sand Springs
Schools

Dr. John Cox,
Treasurer
Superintendent:
Peggs Schools

Shelley Free,
Secretary
Superintendent:
Kiamichi Technology
Center

Jeremy Hogan,
Member
Superintendent:
Collinsville Schools

Jeff Daugherty,
Member
Superintendent:
Merritt Schools

Jason Lindley,
Member
Superintendent:
Hartshorne Schools

Executive Director

Rick Thomas

May 15, 2023

Wesco Insurance Agency
P O Box 850300
Yukon, OK 73085

RE: Yukon Public School District #27

Dear Oklahoma Schools Insurance Group (OSIG) Agent:

Attached is the Oklahoma Schools Insurance Group (OSIG) proposal for your school client. Please review the quotation carefully and let us know if you have any questions or changes.

Important Items:

- Coverages available in OSIG: Property, Boiler, Crime, Automobile, General Liability, School Board Legal Liability, Employee Benefit Liability, Cyber Liability, Pollution Liability and Deadly Weapon Protection
- Optional increased deductible quotes can be provided upon request.
- Members can mitigate risk and increase savings by changing obsolete buildings to Actual Cash Value (ACV) or Debris Removal Only (DRO). DRO is a great option for buildings that would not be replaced if damaged.
- The non-profit structure of our program aids in stabilizing rates. OSIG retains the underwriting profit and investment income, and is designed to be a long term insurance solution for Oklahoma schools.
- Gallagher, the administrator for OSIG, brings a level of expertise to the table that make you and your schools feel comfortable.

We urge you to be prepared and understand the importance of OSIG's excellent financial condition.

For the 2023-2024 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG in order to bind coverage effective July 1, 2023.

Please feel free to contact us to discuss this proposal and conditions in the marketplace in detail. We are here to assist you in protecting your school's districts.

Sincerely,

OSIG Program Administration

Board of Directors

Terry Davidson,
Chairman
Finance Director:
Comanche Schools

Sherry Durkee,
Vice Chairman
Superintendent:
Sand Springs
Schools

Dr. John Cox,
Treasurer
Superintendent:
Peggs Schools

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Center

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Member
Superintendent:
Collinsville Schools

Jeff Daugherty,
Member
Superintendent:
Merritt Schools

Jason Lindley,
Member
Superintendent:
Hartshorne Schools

Executive Director

Rick Thomas

May 15, 2023

Dr. Jason Simeroth
Yukon Public School District #27
600 Maple St
Yukon, OK 73099

RE: Membership Proposal Effective 07/01/2023

Dear Dr. Jason Simeroth:

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, **member owned** and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 538 school districts are members of OSIG. Our membership is strong and committed.

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is continuously growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.

For the 07/01/2023 to 7/1/2024 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG before close of business June 30, 2023 in order to bind coverage effective July 1, 2023.

Loss control, risk management services and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online training in many different areas for your school employees
- Loss Control Site Surveys/Safety Inspections
- Member Only Risk Management Library at osig.org
- StopIt Anonymous Incident Reporting mobile and web app

Sincerely,
OSIG Program Administration

Revised

Yukon Public School District #27
600 Maple St
Yukon, OK 73099

This is not an invoice.

Breakdown of Insurance Cost

Annual Premium Breakdown

Property:	\$934,848
Boiler & Machinery:	\$4,119
Auto Physical Dmg:	\$10,800
General Liability:	\$51,377
Auto Liability:	\$68,510
Educators Legal:	\$51,377
Excess Liability:	\$0
Total Annual:	\$1,121,031

A 25% minimum earned premium applies.

Agent's Commission = 5.0%

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Total Values	\$0	\$228,018,113	\$235,309,122	\$262,111,712	\$411,234,248	\$411,498,750
Premium		\$498,432	\$526,634	\$644,322	\$763,865	\$1,078,129
Distribution			\$22,541	\$0	\$0	\$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
76	\$3,511,312	\$822,174	23.42%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/23
Installment #2	1/3 of total	due 8/1/23
Installment #3	1/3 of total	due 9/1/23

Revised

Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or *stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence \$1,000,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values including:
 - Electronic Data Processing Equipment, and Media
 - Accounts Receivable
 - Valuable Papers
 - Fine Arts
 - Miscellaneous Property
 - Miscellaneous Unnamed / Undescribed Property
 - Builder's Risk
 - *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
 - Outdoor Property - covered all perils
 - Extra Expense
 - Business Income including Rental Income and Tuition Income
 - Ordinance or Law including Increased Cost of Construction and Demolition
 - Contractor's Equipment Coverage
 - Debris Removal Coverage
 - Covered Property In Transit
 - Personal Property of Others/Officers/Employees
 - Off Premises Services Interruption including Extra Expense
 - Vehicle Damage
- Newly Acquired Property Coverage - 120 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
- *Note Flood Zones A and V are excluded
- Terrorism \$500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles

Optional increased deductible quotations are available upon request.

- \$250,000 Property Deductible Per Occurrence
- \$250,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$10,000 Terrorism Deductible Per Occurrence
- \$50,000 Flood, Earthquake and Pollution

Revised

General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
- No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

Revised

Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
 - \$2,000,000 Annual Aggregate Limit for Information Data and Network Liability
 - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
 - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
 - \$2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
 - \$500,000 Annual Aggregate for Breach Response Cost
- First Party
 - \$750,000 Annual Aggregate for Cyber Extortion Loss
 - \$750,000 Annual Aggregate for Data Recovery Costs
 - \$750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
 - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
 - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
 - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
 - \$75,000 Annual Aggregate for Fraudulent Instruction
 - \$75,000 Annual Aggregate for Funds Transfer Fraud
 - \$75,000 Annual Aggregate for Telephone Fraud
- Coverage Endorsements
 - \$100,000 Annual Aggregate for Reputation Loss
 - \$50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
 - \$100,000 Annual Aggregate for Computer Hardware Replacement Costs
 - \$100,000 Annual Aggregate for Invoice Manipulation
 - \$25,000 Annual Aggregate for Cryptojacking
- \$10,000 Deductible

Deadly Weapon Protection

- Claims Made Form
- \$500,000 Limit Per Occurrence
- \$2,500,000 Annual Aggregate
- \$10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

Property Schedule

Report Printed: 05/15/2023 04:14 pm

Yukon Public School District #27

Location	Occupied As	Bldg Value	Contents Val
1000 Yukon Ave	Middle School North (6th)	\$24,343,405	\$2,890,459
1000 Yukon Ave	MS-N Art Room-D Annex	\$1,049,565	\$104,956
1011 W Main St	Maint 2 Portable Bldgs	\$59,661	\$11,562
1011 W Main St	Maintenance Bldg	\$264,803	\$41,679
10700 N Hastings A	SU Playground Equipment	\$23,472	\$0
10700 N Hastings A	SU Sign - Marquee	\$21,400	\$0
10700 N Hastings A	Surrey Hills Elementary	\$15,679,566	\$1,567,957
10700 N Hastings A	Surrey Hills Elementary-Cafeteria	\$4,578,530	\$457,853
10700 N Hastings A	Surrey Hills Flag Pole	\$2,278	\$0
11043 NW 10th St	Conex (3) (No Contents)	\$68,359	\$0
11043 NW 10th St	Fuel Pumps	\$3,419	\$0
11043 NW 10th St	Fuel Tank	\$1,709	\$0
11043 NW 10th St	Transp Portable Bldg w/Freezer	\$68,013	\$10,750
11043 NW 10th St	Transportation Bus Barn	\$1,341,515	\$134,151
11043 NW 10th St	Unlisted Bldg (No Contents)	\$22,786	\$0
11501 W Britton Ro	Redstone Intermediate School	\$27,843,412	\$2,784,341
11501 W Britton Ro	Redstone Marquee Sign	\$34,396	\$0
11501 W Britton Ro	Redstone Playground Equipment	\$25,000	\$0
1200 S 1st St	MY Playground Equipment	\$22,786	\$0
1200 S 1st St	MY Sign - Marquee	\$21,400	\$0
1200 S 1st St	Myers Elementary	\$13,274,740	\$1,327,474
1777 S Yukon Park	Bldg Behind Band Bleachers	\$379,769	\$0
1777 S Yukon Park	High School (9-12)	\$79,630,160	\$9,532,389
1777 S Yukon Park	HS Baseball Fencing	\$96,841	\$0
1777 S Yukon Park	HS Baseball Field Flagpole	\$2,278	\$0
1777 S Yukon Park	HS Baseball Lighting	\$284,828	\$0
1777 S Yukon Park	HS Baseball Scoreboard	\$51,270	\$0
1777 S Yukon Park	HS Baseball Stadium	\$1,731,260	\$173,126
1777 S Yukon Park	HS Baseball/Softball Indoor Facility	\$2,038,623	\$203,863
1777 S Yukon Park	HS Greenhouse	\$193,683	\$11,562
1777 S Yukon Park	HS Parking Lot Lighting (LED)	\$85,448	\$0
1777 S Yukon Park	HS Sign - Electronic Marquee	\$39,877	\$0
1777 S Yukon Park	HS Softball Fencing	\$45,572	\$0
1777 S Yukon Park	HS Softball Lighting	\$238,646	\$0
1777 S Yukon Park	HS Softball Scoreboard	\$41,763	\$0
1777 S Yukon Park	HS Softball Stadium	\$1,030,801	\$103,080
1777 S Yukon Park	HS Softball Turf	\$150,000	\$0
1777 S Yukon Park	HS Softball/Tennis Concessions & Bathrooms	\$1,675,873	\$167,588
1777 S Yukon Park	HS Stadium Artificial Turf Surface	\$499,219	\$0
1777 S Yukon Park	HS Stadium Bleachers	\$3,235,038	\$0
1777 S Yukon Park	HS Stadium Building	\$3,396,763	\$551,518
1777 S Yukon Park	HS Stadium Concession Stand A	\$857,616	\$85,762
1777 S Yukon Park	HS Stadium Concession Stand B	\$857,616	\$85,762
1777 S Yukon Park	HS Stadium Concession Stand C	\$857,616	\$85,762
1777 S Yukon Park	HS Stadium Fencing	\$193,683	\$0
1777 S Yukon Park	HS Stadium Lighting	\$418,327	\$0
1777 S Yukon Park	HS Stadium Track Surface	\$113,930	\$0
1777 S Yukon Park	HS Stadium Video Scoreboard	\$417,300	\$0
1777 S Yukon Park	HS Tennis Courts	\$378,459	\$0
1777 S Yukon Park	HS Tennis Fencing	\$96,841	\$0
1777 S Yukon Park	HS Tennis Lighting	\$102,537	\$0
1777 S Yukon Park	HS Wellness Center	\$5,790,733	\$952,619

Yukon Public School District #27

Location	Occuied As	Bldg Value	Contents Val
2100 S Holly Ave	SH Flag Pole	\$2,278	\$0
2100 S Holly Ave	SH Playground Equipment	\$23,472	\$0
2100 S Holly Ave	SH Portable Metal Storage Unit	\$3,419	\$738
2100 S Holly Ave	SH Sign - Marquee	\$21,400	\$0
2100 S Holly Ave	Shedeck Elementary	\$9,144,527	\$914,453
2100 S Holly Ave	Shedeck Elementary-Classroom	\$1,832,782	\$183,278
2201 S Cornwell Av	Parkland Elementary	\$14,032,521	\$1,403,253
2201 S Cornwell Av	Parkland Storage Bldg (No Contents)	\$34,179	\$0
2201 S Cornwell Av	PK Flag Pole	\$2,278	\$0
2201 S Cornwell Av	PK Playground Equipment	\$23,472	\$0
2201 S Cornwell Av	PK Sign - Marquee	\$21,400	\$0
300 S 9th St	CE Playground Equipment	\$22,786	\$0
300 S 9th St	CE Sign - Marquee	\$16,050	\$0
300 S 9th St	Central Elementary Bldg	\$16,378,930	\$1,637,893
320 S 9th St	HS Alternative Ed (11-12) Cottage	\$233,274	\$47,402
500 E Vandament A	HS (IIS) Baseball Bleachers	\$11,393	\$0
500 E Vandament A	HS (IIS) Baseball Concession & Press Box (No Contents)	\$136,123	\$0
500 E Vandament A	HS (IIS) Baseball Dugouts	\$22,786	\$0
500 E Vandament A	HS (IIS) Baseball Scoreboard	\$17,603	\$0
500 E Vandament A	HS (IIS) Lighting for Baseball/Practice/Parking	\$108,234	\$0
500 E Vandament A	HS (IIS) Outfield Flagpole	\$2,278	\$0
500 E Vandament A	HS (IIS) Portable Bldgs (2) (No Contents)	\$8,706	\$0
500 E Vandament A	IIS- Classroom/Office	\$3,977,960	\$402,171
500 E Vandament A	IIS Sign - Marquee	\$34,396	\$0
500 E Vandament A	Independence Intermediate School	\$26,191,302	\$2,619,130
500 E Vandament A	Independence Playground Equipment	\$25,000	\$0
501 W Wagner Rd	HS Vo-Ag Goat Barn	\$238,048	\$21,243
553 W Wagner Rd	HS Vo-Ag Pig Barn - East	\$204,042	\$18,207
553 W Wagner Rd	HS Vo-Ag Pig Barn - North	\$54,412	\$4,856
555 W Wagner Rd	HS Vo-Ag Steer Barn	\$1,082,473	\$108,248
600 Maple St	Administration Bldg	\$5,003,705	\$549,826
601 W Oak	Old Centrail Building (Liability Only)	\$0	\$0
607 Annawood Dr	Ranchwood Elementary	\$15,037,148	\$1,503,715
607 Annawood Dr	RW Flag Pole	\$2,278	\$0
607 Annawood Dr	RW Playground Equipment	\$23,472	\$0
607 Annawood Dr	RW Sign - Marquee	\$16,050	\$0
611 S Garth Brooks	Teacherage (No Contents)	\$147,540	\$0
650 S Yukon Parkw	SK Sign - Marquee	\$21,400	\$0
650 S Yukon Parkw	Skyview Elementary	\$13,669,121	\$1,448,233
650 S Yukon Parkw	Skyview Portable Storage (No Contents)	\$17,091	\$0
650 S Yukon Parkw	Skyview Portable Storage (No Contents)	\$6,530	\$0
710 E Vandament A	Maintenance Barn	\$78,000	\$15,000
801 S Garth Brooks	Middle School South (7th-8th)	\$39,516,324	\$4,952,064
801 S Garth Brooks	MS Band Room	\$2,600,244	\$260,025
801 S Garth Brooks	MS Football Field House & Dressing Rooms	\$1,288,252	\$140,531
801 S Garth Brooks	MS Football Home Concession Stand	\$6,835	\$1,388
801 S Garth Brooks	MS Football Scoreboard	\$13,670	\$0
801 S Garth Brooks	MS Football Scoreboard Play Clocks	\$4,559	\$0
801 S Garth Brooks	MS Football Stadium Bldg (No Contents)	\$3,896,510	\$0
801 S Garth Brooks	MS Football Stadium Lights	\$105,612	\$0
801 S Garth Brooks	MS Football Synthetic Track	\$123,045	\$0
801 S Garth Brooks	MS Football Synthetic Turf Field	\$227,861	\$0
801 S Garth Brooks	MS Football Ticket Booth	\$6,835	\$1,388
801 S Garth Brooks	MS Football Visitor Bleachers	\$85,448	\$0
801 S Garth Brooks	MS Football Visitor Concession Stand	\$6,835	\$1,388
801 S Garth Brooks	MS Football Visitor Field House	\$393,236	\$57,256
801 S Garth Brooks	MS Greenhouse	\$136,028	\$14,046
801 S Garth Brooks	MS Lights & Light Poles	\$56,967	\$0
801 S Garth Brooks	MS Pole (1) w/15 Lights / Pole(1) w/9 Lights	\$17,603	\$0

Yukon Public School District #27

Location	Occupied As	Bldg Value	Contents Val
801 S Garth Brooks	MS Sign - Electronic Marquee	\$22,786	\$0
801 S Garth Brooks	MS Tennis Court Lights & Fencing	\$34,179	\$0
850 Yukon Ave	Fine Arts Bldg	\$15,895,086	\$1,956,524
872 S Yukon Parkw	HS (LIS) Athletic Bldg	\$1,256,437	\$125,644
872 S Yukon Parkw	HS (LIS) Concessions & Bathrooms (No Contents)	\$136,123	\$0
872 S Yukon Parkw	HS (LIS) Fencing	\$12,081	\$0
872 S Yukon Parkw	HS (LIS) Soccer Bleachers	\$11,393	\$0
872 S Yukon Parkw	HS (LIS) Soccer Scoreboard	\$2,848	\$0
872 S Yukon Parkw	HS (LIS) Softall Bleachers/Press Box - Fld #1 (No Contents)	\$28,483	\$0
872 S Yukon Parkw	HS (LIS) Softball & Soccer Lighting	\$136,715	\$0
872 S Yukon Parkw	HS (LIS) Softball Bleachers - Fld #2	\$22,786	\$0
872 S Yukon Parkw	HS (LIS) Softball Dugouts	\$6,835	\$0
872 S Yukon Parkw	HS (LIS) Softball Press Box - Fld #2 (No Contents)	\$17,091	\$0
872 S Yukon Parkw	HS (LIS) Softball Scoreboards	\$11,393	\$0
872 S Yukon Parkw	HS (LIS) Ticket Booth (No Contents)	\$2,848	\$0
872 S Yukon Parkw	Lakeview Intermediate School	\$23,948,826	\$2,398,415
872 S Yukon Parkw	Lakeview Playground Equipment	\$25,000	\$0
872 S Yukon Parkw	LIS Sign - Marquee	\$34,396	\$0
946 Poplar Ave	DRO-HS Alternative Ed (9-10) Portables	\$22,946	\$48,558
946 Poplar Ave	Portable Classrooms A	\$133,632	\$20,000
946 Poplar Ave	Portable Classrooms B	\$133,632	\$20,000
950 Poplar Ave	Portable Bldgs Alternative Ed (3)	\$153,807	\$22,190
		<u>\$392,147,631</u>	<u>\$42,181,276</u>

Floater Limit	<u>\$385,000</u>	Auto Values:	<u>\$5,034,050</u>
EDP Limit	<u>\$250,000</u>	Total Values:	<u>\$440,497,957</u>
Extra Expense Limit	<u>\$500,000</u>		

Auto Schedule

Report Printed: 05/15/2023 04:14 pm

Yukon Public School District #27

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2013	Chevrolet	Pickup - Ag	6	1GC4KZCG8DF102156	\$29,500
2	1993	4 Star	Trailer		4FKWGW2021P0004524	\$8,000
3	2007	Inerg Hog	Trailer		1Z9SG242570169268	\$15,000
4	2005	Lincoln Ranger	Trailer w/ Kohler compre		1080504109 & 3806602311	\$5,000
5	2012	Chevrolet	Box Truck	2	1GB3CZCG1BF152679	\$27,000
6	1990	Chevrolet	Bucket Truck	3	1GBH7H1P2LJ203760	\$19,000
7	2007	Ford	F350 Truck	3	1FDWF36507EB22461	\$10,000
8	1998	International	Dump Truck 3800	3	1HTSDAALXWH573562	\$19,000
9	2004	Car Hauler	Trailer - Car Hauler		5BSCB182X3C011429	\$1,200
10	1982	Hale	Trailer - Gooseneck		GN1011	\$6,000
11	2008	Horec	Trailer - Welding		5BSCU10168C021842	\$8,000
12	2007	Power Deck	Trailer - Lift ULG 7610		50003675	\$1,000
13	2002	Shopbuilt	Trailer - Little Red		LR1011	\$800
14	2012	Chevrolet	Van - Cutaway	3	1GB3G2CG7C1174373	\$31,000
15	1997	Dodge	Cargo Van	2	2B4HB25Y2VK516354	\$2,000
16	2015	International	Bus	71	4DRBUAAN1FB027858	\$65,000
17	2015	International	Bus	71	4DRBUAANXF027857	\$65,000
18	2002	International	Bus	71	1HVBBABP52H528506	\$20,000
19	2002	International	Bus	71	1HVBBABP02H528509	\$20,000
20	2002	International	Bus	71	1HVBBABP12H528504	\$20,000
21	2015	International	Bus	71	4DRBUAAN8FB027856	\$65,000
22	2010	Bluebird	Bus	77	1BAKGCPH8AF269812	\$65,000
23	2015	International	Bus	71	4DRBUAAN3FB027859	\$65,000
24	2010	Bluebird	Bus	77	1BAKGCPHXAF269813	\$65,000
25	2006	Freightliner	Bus	48	4UZAAWDHX6CW02556	\$40,000
26	2006	Freightliner	Bus	48	4UZAAWDH16CW02557	\$40,000
27	2004	IC	Bus	48	4DRBRABP74B967466	\$40,000
28	1996	Chevrolet	C6500 LowPro Truck	3	1GBJ6H1M5TJ111472	\$10,000
29	1998	International	Dump Truck	3	1HTSLABM1WH541500	\$15,000
30	2000	International	Box Truck	3	1HTSCABM3YH294869	\$19,000
31	2005	Belshe	Trailer		16JF0162351041402	\$3,000
32	2012	Maxey	Trailer		5R8U61015CM024315	\$3,000
33	2000	Wells	Trailer		1WC200D17Y2042268	\$1,100
34	2013	Ford	Fusion	5	3FA6P0G75DR221601	\$17,612
35	2004	Chevrolet	Van	2	1GNDX03E44D269967	\$3,500
36	2007	Chevrolet	Van	2	1GNFG15T771174724	\$13,000
37	2007	Chevrolet	Van	2	1GNFG15T771173931	\$13,000
38	2009	Chevrolet	Van	2	1GNFG154191111470	\$16,000
39	2001	Dodge	Van	2	2B4JB25YX1K506831	\$2,500
40	2003	Dodge	Grand Caravan	7	1D4GP24323B140668	\$3,500
41	2010	Ford	Van	8	1FMNE1BW4ADA95344	\$20,000
42	2010	Ford	Van	8	1FMNE1BW6ADA95345	\$20,000
43	2006	Dodge	Van	7	2D4GP44L86R789070	\$5,655
44	2009	Chevrolet	Silverado PU	3	1GCHC49K99E113595	\$9,000
45	2013	Carry-On	Trailer		4YMUL0817DT017496	\$900
46	2016	Ford	Expedition	8	1FMJK1FT3GEF13113	\$25,000
47	2016	Chevrolet	Equinox	5	2GNALBEK5G6201452	\$16,000
48	2014	Thomas	Bus	71	4UZABRDU8ECFF9781	\$63,000
49	2018	Bluebird	Bus	71	1BAKGCEH0JF331867	\$65,000
50	2018	Bluebird	Bus	71	1BAKGCEH9JF331866	\$65,000
51	2018	Bluebird	Bus	71	1BAKGCEH2JF331868	\$65,000
52	2018	Bluebird	Bus	71	1BAKGCEH0JF331870	\$65,000

Yukon Public School District #27

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
53	2018	Bluebird	Bus	71	1BAKGCEH4JF331869	\$65,000
54	2011	Bluebird	Bus w/ lift	30	1GB3G3BG1B1127636	\$25,000
55	2018	Bluebird	Bus	71	1BAKGCEHOJF332467	\$65,000
56	2018	Bluebird	Bus	71	1BAKGCEHXJF335716	\$65,000
57	2019	Bluebird	Bus w/ lift	48	1BAKBCEH5KF349474	\$85,000
58	2019	Bluebird	Bus w/ lift	48	1BAKBCEH5KF349473	\$85,000
59	2019	Bluebird	Bus	71	1BAKGCEH6KF352014	\$72,000
60	2019	Bluebird	Bus	71	1BAKGCEH8KF352015	\$72,000
61	2019	Bluebird	Bus	71	1BAKGCEHXKF352016	\$72,000
62	2019	Bluebird	Bus	71	1BAKGCEH1KF352017	\$72,000
63	2019	Bluebird	Bus	71	1BAKGCEH3KF352018	\$72,000
64	2019	Bluebird	Bus	71	1BAKGCEH5KF352019	\$72,000
65	2019	Bluebird	Bus	71	1BAKGCEH1KF352020	\$72,000
66	2019	Bluebird	Bus	71	1BAKGCEH3KF352021	\$72,000
67	2019	Bluebird	Bus	71	1BAKGCEH5KF352022	\$72,000
68	2019	Bluebird	Bus	71	1BAKGCEH7KF352023	\$72,000
69	2019	Custom	Food trailer		5WKBE1428J1053191	\$30,000
70	2019	Bluebird	Bus	47	1BABNB6AXKF353314	\$72,000
71	2018	Ford	Transit 150 Van		1FMZK1CM0JKB15253	\$28,588
72	1998	Bluebird	Bus	21	1GBHG31R9W1019893	\$5,000
73	2019	IC	Bus	71	4DRBUC8P9KB103257	\$120,000
74	2019	Nissan	Rogue	5	5N1AT2MT5KC706938	\$25,000
75	2020	Bluebird	Bus	71	1BAKGCEH2LF359429	\$76,000
76	2020	Bluebird	Bus	71	1BAKGCEH9LF359427	\$76,000
77	2020	Bluebird	Bus	71	1BAKGCEH9LF359699	\$76,000
78	2020	Bluebird	Bus	71	1BAKGCEH9LF359430	\$76,000
79	2000	Kentucky	Drop Frame 53' Trailer		1KKVE5324YL200610	\$60,000
80	2019	Ford	F250 Pickup		1FT7X2B6XKEG50306	\$27,700
81	2019	Ford	F250 Pickup		1FT7X2B61KEG50307	\$27,700
82	2021	Bluebird	Bus	71	1BAKGCEH2MF371338	\$82,559
83	2021	Bluebird	Bus	71	1BAKGCEH0MF371337	\$82,559
84	2021	Bluebird	Bus	71	1BAKGC SH2MF371389	\$110,287
85	2021	Bluebird	Bus w/ lift	48	1BAKBCEH7MF376338	\$99,779
86	2020	Bluebird	Bus w/ lift	48	1BAKBCEH2LF362846	\$95,000
87	2021	Bluebird	Bus	71	1BAKGCEH XMF377159	\$87,000
88	2020	Bluebird	Bus	71	1BAKGCEH3LF359701	\$87,000
89	2020	Bluebird	Bus	71	1BAKGCEH1LF359700	\$87,000
90	2020	Bluebird	Bus	71	1BAKGCEH5LF359425	\$87,000
91	2020	Bluebird	Bus	71	1BAKGCEH0LF359431	\$87,000
92	2020	Bluebird	Bus	71	1BAKGCEH6MF377160	\$87,000
93	2020	Bluebird	Bus	71	1BAKGCEH3LF359424	\$87,000
94	2021	Bluebird	Bus	71	1BAKGCEH8MF377158	\$87,000
95	2021	Bluebird	Bus	71	1BAKGCEH6MF377157	\$87,000
96	2020	Ford	F250 Pickup		1FT7X2B64LEC49044	\$29,082
97	2020	Ford	F350 Pickup		1FDRF3G67LED38239	\$26,403
98	1998	4-Star	Trailer		4FKWB182XW0013394	\$5,000
99	2022	Bluebird	Bus w/Lift	48	1BAKBCEH7NF380956	\$100,537
100	2008	Hallmark	Trailer		16HGB242X7K012453	\$10,000
101	2022	Bluebird	Bus	71	1BAKGCJHXNF385804	\$85,990
102	2022	Bluebird	Bus	71	1BAKGCJHXNF385805	\$85,990
103	2022	Ford	F250 Pickup		1FT7W2B67NEC66796	\$35,000
104	2022	Ford	F250 Pickup		1FT7W2B65NEC66795	\$35,000
105	2022	Chevy	Suburban	8	1GNSCBKD6NR136994	\$55,000
106	2022	Chevy	Suburban	8	1GNSCBKD4NR137044	\$55,000
107	2022	Chevy	Suburban	8	1GNSCBKD0NR137025	\$55,000
108	2022	Chevy	Suburban	8	1GNSCBKD2NR136992	\$55,000
109	2021	Ford	F150 Pickup		1FTFX1E5XMKE74905	\$44,809
110	1996	Shopbuilt	Trailer		LW1011	\$800

Yukon Public School District #27

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
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Total Value of All Autos for Yukon Public School District #27: \$5,034,050

Overview

Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 538 and the program insures more than \$25 Billion in school property across Oklahoma.

Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers.

"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/22 was more than \$7.8 million and our assets were more than \$39 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district.

<i>Statement of Net Assets</i>	
<i>As of 6/30/22</i>	
Cash	\$ 28,499,096
Other Assets	\$ 11,453,895
Total Assets	\$ 39,952,991
Total Liabilities	\$ 32,096,253
Total Net Assets/Surplus	\$ 7,856,738

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at www.ok.gov/oid. Your school's auditor can help in analyzing the statements.

Revised

Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$1,000,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence subject to a \$10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

Revised

Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage effective 07/01/2023.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/23
Installment #2	1/3 of total	due 8/1/23
Installment #3	1/3 of total	due 9/1/23

A 25% minimum earned premium applies.

Risk Management And Loss Control Tools

Loss Control Site Consultation

StopIt Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website www.osig.org

Examples of Online training:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Promoting Child Safe Environments - two training platforms
(Fulfills legislative mandate for child abuse awareness training)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning

Revised

Contacts For Questions

Coverage Questions

Your Local Agent or:

Jennifer McKenzie

Arthur J. Gallagher Risk Management Services Inc. - Tulsa

5314 S Yale Avenue, Suite 900

Tulsa, OK 74135

Phone: 918-764-7137

Toll-Free: 866-444-0061

Fax: 866-420-0695

Email: jennifer_mckenzie@ajg.com

Eastern Oklahoma Schools (East of I-35)

Guy Griggs

Keystone Insurance

11 East Broadway

Sand Springs, OK 74063

Phone: 918-245-2558

Fax: 918-245-8553

Email: guy.griggs@insurica.com

General Program Questions

Rick Thomas

Executive Director

P O Box 3068

Tulsa, OK 74101

Phone: 918-688-1056

Fax: 866-420-0695

OSIG Board Members

Terry Davidson - Chairman	Comanche Schools	(580) 439-2900
Sherry Durkee - Vice Chairman	Sand Springs Schools	(918) 246-1406
Dr. John Cox - Treasurer	Peggs Schools	(918) 598-3412
Shelley Free - Secretary	Kiamichi Technology Center	(918) 465-2323
Jeremy Hogan - Member	Collinsville Schools	(918) 371-2326
Jeff Daugherty - Member	Merritt Schools	(580) 225-5460
Jason Lindley - Member	Hartshorne Schools	(918) 297-2534

Resolution of Yukon Public School District #27 to Join Oklahoma Schools Insurance Group

Whereas, Oklahoma Schools Insurance Group (“OSIG”) is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

Whereas, Yukon Public School District #27 is an Oklahoma public school district (“the District”); and

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2023-2024 plan year; and

Whereas, the quotation is acceptable to the District;

Now, therefore be it resolved, that the District hereby joins OSIG as a Member;

Be it further resolved, that so long as the District remains as a Member, the District shall comply with OSIG’s bylaws, the Plan Document and OSIG claim reporting procedures; and

Be it further resolved, that by the adoption and signing of this resolution, Yukon Public School District #27 understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members’ losses.

Date: _____

Yukon Public School District #27

By:

President, Board of Education

Attest:

Clerk, Board of Education

ITEM FOR CONSIDERATION
Board of Education Meeting
June 2023

TOPIC: Custodial Staffing Proposal for FY2023

ADMINISTRATIVE RECOMMENDATION: The Administration recommends the A&A Janitorial contract for cleaning at the district's High School Wellness Center,

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 A&A Janitorial FY22 contract will only affect our High School athletic facilities and is effective on July 1, 2023. This allows for the reassignment of current staff to fill an open position due to retirement. 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:

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

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

EXHIBIT A -Yukon Public Schools
to A & A Janitorial
MAINTENANCE AGREEMENT

Locations Where Services Will Be Performed:

Named Areas:

HS Wellness Center

Amount of contract monthly pricing: \$2,200.00

Cleaning:

A. Entrances

1. Clean glass entry and exit doors inside and out.
2. Vacuum rugs, carpet and entry mats.
3. Empty trash receptacles, clean receptacles when needed
4. Dust window sills, ledges and frames .
5. Sweep and mop floors

B. Restrooms

1. Stock towels, tissue, and hand soap (furnished by Yukon Schools}.
2. Empty trash receptacles and wipe if needed.
3. Empty sanitary napkin receptacles and wipe with a disinfectant and replace liners (liners furnished by Yukon Schools).
4. Clean and polish mirrors.
5. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
6. Toilet seats to be cleaned on both sides using a disinfectant.
7. Scour and sanitize all basins. Polish bright work.
8. Dust partitions, top of mirrors, and frames.

9. Mop and rinse restroom floors with a disinfectant.
10. Auto-scrub hard surface floors,
11. Clean, disinfect and polish drinking fountains.
12. Spot clean carpets and rugs.

C. General Offices

1. Empty trash receptacles, clean and disinfect as needed
2. Sweep, mop and disinfect floors
3. Vacuum carpeting,

D. Large Areas

1. Empty trash receptacles, clean and disinfect as needed
2. Sweep and mop floors.
3. Vacuum carpets and rugs

E. Performance of Services

1. Services scheduled should begin on July 1st, 2023 and end on June 30, 2024.
2. Services should be performed daily Mon-Fri or as scheduled by the District Facilitator.
3. A&A Janitorial agrees to furnish all equipment and tools necessary to provide the Services.
4. Yukon Public Schools will provide paper products, can liners, & cleaning supplies

F. Security Procedures and Supervision

1. A&A JANITORIAL management will stay in close contact with our crew chief, as well as the District Facilitator
2. A&A after completing daily cleaning will secure all buildings

G. Insurance

1. A&A will provide a copy of General Liability Policy
2. A&A will provide a copy of Workers Compensation Insurance

This Agreement shall be automatically extended and renewed for additional one (1) year terms on the same terms and conditions, unless either party shall give written notice, as described herein, of termination at least thirty (30) days prior to the scheduled expiration date.

This contract may be suspended in the event of a pandemic, State of General Emergency, or Act of Nature beyond either party 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 .

Signature of YPS Authorized Agent / Date

Signature of A&A Agent / Date

Print Name / Title

Print Name / Title

ITEM FOR CONSIDERATION
Board of Education Meeting
June 2023

TOPIC: Custodial Staffing Proposal for FY2023

ADMINISTRATIVE RECOMMENDATION: The Administration recommends the A&A Janitorial contract for cleaning at the district's High School Wellness Center,

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 A&A Janitorial FY23 contract will only affect our High School athletic facilities and is effective on July 1, 2023. This allows for the reassignment of current staff to fill an open position due to retirement. 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:

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

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

EXHIBIT A - Yukon Public Schools
to A & A Janitorial
MAINTENANCE AGREEMENT

Locations Where Services Will Be Performed: Named
Areas:

HS Wellness Center

Amount of contract monthly pricing: \$2,200.00

Cleaning:

A. Entrances

1. Clean glass entry and exit doors inside and out.
2. Vacuum rugs, carpet and entry mats.
3. Empty trash receptacles, clean receptacles when needed
4. Dust window sills, ledges and frames .
5. Sweep and mop floors

B. Restrooms

1. Stock towels, tissue, and hand soap (furnished by Yukon Schools).
2. Empty trash receptacles and wipe if needed.
3. Empty sanitary napkin receptacles and wipe with a disinfectant and replace liners (liners furnished by Yukon Schools).
4. Clean and polish mirrors.
5. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
6. Toilet seats to be cleaned on both sides using a disinfectant.
7. Scour and sanitize all basins. Polish bright work.
8. Dust partitions, top of mirrors, and frames.

9. Mop and rinse restroom floors with a disinfectant.
10. Auto-scrub hard surface floors,
11. Clean, disinfect and polish drinking fountains.
12. Spot clean carpets and rugs.

C. General Offices

1. Empty trash receptacles, clean and disinfect as needed
2. Sweep, mop and disinfect floors
3. Vacuum carpeting,

D. Large Areas

1. Empty trash receptacles, clean and disinfect as needed
2. Sweep and mop floors.
3. Vacuum carpets and rugs

E. Performance of Services

1. Services scheduled should begin on July 1st, 2023 and end on June 30, 2024.
2. Services should be performed daily Mon-Fri or as scheduled by the District Facilitator.
3. A&A Janitorial agrees to furnish all equipment and tools necessary to provide the Services.
4. Yukon Public Schools will provide paper products, can liners, & cleaning supplies

F. Security Procedures and Supervision

1. A&A JANITORIAL management will stay in close contact with our crew chief, as well as the District Facilitator
2. A&A after completing daily cleaning will secure all buildings

G. Insurance

1. A&A will provide a copy of General Liability Policy
2. A&A will provide a copy of Workers Compensation Insurance

This Agreement shall be automatically extended and renewed for additional one (1) year terms on the same terms and conditions, unless either party shall give written notice, as described herein, of termination at least thirty (30) days prior to the scheduled expiration date.

This contract may be suspended in the event of a pandemic, State of General Emergency, or Act of Nature beyond either party 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 .

Signature of YPS Authorized Agent / Date

Signature of A&A Agent / Date

Print Name / Title

Print Name / Title

ITEM FOR CONSIDERATION
Board of Education Meeting
June 2023

TOPIC: Custodial Staffing Proposal for FY2023

ADMINISTRATIVE RECOMMENDATION: The Administration recommends the Metro Janitorial contract for cleaning at the Parkland Elementary

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 Metro Janitorial FY23 contract will only affect our High School athletic facilities and is effective on July 1, 2023. This allows for the reassignment of current staff to fill an open position due to retirement. 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:

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

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

EXHIBIT A – Yukon Public Schools
to Metro Building Maintenance
MAINTENANCE AGREEMENT

Locations Where Services Will Be Performed:

Named Areas:

Parkland Elementary

Amount of contract monthly pricing: \$4,100.00

Cleaning:

A. Entrances

1. Clean glass entry and exit doors inside and out.
2. Vacuum rugs, carpet and entry mats.
3. Empty trash receptacles, clean receptacles when needed
4. Dust window sills, ledges and frames.
5. Sweep and mop floors

B. Restrooms

1. Stock towels, tissue, and hand soap (furnished by Yukon Schools).
2. Empty trash receptacles and wipe if needed.
3. Empty sanitary napkin receptacles and wipe with a disinfectant and replace liners (liners furnished by Yukon Schools).
4. Clean and polish mirrors.
5. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
6. Toilet seats to be cleaned on both sides using a disinfectant.
7. Scour and sanitize all basins. Polish bright work.
8. Dust partitions, top of mirrors, and frames.

9. Mop and rinse restroom floors with a disinfectant.
10. Auto-scrub hard surface floors,
11. Clean, disinfect and polish drinking fountains.
12. Spot clean carpets and rugs.

C. General Offices

1. Empty trash receptacles, clean and disinfect as needed
2. Sweep, mop and disinfect floors
3. Vacuum carpeting,

D. Large Areas

1. Empty trash receptacles, clean and disinfect as needed
2. Sweep and mop floors.
3. Vacuum carpets and rugs

E. Performance of Services

1. Services scheduled should begin on July 1st, 2023 and end on June 30, 2024.
2. Services should be performed daily Mon-Fri or as scheduled by the District Facilitator.
3. Metro Janitorial agrees to furnish all equipment and tools necessary to provide the Services.
4. Yukon Public Schools will provide paper products, can liners, & cleaning supplies

F. Security Procedures and Supervision

1. MBMIR management will stay in close contact with our crew chief, as well as the District Facilitator
2. Metro after completing daily cleaning will secure all buildings

G. Insurance

1. Metro will provide a copy of General Liability Policy
2. Metro will provide a copy of Workers Compensation Insurance

This Agreement shall be automatically extended and renewed for additional one (1) year terms on the same terms and conditions, unless either party shall give written notice, as described herein, of termination at least thirty (30) days prior to the scheduled expiration date.

This contract may be suspended in the event of a pandemic, State of General Emergency, or Act of Nature beyond either party 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.

Signature of YPS Authorized Agent / Date

Signature of Metro Agent / Date

Print Name / Title

Print Name / Title

ITEM FOR CONSIDERATION
Board of Education Meeting
June 2023

TOPIC: Custodial Staffing Proposal for FY2023

ADMINISTRATIVE RECOMMENDATION: The Administration recommends the A&A Janitorial contract for cleaning at the Independence Intermediate

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 A&A Janitorial FY23 contract will only affect our High School athletic facilities and is effective on July 1, 2023. This allows for the reassignment of current staff to fill an open position due to retirement. 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

EXHIBIT A – Yukon Public Schools
to A & A Janitorial
MAINTENANCE AGREEMENT

Locations Where Services Will Be Performed:

Named Areas:

Independence Intermediate

Amount of contract monthly pricing: \$7,920.00

Cleaning:

A. Entrances

1. Clean glass entry and exit doors inside and out.
2. Vacuum rugs, carpet and entry mats.
3. Empty trash receptacles, clean receptacles when needed
4. Dust window sills, ledges and frames.
5. Sweep and mop floors

B. Restrooms

1. Stock towels, tissue, and hand soap (furnished by Yukon Schools).
2. Empty trash receptacles and wipe if needed.
3. Empty sanitary napkin receptacles and wipe with a disinfectant and replace liners (liners furnished by Yukon Schools).
4. Clean and polish mirrors.
5. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
6. Toilet seats to be cleaned on both sides using a disinfectant.
7. Scour and sanitize all basins. Polish bright work.
8. Dust partitions, top of mirrors, and frames.

9. Mop and rinse restroom floors with a disinfectant.
10. Auto-scrub hard surface floors,
11. Clean, disinfect and polish drinking fountains.
12. Spot clean carpets and rugs.

C. General Offices

1. Empty trash receptacles, clean and disinfect as needed
2. Sweep, mop and disinfect floors
3. Vacuum carpeting,

D. Large Areas

1. Empty trash receptacles, clean and disinfect as needed
2. Sweep and mop floors.
3. Vacuum carpets and rugs

E. Performance of Services

1. Services scheduled should begin on July 1st, 2023 and end on June 30, 2024.
2. Services should be performed daily Mon-Fri or as scheduled by the District Facilitator.
3. A&A Janitorial agrees to furnish all equipment and tools necessary to provide the Services.
4. Yukon Public Schools will provide paper products, can liners, & cleaning supplies

F. Security Procedures and Supervision

1. A&A JANITORIAL management will stay in close contact with our crew chief, as well as the District Facilitator
2. A&A after completing daily cleaning will secure all buildings

G. Insurance

1. A&A will provide a copy of General Liability Policy
2. A&A will provide a copy of Workers Compensation Insurance

This Agreement shall be automatically extended and renewed for additional one (1) year terms on the same terms and conditions, unless either party shall give written notice, as described herein, of termination at least thirty (30) days prior to the scheduled expiration date.

This contract may be suspended in the event of a pandemic, State of General Emergency, or Act of Nature beyond either party 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.

Signature of YPS Authorized Agent / Date

Signature of A&A Agent / Date

Print Name / Title

Print Name / Title

Location	sprinklers	Spr \$	extinguisher	Ext \$	Kitchen Hoods	links X 2	dry chem	Hds \$
Administration			10 + 1 k	\$240				
Maintenance			17	\$331	dry chem system 2-tks	5	1	\$520
Transportation			62	\$1,141				
High School Auditorium	1 wet	\$150	21	\$403				
Middle School=7-8 Grade			44 + 4 K	\$957	1-3 gal, 1-9 gal	7		\$850
Middle School=9-10 Grade	11 wet	\$1,365	68 + 1 k	\$1,284	3 - 3 gal	3		\$700
Football bldg			7	\$126				
Indpedence ES	1 wet 1 bf	\$260	38 + 1k	\$744	6 gal	4		\$400
Indpedence baseball			4	\$72				
Lakeview Elem	3 wet 1bf	\$560	56 + 1 k	\$1,068	9 gal	7		\$510
Lakeview Elem field house			3	\$54				
Central Elem			22 + 1 k	\$456	6 gal	6		\$430
Myers Elem			19 + 1k	\$402	3 gal	1		\$270
Parkland Elem			12 + 1k	\$276	6 gal	4		\$400
Ranchwood Elem	1 wet 1bf	\$260	21 + 1k	\$438	3 gal	3		\$320
Shedeck Elem	1 wet 1bf	\$260	15+ 1 k	\$330	6 gal	4		\$400
Skyview Elem	1 wet 1bf	\$260	20 + 1k	\$420	6 gal	3		\$370
Surry Hills Elem	2 wet 1bf	\$310	21 + 1k	\$438	3 gal	4		\$350
New High school	11 wet	\$1,365	50+4 k	\$1,065	1-13L, 4- 7L, 6-1.5L	14		\$2,660
YALE			5	\$115				
Redstone Intermediate	3 wet	\$450	28 + 2 k	\$494	1-3 gal	8		\$460
	corrected	\$5,240	527-19K	\$10,854	25	73	1	\$8,640
Total inspection hours				insp + service				
Sub totals								
fire alarm	\$11,044.00		Extinguishers	\$10,854.00				
sprinkler sys + bacd flows	\$5,240.00		Kitchen hodds	\$8,120.00	includes links			
			Dry Chem	\$520.00				
Totals	\$16,284.00		Totals	\$19,494.00				



Firetrol Protection Systems Inspection Agreement – State Contract SW1048F

Owner/Property Management Company (hereinafter called "Owner") Yukon Public Schools 600 Maple Yukon, Ok 73099	Job Location (hereinafter called "Site") Various locations—see spread sheet
Contact Name: Mike workman Email: mike.workman@yukonps.com Phone: 320-3823	Contact Name: same Email: Phone:

On this date, May 24, 2023, Firetrol Protection Systems is offering inspection/testing agreement of equipment and/or system(s) located at above stated Site.

Scope of Work

Contractor shall inspect and/or test the equipment/system(s) described below in accordance with the State Code of Regulations, Local Authority having Jurisdiction and in accordance with the terms of the State Contract as it applies to this work. All inspections/tests shall be documented and a copy of work performed will be given to the Owner. Tests will be scheduled in advance, and at the convenience of customer's staff. Firetrol will need the assistance from customer's staff for access to all areas of the facility in order to locate devices and ensure efficient transition between areas. The inspections and testing provided under this Agreement are NOT a system survey or engineering analysis of the system and/or its design. The inspection and testing services provided by this Agreement are designed to determine the functionality of the inspected systems at the time of the inspection/test. Inspection and testing services under this Agreement are not intended to reveal design or installation flaws or code compliance violations.

Frequency of Inspections

The Contractor shall inspect and/or test the following systems listed below. (Individual pricing and equipment list continued on the following page.)

Qty	Product	Description	Location	Frequency	Inspection Month
22	FA	Fire Alarm Systems	20 buildings	Annual	July
35	SP	Fire Sprinkler Systems	10 buildings	Annual	July
571	EXT	Portable Fire Extinguishers	All locations	Annual	July
25	HD	Kitchen Hood	12 buildings	Semi-annual	July-January
1	SHZ	Special Hazard system	Maintenance	Semi-annual	July-January

Report of Inspection

A copy of the inspection/test report(s) will be provided to Owner after work is performed and completed. Firetrol Protection Systems must forward all deficiencies found during the time of inspection to the authority having jurisdiction.

Term

The term of this Agreement shall be from July 1, 2023 to June 30, 2024 and can be renewed by the customer under the contractor's then current charges per State Contract for each renewal period thereof.



State Facility: Yukon Public Schools

Fire Sprinkler System	Qty	Frequency	Inspection Cost
Wet Sprinkler System	35	Annual	
Backflow Preventer	6	Annual	
		Fire Sprinkler System Test & Inspection – Annual Total	\$5240.00

Fire Sprinkler Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection(s) and testing of the fire sprinkler system(s) in accordance with the following sections (if applicable). NFPA 25, Current Adopted Edition. *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.*

- Sprinkler Systems – Section 5.2, 5.3, Table 5.1.1.2
- Standpipe and Hose Systems – Section 6.2, 6.3, Table 6.1.1.2
- Private Fire Service Main – Section 7.2, 7.3, Table 7.1.1.2
- Fire Pumps – Section 8.2, 8.3, Table 8.1.1.2
- Water Storage Tanks – Section 9.2, 9.3, Table 9.1.1.2
- Water Spray Fixed Systems – Section 10.2, 10.3, Table 10.1.1.2
- Foam-Water Sprinkler Systems – Section 11.2, 11.3, Table 11.1.1.2
- Water Mist Systems – Section 12.1
- Valve, Valve Components, and Trim – Section 13.3.2, 13.3.3, 13.4.2.1, Table 13.1.1.2
- Pre-Action Valves and Deluge Valves – Section 13.4.3.1, 13.4.3.2,
- Dry Pipe Valves/Quick Opening Devices – Section 13.4.4.1, 13.4.4.2
- Backflow Prevention Assemblies – Section 13.6.1, 13.6.2.

Fire Alarm System	Qty	Frequency	Inspection Cost
Fire Alarm System	22	Annual	
		Fire Alarm System Test & Inspection – Annual Total	\$11,044.00

Fire Alarm Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection(s) and testing of fire alarm system(s) in accordance with the following sections (if applicable). NFPA 72, Current Adopted Edition. *National Fire Alarm and Signaling Code.*

- Inspection- Section 14.3, Table 14.3.1
- Testing- Section 14.4, Table 14.4.3.2

Portable Fire Extinguishers	Qty	Frequency	Inspection Cost
Extinguisher Inspection	571	Annual	
Extinguisher Records	571	Annual	
All inclusive service	571	Annual	
		Portable Fire Extinguisher Test & Inspection – Annual Total	\$10,854.00

Portable Fire Extinguisher Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection of the portable fire extinguisher(s) in accordance with the following sections (if applicable).

NFPA 10, Current Adopted Edition. *Standard for Portable Fire Extinguishers*

- Inspection Procedures- Section 7.2
- Extinguisher Maintenance- Section 7.3, Table 7.3.3.1

Kitchen Hood System	Qty	Frequency	Inspection Cost
Kitchen Hood System	25	Semi-annually	
Links and blow off caps	73 x 2	inc	
Trip charges			
		Kitchen Hood System Test & Inspection – Annual Total	\$8,120.00

Kitchen Hood System Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform semi-annual inspections and maintenance of the kitchen hood system(s) in accordance with the following sections (if applicable).

NFPA 17A, Current Adopted Edition. *Standard for Wet Chemical Extinguishing Systems*

- Maintenance – Section 7.3
- Recharging- Section 7.4
- Hydrostatic Testing- Section 7.5
- Figure A.6.4.10.3

NFPA 96, Current Adopted Edition. *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*

- Inspection, Testing, and Maintenance of Fire Extinguishing Systems – Section 11.2, 11.3
- Recharging- Section 11.4
- Hydrostatic Testing- Section 11.5

Initial _____



Location: Yukon Public Schools

Special Hazard System	Qty	Frequency	Inspection Cost
Dry Chemical	1	Semi-annually	
Dry Chemical-fusible links	5 x 2	Semi-annually	
Trip charge`	2		
Special Hazard Test & Inspection – Annual Total			\$520.00

Special Hazard System Inspection Services: Under this agreement, Firetrol's state licensed inspectors will perform semi-annual inspections of the special hazard system in accordance with the following sections (if applicable).

NFPA 2001, Current Adopted Edition. *Standard on Clean Agent Fire Extinguishing Systems.*

- Inspection and Tests – Section 7.1 to 7.4
- Maintenance- 7.5

NFPA 17, Current Adopted Edition. *Standard for Dry Chemical Extinguishing Systems*

- Inspection- Section 11.2.1.1
- Maintenance – Section 11.3
- Recharging- Section 11.4
- Hydrostatic Testing- Section 11.5

*Please see spread sheets for all buildings and their equipment and individual prices per our new State contract for fiscal year 2023. Equipment and prices are the same as 2022.

Initial _____



FIRETROL Protection Systems

Yukon Public Schools

Cost of Inspection and Payment

The total annual price for this agreement is \$35,778.00

Pricing per Firetrol Protections Systems State Contract SW1048F– Fire Alarm Services & other Life Safety Equipment

Owner shall pay Contractor within thirty (30) days after **each** inspection for the above stated Site.

If the Owner fails to make payment in full, the Contractor may, at its option, terminate the contract, and, in the any event, will not be obligated to perform any additional work until such time past due amount is made in full and received by Contractor.

If you find this Agreement, along with the terms and conditions attached, acceptable and you are authorized to sign, please complete the below section, retain a copy for your files and return one original signed agreement to our office. We will contact you regarding scheduling for the Site upon receipt of executed Agreement.

Thank you for your consideration. Firetrol Protection Systems of Oklahoma strives to provide quality, efficiency and affordability with every Inspection Proposal.

If you have any questions regarding pricing, frequency or quality, please contact Jay Collins @ (405)206-9988.

FIRETROL PROTECTION SYSTEMS, INC.

108 NW 132nd Street
Oklahoma City, OK 73114
Lic# 863 & 302
Ph: (405)752-2330
Fax: (405)752-2297

Signature: Jay Collins
By: Jay Collins
Title: Preventative Maintenance Sales
Date: 5/24/2023

Authorization to Proceed:

Endorsement: _____
Print Name: _____
Title: _____

Purchase Order or P-Card #

P-Card Expiration Date

P-Card Verification Code

ITEM FOR CONSIDERATION
Board of Education Meeting
June 2023

TOPIC: Oklahoma Schools Insurance Group Property & Casualty Quote for FY2024

ADMINISTRATIVE RECOMMENDATION: The Administration recommends renewing the Oklahoma Schools Insurance Group (OSIG) contract for property and casualty insurance coverages. The regional and national market is experiencing a +25% increase in premiums, and Yukon's loss ratio is 23.42%. This year's premium is \$1,121,031 for an increase of \$42,902.

RATIONALE FOR RECOMMENDATION: The insurance refinancing market is forcing premiums upward significantly. We are opting for a \$250K deductible (from \$100K) for a premium reduction of \$234,122.

OPTIONS:

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

FISCAL NOTE: Pricing is per the state contract price schedule.

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



ITEM FOR CONSIDERATION
Board of Education Meeting
June 5th, 2023

TOPIC: For Yukon Public Schools and Gayle Jones to collaborate, together in order to provide quality life skill support groups to Yukon Public Schools' students pre-kindergarten through eighth grade.

ADMINISTRATIVE RECOMMENDATION: The Administration recommends approval of the partnership between Yukon Public Schools and Gayle Jones, School Group Facilitator. Full program proposal is attached. There were 24 groups conducted this past school year that translated into 160 actual sessions conducted throughout six of our Yukon school sites and involved 120 students that received this support.

RATIONALE FOR RECOMMENDATION: To provide quality support groups for students experiencing grief and loss in PK-8.

OPTIONS:

1. Approve contract with Gayle Jones for Connections Support Groups.
2. Do not approve a contract with Gayle Jones for Connections Support Groups.

FISCAL NOTE: Will not exceed \$8,000 for the year. A cost of \$50 per hour in grades PK-8 will be billed on a monthly basis supported by the district's general fund account.

CONTACT PERSON: Lance Haggard, Executive Director of Elementary Education



SUPPORT GROUP PROPOSAL for Gayle Jones/CONNECTIONS

I am a retired teacher and my Oklahoma teaching license is active. I have professional liability insurance through membership in the Association of American Educators. I live in northwest Oklahoma City. I taught in Oklahoma City Public Schools and in a private school as well. Married for 50 years, we have two grown children (one a retired combat vet) and three adult grandchildren. I am passionate about education to prevent violence and self-harm and will do all I can to help children who need these important life skills as I support school counselors and teachers.

After retirement from the Oklahoma State Department of Education, I initially worked for a family non-profit organization, where I facilitated over 200 grief and loss groups for 7 years in 5 school districts and created curriculum for their groups. I now contract independently and can offer more opportunities customized to each school's needs.

At the Oklahoma State Dept of Education for more than 12 years, I directed the *Title IV Safe and Drug-Free Schools federal program* and offered many professional development trainings and presentations on school safety, crisis planning, mental health issues, bullying prevention, dating violence and suicide prevention across the state. I presented on bullying and violence prevention each semester to UCO Student Teachers for 16 years. I have presented to a university level class on children and grief issues.

I offer life skills groups on coping methods with grief, significant loss and disappointment, rejection, peer pressure, anger management, stress, anxiety, empathy building, and decision-making, and conflict resolution. I also present on suicide prevention, bullying prevention, and school safety for staff and parents. I use developmentally based activities with handouts, and segments from research-based curriculum I have researched over the years.

Students like coming to weekly support groups and they usually WANT to talk and share with each other. I have planned discussion lessons for each session, which includes sharing books (for the elementary students) and activities and worksheets (they keep and take home so parents can view what we discussed and maybe use some ideas for home conversations too). I have additional materials for middle and high school aged students, who are facing additional challenges with their growth and development and life experiences.

- ***I keep counselors informed of group activities and inform them of any early warning signs or concerns of student welfare that may appear in group.***
- ***I limit groups to 8 as the maximum number of students.***
- ***I facilitate each group once a week for 45 minutes to one hour depending on school schedules.***
- ***Normally groups are 6 weekly sessions, additional sessions can be added as needed or requested. Most counselors would like 8 sessions.***
- ***I charge \$50 per session for preparation, curriculum materials and supplies, group time and travel. I am printing all handouts, worksheets posters, and letters to parents and evaluation sheets for students and counselors.***
- ***Presentations for staff and parents are also available upon request.***

Gayle R. Jones
CONNECTIONS Support Groups
(405) 720-8480
Grj51@sbcglobal.net

YUKON PUBLIC SCHOOLS
CONNECTIONS SUPPORT GROUPS
FOR GRIEF/LOSS and SOCIAL/EMOTIONAL LIFE SKILLS
Kdg – 7th Grade

2021-2022 School Term

16 groups
98 sessions
7 schools
94 students

2022-2023 School Term

24 groups
160 sessions
6 schools
120 students

BANCFIRST INSURANCE SERVICES INC
13230 PAWNEE DRIVE STE 250
OKLAHOMA CITY OK 73114

BANCFIRST INSURANCE SERVICES INC
13230 PAWNEE DRIVE STE 250
OKLAHOMA CITY OK 73114



Workers' Compensation and Employers Liability Insurance Policy

Important Renewal Information

Date: 05/01/2023

BancFirst Insurance Services Inc
Adam Rainbolt
13230 Pawnee Drive Ste 250
Oklahoma City, OK 73114

RE: Yukon Public Schools 07/01/2023 to 07/01/2024
Renewal policy number: 03302808 23 1

Dear Adam Rainbolt

Enclosed is the renewal information on the above-referenced policyholder. The policyholder will be automatically renewed with CompSource Mutual Insurance Company unless we receive written notification prior to the renewal date advising that coverage should not be continued.

Please review the following renewal information.

1. Verify the Federal Identification Number and update information below, if necessary.
2. Provide the number of employees by location.
3. Note changes, if any, to the policyholder's business location, ownership or payroll information.
4. Give detailed description of policyholder's operations.
5. If a deductible is selected for the upcoming policy term, please return the Mandatory Optional Deductible Acceptance/Rejection Form along with any of the above items.

Please note, changes must be approved and accepted by CompSource Mutual Insurance Company. The policyholder will be invoiced following the renewal date and in accordance with the elected payment plan.

We appreciate the business you have placed with CompSource Mutual Insurance Company and look forward to working with you in the future.

Should you have any questions, please feel free to contact our office.

Respectfully,

Underwriting Department



Date: 05/01/2023

Policy number: 03302808 23 1

BancFirst Insurance Services Inc
Adam Rainbolt
13230 Pawnee Drive Ste 250
Oklahoma City, OK 73114

Yukon Public Schools
600 Maple Drive
Yukon, OK 73099

Re: Renewal notification for policy number: 03302808 23 1

For your convenience, we will continue to automatically renew your workers' compensation policy at the end of each policy term unless we receive written notification, prior to your renewal date, advising that you do not want to continue coverage with CompSource Mutual Insurance Company.

Recent classification changes implemented by the National Council on Compensation Insurance (NCCI) may have impacted your workers compensation classification assignment.

To ensure its accuracy, it is imperative you review your class description. If you do not agree with the class code assignment, you should provide a detailed description of operations, including materials used and business processes on the renewal authorization form.

Please review the following renewal information:

1. Verify the Federal Identification Number (FEIN) and update information below, if necessary.
2. Provide the number of employees by location.
3. Note changes, if any, to the policyholder's business location, ownership or payroll information.
4. Give detailed description of policyholder's operations.
5. **If a deductible is selected for the upcoming policy term, please return the Mandatory Optional Deductible Acceptance/Rejection Form along with any of the above items.**

Please note, these changes must be approved and accepted by CompSource Mutual Insurance Company.



Date: 05/01/2023

Policy number: 03302808 23 1

Insured:

Yukon Public Schools

Federal Identification number: 73-0773677

Business Type: Public School

Anniversary Date:

Phone: 405-354-2587

Address/directions:

Nature of business operations:

Three horizontal lines for business operations description.

Covered locations:

Location : 1
 Yukon Public Schools
 600 Maple Drive
 Number of employees: _____
 EFF: 07/01/2023 EXP:
 Yukon, OK 73099

Location : 2
 300 S. 9th - Central Elementary
 Number of employees: _____
 EFF: 07/01/2023 EXP:
 Yukon, OK 73099

Location : 3
 1200 S. 1st - Myers Elementary
 Number of employees: _____
 EFF: 07/01/2023 EXP:
 Yukon, OK 73099

Location : 4
 2201 S. Cornwell - Parkland Elementary
 Number of employees: _____
 EFF: 07/01/2023 EXP:
 Yukon, OK 73099



Location : 5
607 Annawood Dr. - Ranchwood Elementary
Number of employees: _____
EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 6
2100 S. Holly - Shedeck Elementary
Number of employees: _____
EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 7
650 S. Yukon Pkwy - Skyview Elementary
Number of employees: _____
EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 8
10700 Hastings Ave. - Surrey Hills Elementary
Number of employees: _____
EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 9
500 E. Vandament - Independence Elementary & Food Services
Number of employees: _____
EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 10
872 S. Yukon Pkwy - Lakeview Elementary
Number of employees: _____
EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 11
1000 Yukon Ave - 6th Grade Academy Middle School
Number of employees: _____
EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 12
EFF: 07/01/2023 EXP:



801 Garth Brooks Blvd. - 7th & 8th Grade Middle School Yukon, OK 73099
Number of employees: _____

Location : 13

1777 S. Yukon Ave. - High School
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 14

946 Poplar Ave - Alternative Education
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 15

11043 NW 10th - Transportation
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 16

1000 Yukon Ave - Enrollment Center
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 17

850 Yukon Ave - Fine Arts Center
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 18

1011 W. Main - Annex/Maintenance
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 19

553 Wagner Rd - Livestock Building
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099



Location : 20
Links to Learning
12230 W Mustang Rd
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 21
Administration Building
600 Maple Ave
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Location : 22
BRIDGES
1707 Professional Cir
Number of employees: _____

EFF: 07/01/2023 EXP:
Yukon, OK 73099

Total number of employees: _____



Policy No. 03302808 23 1

Renewal Information (continued)

The premium calculation for your renewal is shown below. All information provided will be verified by a premium audit, any changes to the information above could result in a premium adjustment.

Remuneration estimates (shown below) are based on your most recent history.

Renewal Policy Period: 07/01/2023 to 07/01/2024

For CompSource use only

Location number	Code number	Classification	Premium basis total estimated annual remuneration	Rate per \$100 of remuneration	Estimated annual premium
1	7380	DRIVERS, CHAUFFEURS, MESSENGERS & THEIR HELPERS NOC-COMMERCIAL EFF: 07/01/2023	\$897,874.00	\$3.36	\$30,169.00
21	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
1	9101	SCHOOL: ALL OTHER EMPLOYEES EFF: 07/01/2023	\$1,866,517.00	\$3.03	\$56,555.00
5	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
3	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
1	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	\$9,999,999.00	\$0.46	\$46,000.00
13	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
11	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
22	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
1	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	\$9,999,999.00	\$0.46	\$46,000.00
7	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
16	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
9	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
18	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00



1	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	\$9,999,999.00	\$0.46	\$46,000.00
2	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
20	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
1	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	\$3,512,048.00	\$0.46	\$16,155.00
6	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
14	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
4	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
19	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
1	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	\$9,999,999.00	\$0.46	\$46,000.00
12	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
10	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
17	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
8	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00
15	8868	SCHOOL: PROFESSIONAL EMPLOYEES & C EFF: 07/01/2023	IF ANY	\$0.46	\$0.00

Manual premium	\$286,879.00
Increased limits factor 1.40%	\$4,016.00
Experience Modification of 0.83 applied	\$-49,452.00
Schedule rate modification 0.85	\$-36,216.00
Premium discount	\$-23,614.00
Terrorism premium	\$2,314.00
Catastrophe premium	\$4,628.00
Expense constant	\$140.00

Estimated annual premium \$188,695.00
Deposit premium \$0.00

Minimum premium: \$500.00

Payment Plan

Annual Full Pay





New Owner/Officer Payroll Limitations Effective 01/01/2023

CompSource Mutual Insurance Company adopted new payroll limitations to be applicable on renewal policies effective on or after January 1, 2023. The new payroll limitations are outlined below.

For covered sole proprietors, partners and limited liability members the payroll limitation is \$49,600 annually.

For covered executive officers the payroll limitations are a minimum of \$49,400 and a maximum of \$197,600 annually.

The new payroll limitations are applicable to your upcoming renewal and are reflected in the enclosed "Authorization to Renew" information.



Policy Number: 03302808 23 1

CompSource Mutual Payment Options

CompSource Mutual Insurance Company is pleased to offer the following payment options for your convenience. Please check the box next to the billing plan that best fits your business needs.

Premium Installments

	Installment Option	Amount Due	Installment Fee
<input type="checkbox"/>	3 Pay 40% Down, 2 equal installments	\$79,727.20 due at renewal, 2 additional installments of \$54,483.90	\$5.00 per installment
<input type="checkbox"/>	6 Pay 25% Down, 5 equal installments	\$52,485.25 due at renewal, 5 additional installments of \$27,241.95	\$5.00 per installment
<input type="checkbox"/>	9 Pay 25% down, 8 equal installments	\$52,485.25 due at renewal, 8 additional installments of \$17,026.22	\$5.00 per installment
<input type="checkbox"/>	Annual Pay	\$188,695.00 due at renewal	None

Should a policy member transition from a reporting billing plan to an installment billing plan upon their renewal, any existing collateral deposit held on their account will be applied toward any outstanding balance and the installment down payment.

CompSource Mutual is pleased to offer online payroll reporting for qualifying customers and online payment. We gladly accept Visa, Master Card, Discover and American Express.

***** More Payment options continued on next page *****



Policy Number: 03302808 23 1

Payroll Reporting

- Monthly Reporting – Blank payroll reports are mailed to you each month for you to report actual payroll during the reporting period. The completed payroll report is then returned to our office and you will subsequently receive an invoice based only upon the amount of payroll reported. This billing option requires a collateral deposit generally equal to 15% of the estimated annual premium.

Deposit: \$

- Quarterly Reporting – Blank payroll reports are mailed to you each quarter for you to report actual payroll during the reporting period. The completed payroll report is then returned to our office and you will subsequently receive an invoice based only upon the amount of payroll reported. This billing option requires a collateral deposit generally equal to 50% of the estimated annual premium.

Deposit: \$

Should a policy member transition from a reporting billing plan to an installment billing plan upon their renewal, any existing collateral deposit held on their account will be applied toward any outstanding balance and the installment down payment.

**OKLAHOMA WORKERS COMPENSATION MANDATORY
OPTIONAL DEDUCTIBLE ACCEPTANCE/REJECTION FORM**

Oklahoma law requires insurers issuing a policy under the Administrative Workers' Compensation Act ("AWCA") to offer deductibles, optional to the policyholder, for benefits payable under the AWCA.

This form is applicable to the optional deductibles required by 85A O.S. Section 95 and OAC 365:15-1-3.1 only. For larger negotiated deductibles, see OAC 365:15-1-3.1 and 365:15-1-3.2.

All five deductible options set forth below shall be fully disclosed to the prospective policyholder in writing. The policyholder is not required to select a deductible option, but if the policyholder chooses a deductible, the policyholder may choose only one combined deductible amount. The maximum combined deductible, including medical benefits and indemnity claims, shall be \$5,000 per claim. Please carefully review the requirements for the deductible options outlined below.

DEDUCTIBLE OPTIONS

Combined optional deductible amounts are \$1,000.00; \$2,000.00; \$3,000.00; \$4,000.00; and \$5,000.00.

EMPLOYER OBLIGATIONS IF A DEDUCTIBLE OPTION IS SELECTED

If the applicant employer chooses a deductible, the insurer shall pay compensable claims to the person or medical providers entitled to the benefits conferred by the AWCA and obtain reimbursement from the insured employer for the applicable deductible amount.

WARNING: The insured employer must reimburse the insurer within sixty (60) days of a written demand. If the insured employer fails to reimburse the insurer within sixty (60) days, the insurer may seek to recover the *full amount* of such claim from the insured employer. In addition, the non-payment of deductible amounts shall be treated in the same manner as non-payment of premiums.

EXPERIENCE MODIFICATION

Benefits paid by the insured employer under a deductible as provided herein may not be treated as benefits paid so as to harm the experience rating of the employer.

ACCEPTANCE / REJECTION

- Yes, I have read the optional deductible information summarized above and want the following deductible amount to apply to claims under the AWCA. I understand that this deductible applies to every claim for bodily injury by accident or disease filed by an injured employee.

MEDICAL AND INDEMNITY

- \$1,000.00
- \$2,000.00
- \$3,000.00
- \$4,000.00
- \$5,000.00

FORM 35-3D
(Ed. 11-2022)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

Yes, I understand that I am responsible for reimbursing my insurance company for the amounts of any deductible it pays.

No, I do not want the optional deductible described in this form.

NAMED INSURED Yukon Public Schools 03302808 23 1

ADDRESS _____
TITLE _____
SIGNATURE _____
DATE _____

THIS FORM IS NOT A PART OF YOUR POLICY AND DOES NOT PROVIDE COVERAGE.

This form is provided pursuant to Oklahoma Administrative Code 365:15-1-3.1.



Workers Compensation and Employers Liability Insurance Policy

Contractor Notice and Agreement

Policy number: 03302808 23 1

Your business could be liable for compensation of employees of independent contractors, subcontractors, or other employees engaged in the general employer's business. To avoid being charged premium for payments made to the contractors whose services you utilize during the policy period, you must retain and provide the following to support an assertion of exemption under Oklahoma Administrative Workers' Compensation Act (AWCA):

1. Proof of a valid Workers Compensation Insurance Policy issued to the contractor; or
2. Certificate of Non Coverage issued by the Oklahoma Workers Compensation Commission for each contractor who asserts to be exempt from coverage under the AWCA for review and verification by CompSource. The certificate is only valid for the contractor; however, it may be rejected if the individual contractor is deemed to be an employee. If the contractor has individuals performing work for them, then proof of a valid Workers Compensation Insurance Policy or proof the individuals are otherwise exempt from the AWCA will be required if the work performed is necessary and integral to your business. Certificates will be accepted, subject to verification. If they are determined to be invalid or not otherwise applicable, then CompSource Mutual Insurance Company will not accept them and will be required to charge you additional premium; or
3. Exemption other than independent contractor status. If you have contractors who are excluded from coverage under the AWCA, you must provide documentation of the exemption subject to review and verification. Please contact CompSource Mutual Insurance Company for information on the required documentation for each exemption.

These documents described above must be available for examination by our auditor in order to avoid payment of additional premium on contractors and their employees who perform services for you. CompSource Mutual Insurance Company expressly reserves the right to examine, verify, accept or reject any assertion of exemption from the AWCA. CompSource Mutual Insurance Company does not waive any rights or remedies as may be available in relation to this contract or any claim filed thereunder.

Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of any insurance policy containing false, incomplete or misleading information is guilty of a felony.

Certificate Of Completion

Envelope Id: E031E7633E1E4352B2A00714EC22F227

Status: Delivered

Subject: Complete with DocuSign: Proposal 1 for Yukon Public Schools (\$188,695).pdf

Source Envelope:

Document Pages: 16

Signatures: 0

Envelope Originator:

Certificate Pages: 4

Initials: 0

Debbie Ivey

AutoNav: Enabled

101 N. Broadway, Ste. 200

Enveloped Stamping: Enabled

Oklahoma City, OK 73102

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

debbie.ivey@bancfirst.insurance

IP Address: 24.248.243.3

Record Tracking

Status: Original

Holder: Debbie Ivey

Location: DocuSign

5/31/2023 8:44:26 AM

debbie.ivey@bancfirst.insurance

Signer Events**Signature****Timestamp**

Diana Lebsack

Sent: 5/31/2023 8:47:52 AM

diana.lebsack@yukonps.com

Resent: 5/31/2023 8:49:04 AM

Security Level: Email, Account Authentication
(None)

Viewed: 5/31/2023 9:10:22 AM

Electronic Record and Signature Disclosure:

Accepted: 5/31/2023 9:10:22 AM

ID: 973f7173-0385-4bbc-9d21-200f56ece055

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

5/31/2023 8:47:52 AM

Envelope Updated

Security Checked

5/31/2023 8:49:03 AM

Certified Delivered

Security Checked

5/31/2023 9:10:22 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, BancFirst Corporation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact BancFirst Corporation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: gpaxton@bfins.com

To advise BancFirst Corporation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at gpaxton@bfins.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from BancFirst Corporation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to gpaxton@bfins.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with BancFirst Corporation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to gpaxton@bfins.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify BancFirst Corporation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by BancFirst Corporation during the course of my relationship with you.

ITEM FOR CONSIDERATION
Board of Education Meeting
June 5th, 2023



TOPIC: Workers' Compensation Insurance Coverage

ADMINISTRATIVE RECOMMENDATION: The Administration recommends approval of the agreement between Yukon Public Schools and Compsource Mutual through BancFirst Insurance Services..

RATIONALE FOR RECOMMENDATION: Through a competitive process during which we provided multiple vendors with the opportunity to compete for our business, we received the following quotes:

CompSource Mutual (Current Provider) - \$188,695

Comp Risk - \$178,510

Zenith Insurance - Pending with pricing indicating \$270,000

Summit- \$265,216 (audit required)

LUBA - \$211,013

Stonetrust- Pending with pricing indicating \$210,000-\$250,000

Accident Fund - Pending Loss Control Visit before offering quote

Liberty Mutual - \$450,681

CompSource Mutual is our current provider. We have again had a tremendously successful year thus far in respect to claims costs and claims resolution, as well as collaborating with both CompSource and BancFirst to continue monthly safety walkthroughs and continue to work toward resolution on our existing claims from previous providers.

The consultant assigned to our account, courtesy of BancFirst, has 25 years of experience handling workers' compensation claims, including 4 years as the director of claims with Compsource. We have worked very closely with him beginning in FY19 and have found him to be a tremendous asset and advocate. In comparison, we have previously employed a safety consultant via a rebate program through OSAG and we have for years used a third party claims management company. The experience we have had with BancFirst and Compsource leads us to believe that we are in the continuing stages of a partnership to impact our claims in a positive direction on a long-term basis.

We also believe this is the best possible partnership to impact our Experience Modification Rate (EMod) in a positive manner, something that is critical for our future premium quotes. This year's EMod is 0.83. A 1.0 EMod is the goal, which we have surpassed in collaboration with CompSource.

Previous Year Premiums:

- FY 17 - \$378,328 (Note: This is the year many districts saw a premium decrease as a result of changing worker's compensation laws. We saw an increase.)
- FY 18 - \$185,262 (Note: This quote was the result of a substantial "performance based" dividend)
- FY19 - \$236,523
- FY 20 - \$233,627.76 (This includes a consulting fee of \$17, 305.76).
- FY21 - \$310,459
- FY22 - \$246, 385 (a savings of \$64,074 for FY 22)
- FY23- \$176,947 (a savings of \$69,438 for FY 23)

OPTIONS:

1A. Approve agreement between Yukon Public Schools and Compsource Mutual through BancFirst Insurance Services to provide Workers' Compensation Insurance Coverage effective July 1st, 2023 through June 30th, 2024.

1B. Do not approve agreement between Yukon Public Schools and Compsource Mutual through BancFirst Insurance Services to provide Workers' Compensation Insurance Coverage effective

July 1st, 2023 through June 30th, 2024.

FISCAL NOTE: The cost for the annual premium for FY 24 will be \$188,695. The cost for our FY23 premium was \$176,947. This represents an increase of \$11,748 which is largely based on our increased payroll of approximately \$1.3 million.

YPS GOALS:

- **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.
- **Finance-** Our District will establish a financial plan that will inform and benefit all stakeholders.

CONTACT PERSON: Diana Lebsack, Assistant Superintendent of Human Resources

Premium Summary

Coverage	Expiring Premium	Renewal-CompSource Premium	Alternate Quote - CompRisk
Work Comp	\$176,947	\$188,695	\$178,510
Total	\$176,947	\$188,695	\$178,510

DISCLAIMER – The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. Wherever this proposal and the policy are different, the policy will prevail. Please read your policy for specific details of coverages. The insurance company reserves the right to inspect your operations during the policy term.

Marketing Summary

Company	Result
CompSource – Current Carrier	\$188,695
CompRisk	\$178,510
Summit	\$265,216 – Audit required
LUBA Casualty Insurance	\$211,013
Zenith	Pending
Stonetrust	Pricing Indication - \$210,000-\$250,000
Accident Fund	Pending Loss Control Visit before offering quote
Liberty	\$450,681

Workers Compensation

Carrier: CompSource Mutual Insurance Company

Policy Term: 7/1/2023 - 7/1/2024

- State law requires that every employer provide Work Comp insurance for their employees. This insurance provides coverage for accidents or disease arising from employment as prescribed by state laws.
- Statutory and Employers Liability – Covers your statutory liability under the work comp laws of the state(s) your employees are hired in, live in, and your legal liability as an employer, for the selected limit of liability per accident, plus defense costs.

Coverage/Limits

Employers Liability – Bodily Injury by Accident (Each Accident)	\$1,000,000
Employers Liability – Bodily Injury by Disease (Policy Limit)	\$1,000,000
Employers Liability – Bodily Injury by Disease (Each Employee)	\$1,000,000
Workers Compensation Employee Benefits	As Required by Law for Covered States

Classifications

State	Class Code	Description	22-23 Estimated Payroll	23-24 Estimated Payroll
OK	7380	Bus Driver & Garage	\$895,678	\$897,874
OK	8868	Professional Emp/Clerical	\$42,153,188	\$43,512,048
OK	9101	All other employees	\$1,903,708	\$1,866,517

Experience Modification

A modification is applied based on the loss experience for a 3 year period excluding the most recent policy term. The Experience Modification used in preparing this quote was: .83%

Premium Calculations

State - OK

Description	Factor	Premium
Total Premium	N/A	\$286,879
Increased Limits	1.4%	\$4,016
Experience or Merit Modification	.83%	-\$49,452
Scheduled rate modification	.85%	-\$36,216
Premium Discount		-\$23,614
Terrorism premium		\$2,314
Catastrophe		\$4,628
Expense Constant		\$140.00

Total Estimated Premium:	\$188,695
Minimum Premium	\$500.00

Sole proprietors, partners and stockholder-employees of a corporation may be excluded from coverage, but may elect to be covered. These individuals fall under this heading and are shown whether they are included or excluded on this policy.

CURRICULUM Surplus Item Spreadsheet			YPS Library/Media	
Item Scu # or ISBN #	Title of Book or Name of Resource	# of	Site	Reason for Surplus
72426179	Literature: reading...	1	YHS	Outdated/no longer used
131846620	The Prentice-hall reader	76		Outdated/no longer used
73256927	Literature: reading...	69		Outdated/no longer used
618902198	British Literature	148		Outdated/no longer used
618902260	British Literature TE	6		Outdated/no longer used
061890218x	American Literature	203		Outdated/no longer used
618902252	American Literature TE	9		Outdated/no longer used
618902171	10th Grade Literature	255		Outdated/no longer used
618902244	10th Grade Literature TE	8		Outdated/no longer used
618902163	9th Grade Literature	179		Outdated/no longer used
618902236	9th Grade Literature TE	5		Outdated/no longer used
131846620	The Language of Composition 2nd edition	19		Outdated/no longer used
N/A	British Literature Teacher Kit	3		Outdated/no longer used
N/A	American Literature Teacher Kit	2		Outdated/no longer used
N/A	10th Grade Literature Kit	2		Outdated/no longer used
785440755	Exploring literature	20		Outdated/no longer used
785440763	Exploring literature TE	1		Outdated/no longer used
785429050	Basic English	24		Outdated/no longer used
785440852	Audio CD Library Exploring literature	1		Outdated/no longer used
785440909	British literature	13		Outdated/no longer used
785440607	World literature	13		Outdated/no longer used
785441050	American literature	18		Outdated/no longer used
785429255	Basic English Composition	1		Outdated/no longer used
785441069	American literature TE	1		Outdated/no longer used

Library/Media

Date: 4-2023

Site	REASON FOR SURPLUS
YHS	Broken
YHS	Broken
YHS	No longer used
YHS	No longer used

Item	Serial Number	Reason For Surplus	Amount
32 in TV		Not working	
My Daq	HC4791683	Obslete	
My Daq	HC4791682	Obslete	
My Daq	PA1638980	Obslete	
My Daq	HC4791589	Obslete	
My Daq	PA1639048	Obslete	
Dissolved Oxygen Probe	DOBTA	Not Needed	
Dell Computer	FTLR1M!	Not Working	
lab Quest Power Supply		Missing Main box	10
Turbity Sensor	LT75040467	Missing Power Supply	
Turbity Sensor	Rubbed Off	Missing Power Supply	
Medline LArge BAttery	6590908	Obslete	
VR Box Virutal Reality Box		Obslete	
Robot		Not Working	
Bore CCW Single Inlet Blower	FASCO 1-60 04€	Not Working	12
MicroBlimps		Not Working	5
Dell Keyboards		Not Working	6
Dell Monitors		Not Working	6
Amazon Car		Not Working	1
Blenders		Not Working	2
FIRST Robot		Not Working	1
Dell Screens		Not Working	6
Speaker	NA	Not Working	1

Geostational Books obsolete 6

Metal Rods	23	No need for them
Titration Kit	2	Surplus
Safety Glasses	36	Surplus
Beaker Holders	6	Surplus
Metal Cupplings	15	Surplus
Staple Gun	3	Surplus
Miuakee Sander	1	Broken
Impact drill	1	Surplus
Dry Erase Paint	2	No need for it
Leather Case	7	No need for it
Fishcer Tech Kits	14	No need For it
Weather Kit	Serial numbers vary(entire kit obsolete)	
10x10 Brown and white Aluminur	1	No need for it
Arbor Press	2	
3.7 oz carbon uni-web	1	

CURRICULUM Surplus Item Spreadsheet

SITE: Yukon Middle School

DATE: updated 4.3.23

Item Scu # or ISBN #	Title of Book or Name of Resource	# of Items	Reason for Surplus
	Class Set of Charlotte Doyle	40	no longer used/outdated
	Class set of Lydia	40	no longer used/outdated
	Class set And One For All	33	no longer used/outdated
	Class Set Bless Me, Ultima	28	no longer used/outdated
	Class Set Treasure Island	29	no longer used/outdated
	Class Set Who Moved My Cheese Teens	29	no longer used/outdated
	Class Set Runaways	27	no longer used/outdated
	Class set Because of Winn-Dixie	35	no longer used/outdated
	Class Set Mentor the Kid & theCEO	23	no longer used/outdated
	Class Set A Door in the Wall	30	no longer used/outdated
ISBN: 978-1-44248769-7	Tales from a not-so-dorky drama queen	1	Lost Book
ISBN: 978-0-06-236704-4	Dawn	1	Lost Book
ISBN: 0-689-83858-1	Fever, 1793	1	Lost Book
ISBN: 978-1-62779-332-2	The girl I used to be	1	Lost Book
ISBN: 978-0-385-38520-6 (pbk.)	The maze runner	1	Lost Book
ISBN: 978-0-14-241038-7 (pbk.)	The BFG	1	Lost Book
ISBN: 978-0-375-83037-2 (trade)	Blizzard of the blue moon	1	Lost Book
ISBN: 978-0-545-00724-5 (lib. bd)	Hooray for Fly Guy!	1	Lost Book
LCCN: 96-52072	The treasure hunt	1	Lost Book
ISBN: 978-0-545-10071-7 (pbk.)	City hall sandwich	1	Lost Book
ISBN: 978-0-399-25650-9 (trade)	Shelter : a Mickey Bolitar novel	1	Lost Book
LCCN: 2007-24584	Roadwork!	1	Lost Book
LCCN: 96-47709	What was I scared of?	1	Lost Book
LCCN: 2012-24991	The secret prophecy	1	Lost Book
ISBN: 0-7614-5135-8	The 7th knot	1	Lost Book
ISBN: 0-7614-5135-8	The 7th knot	1	Lost Book
ISBN: 0-7868-0776-8	Bone dry	1	Lost Book
ISBN: 0-7614-5164-1	Exiled : memoirs of a camel	1	Lost Book
ISBN: 0-7868-1916-2 (trade)	Gilbert & Sullivan set me free	1	Lost Book
ISBN: 0-7868-1916-2 (trade)	Gilbert & Sullivan set me free	1	Lost Book
ISBN: 0-7653-4221-9	To the blight : part two of the eye of the world	1	Lost Book
ISBN: 978-1-44246824-5	River runs deep	1	Lost Book
ISBN: 978-1-42311336-2 (trade)	Annie Sullivan and the trials of Helen Keller	1	Lost Book
ISBN: 978-1-41691384-9 (trade)	Addie on the inside	1	Outdated/No new circulations

ISBN: 978-0-316-18579-0 (trade)	The adventures of Tintin : a novel	1	Outdated/No new circulations
ISBN: 0-399-24486-7	Alex Rider, the gadgets	1	Outdated/No new circulations
ISBN: 0-399-24486-7	Alex Rider, the gadgets	1	Outdated/No new circulations
ISBN: 978-1-44244510-9 (trade)	Also known as Elvis	1	Outdated/No new circulations
ISBN: 978-0-06-174213-2 (pbk.)	Amanda project	1	Outdated/No new circulations
ISBN: 978-0-689-87883-1	Bad times, big crimes	1	Outdated/No new circulations
ISBN: 978-0-385-75499-6	A bandit's tale : the muddled misadventures of a pickpocket	1	Outdated/No new circulations
ISBN: 978-1-46770301-7 (lib. bdg)	The beast	1	Outdated/No new circulations
ISBN: 978-0-545-48462-6 (lib. bdg)	Behind enemy lines	1	Outdated/No new circulations
ISBN: 0-8037-2847-6	Bird	1	Outdated/No new circulations
ISBN: 978-0-545-38700-2 (trade)	Cave of wonders	1	Outdated/No new circulations
ISBN: 978-0-545-38700-2 (trade)	Cave of wonders	1	Outdated/No new circulations
ISBN: 0-374-34994-0	Charlie's run	1	Outdated/No new circulations
ISBN: 0-374-34994-0	Charlie's run	1	Outdated/No new circulations
ISBN: 0-374-41229-4	The clay marble	1	Outdated/No new circulations
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ISBN: 978-0-385-73708-1 (trade)	A crack in the sky	1	Outdated/No new circulations
ISBN: 978-0-385-73708-1 (trade)	A crack in the sky	1	Outdated/No new circulations
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ISBN: 978-0-8050-9744-3	The curious world of Calpurnia Tate	1	Outdated/No new circulations
ISBN: 978-0-545-38699-9 (trade)	Curse of the ancients	1	Outdated/No new circulations
ISBN: 978-0-545-38699-9 (trade)	Curse of the ancients	1	Outdated/No new circulations
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ISBN: 978-0-375-86851-1 (trade)	Eighth grade is making me sick : Ginny Davis's year in stuff	1	Outdated/No new circulations
ISBN: 978-0-7636-4341-6 (trade)	Eli the Good	1	Outdated/No new circulations
ISBN: 978-0-545-90128-4	Eternity	1	Outdated/No new circulations
ISBN: 978-1-58089-788-4	Falcon wild	1	Outdated/No new circulations
ISBN: 978-0-545-40310-8 (trade)	The Fire Horse girl	1	Outdated/No new circulations
ISBN: 978-0-545-40310-8 (trade)	The Fire Horse girl	1	Outdated/No new circulations
ISBN: 978-0-545-40310-8 (trade)	The Fire Horse girl	1	Outdated/No new circulations
ISBN: 978-0-316-15409-3	The foretelling	1	Outdated/No new circulations
ISBN: 978-0-375-84818-6 (trade)	The great trouble : a mystery of London, the blue death, and a boy called Eel	1	Outdated/No new circulations
ISBN: 0-439-15009-4 (pbk.)	Happy boo day	1	Outdated/No new circulations
ISBN: 0-439-09830-0	A hole in the world	1	Outdated/No new circulations
ISBN: 0-439-09830-0	A hole in the world	1	Outdated/No new circulations
ISBN: 0-531-09480-4	How far would you have gotten if I hadn't called you back? : a novel	1	Outdated/No new circulations
ISBN: 978-0-545-27424-1 (trade)	Icefall	1	Outdated/No new circulations

ISBN: 978-0-545-27424-1 (trade)	Icefall	1	Outdated/No new circulations
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ISBN: 978-0-06-229507-1 (trade)	The islands of Chaldea	1	Outdated/No new circulations
ISBN: 0-8050-2769-6 (acid free p	It's nothing to a mountain	1	Outdated/No new circulations
ISBN: 0-8050-2769-6 (acid free p	It's nothing to a mountain	1	Outdated/No new circulations
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ISBN: 978-0-545-32698-8 (trade)	Drama	1	Outdated/No new circulations
ISBN: 0-8050-6730-2 (hc : alk. pa	Lake of secrets	1	Outdated/No new circulations
ISBN: 978-0-7611-9326-5	Victor Dowd and the World War II Ghost Army	1	Outdated/No new circulations
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ISBN: 978-1-59643-168-3 (trade)	90 miles to Havana	1	Outdated/No new circulations
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ISBN: 978-0-375-85636-5 (trade)	Change-up : mystery at the World Series	1	Outdated/No new circulations
ISBN: 978-0-451-47633-3	The charmed children of Rookskill Castle	1	Outdated/No new circulations
ISBN: 978-0-451-47633-3	The charmed children of Rookskill Castle	1	Outdated/No new circulations
ISBN: 978-0-440-42205-1 (pbk.)	Cover-up	1	Outdated/No new circulations
ISBN: 978-0-440-42205-1 (pbk.)	Cover-up	1	Outdated/No new circulations
ISBN: 978-0-7636-6093-2 (trade)	The crimson shard	1	Outdated/No new circulations
ISBN: 978-1-44246855-9 (hardco	The dagger X	1	Outdated/No new circulations
ISBN: 978-0-545-17814-3 (trade)	Dark life	1	Outdated/No new circulations
ISBN: 978-0-8037-3818-8 (trade)	Darkwater	1	Outdated/No new circulations
ISBN: 978-0-06-210293-5 (trade)	Don't look now	1	Outdated/No new circulations
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ISBN: 978-0-06-239824-6	The sleeper and the spindle	1	Outdated/No new circulations
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ISBN: 978-0-385-90097-3	Water Street	1	Outdated/No new circulations
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ISBN: 978-1-48149556-1	Fake blood	1	Outdated/No new circulations
ISBN: 978-0-545-74165-1	Sunny side up	1	Outdated/No new circulations
ISBN: 978-0-544-55153-4	Took : a ghost story	1	Outdated/No new circulations
ISBN: 978-0-06-112850-9 (trade)	Chase	1	Outdated/No new circulations
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ISBN: 978-1-41691205-7	UnWind	1	Outdated/No new circulations
ISBN: 978-1-44241192-0	Tales from a not-so-graceful ice princess	1	Outdated/No new circulations
ISBN: 978-1-42318364-8 (trade)	Percy Jackson's Greek gods	1	Outdated/No new circulations
ISBN: 978-1-53442638-2	Tales from a not-so-happy birthday	1	Outdated/No new circulations
ISBN: 978-1-45216358-1	Knockout	1	Outdated/No new circulations
ISBN: 978-1-41699724-5 (trade)	About average	1	Outdated/No new circulations
ISBN: 978-0-14-242522-0	Al Capone does my homework	1	Outdated/No new circulations
LCCN: 2003-26091	Atticus of Rome : 30 B.C.	1	Outdated/No new circulations
ISBN: 978-0-8037-3162-2	Baseball crazy : ten short stories that cover all the bases	1	Outdated/No new circulations
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wilmesj	broken
wilmesj	broken
wilmesj	damaged

Apple iPad

16 GB

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Surrey Hills Library Surplus			YPS Library/Media	
				June, 2023
Item Scu # or ISBN #	Title of Book or Name of Resource	# of	Site	Reason for Surplus
T 80144	Alice in wonderland	1	Surrey Hills	outdated or damaged
T 4125	All kinds of children	1	Surrey Hills	outdated or damaged
T 3992	American Indian families	1	Surrey Hills	outdated or damaged
T 7561	Anansi and the magic stick	1	Surrey Hills	outdated or damaged
T 3512	Anansi does the impossible! : an Ashanti tale	1	Surrey Hills	outdated or damaged
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T 6944	Straight and curvy, meek and nervy : more about antonyms	1	Surrey Hills	outdated or damaged
T 6947	Stroll and walk, babble and talk : more about synonyms	1	Surrey Hills	outdated or damaged
T 3931	The sun	1	Surrey Hills	outdated or damaged
T 87290	Sun up, sun down	1	Surrey Hills	outdated or damaged
T 5091	The sundae scoop	1	Surrey Hills	outdated or damaged
T 3613	Sunshine makes the seasons	1	Surrey Hills	outdated or damaged
T 4235	Tell me why the moon changes shape	1	Surrey Hills	outdated or damaged
T 3247	To root, to toot, to parachute : what is a verb?	1	Surrey Hills	outdated or damaged
T 5624	Under, over, by the clover : what is a preposition?	1	Surrey Hills	outdated or damaged
T 4254	What makes day and night	1	Surrey Hills	outdated or damaged
T 3532	Who ordered the jumbo shrimp? and other oxymorons	1	Surrey Hills	outdated or damaged
T 7284	Zero is the leaves on the tree	1	Surrey Hills	outdated or damaged
T 90533	Secrets of the GS Ball	1	Surrey Hills	outdated or damaged
T 90803	Mothering heights	1	Surrey Hills	outdated or damaged
T 20181	The phantom on the phone and other scary tales	1	Surrey Hills	outdated or damaged
T 10185	Tomb of the Fangpyre	1	Surrey Hills	outdated or damaged
T 8215	Hammerhead sharks	1	Surrey Hills	outdated or damaged

Classroom Furniture Surplus for Skyview**2023**

# ITEMS	DESCRIPTION	Reason for Surplus
31	kidney tables	Old/ Outdated/ End of
4	4-drawer filing cabinet	Old/ Outdated/ End of
3	2-drawer filing cabinets	Old/ Outdated/ End of
27	teacher desks	Old/ Outdated/ End of
26	bookcases	Old/ Outdated/ End of
77	rectangular tables	Old/ Outdated/ End of
16	round tables	Old/ Outdated/ End of
23	square tables	Old/ Outdated/ End of
15	computer tables	Old/ Outdated/ End of
33	student desks	Old/ Outdated/ End of
10	stools	Old/ Outdated/ End of
19	teacher task chair (blue w/wheels)	Old/ Outdated/ End of
70	student chairs (navy)	Old/ Outdated/ End of
1	kitchen table w/ white legs	Old/ Outdated/ End of
5	easel- teacher/art	Old/ Outdated/ End of
6	blue office arm chairs	Old/ Outdated/ End of
1	black office chair	Old/ Outdated/ End of
4	black floor chairs w/o legs	Old/ Outdated/ End of
12	red plastic tubs	Old/ Outdated/ End of
1	rug	Old/ Outdated/ End of
1	platform stand	Old/ Outdated/ End of
1	rolling black cart	Old/ Outdated/ End of
1	loveseat	Old/ Outdated/ End of
1	drying rack	Old/ Outdated/ End of
		Old/ Outdated/ End of
		Old/ Outdated/ End of
		Old/ Outdated/ End of
		Old/ Outdated/ End of

EXISTING EQUIPMENT AT CENTRAL AND SHEDECK ELEMENTARY

CENTRAL ELEMENTARY: 300 S NINTH ST

ITEM	QUANTITY	DESCRIPTION
Swing	1	1 Bay Swing with 2 Infant Seats; Color: Blue
Seesaw	1	1 Spring Seesaw, Color: Blue
Beam	1	1 Curved Balance Beam
Spring	1	1 Car Spring Rider
Structure	1	1 Play Structure for 2-5 yr olds
Climber	1	1 Web Climber
Climber	1	1 Arch Climber; Color: Yellow
Climber	1	1 Large Climber; Color: Yellow
Swing	1	1 3 Bay Single Post Swing, 6 Belt Seats; Color: Blue
Climber	1	1 Small Dome Climber
Structure	1	1 Physical Fitness Center; Color: Galvanized
Swing	1	1 2 Bay Swing with 2 Infant seats & 2 Belt Seats
Goals	2	2 Basketball Goals; located on blacktop
Timbers		Plastic Border Timber
Ramp	2	2 ADA Ramps
Awning	1	1 Sun shade awning/picknic style

SHEDECK ELEMENTARY: 2100 S Holly Ave

ITEM	QUANTITY	DESCRIPTION
Beam	1	1 Balance Beam
Structure	1	1 Play Structure
Slide	1	1 Free Standing Slide
Structure	1	1 Metal Jungle Gym
Posts	2	2 Orange Toss Ups (Funnel ball)
Swings	1	1 4 Bay Swing with 8 Belts
Bars	1	1 Trilevel Bars
Goals	2	2 Basketball Goals
Timbers		Plastic Border Timbers

YMS ACTIVITY FUND

2023 - 2024

ACCOUNT	REVENUE	EXPENDITURES
812 GENERAL REFUND	MONEY FOR LOST & DAMAGED BOOKS	REFUND FOR FOUND BOOKS
821 ART	FREE-LANCE ART WORK, DANCES, DUES, FIELD TRIP FEES	ENTRY FEES, ART SUPPLIES, CLUB AWARDS, CONTEST, FIELD TRIPS, SPEAKER FEES/HONORARIUM
824 CHEERLEADING	DANCE, SPIRIT LINKS, RIBBONS, PRODUCT FUNDRAISERS	CAMP FEES, UNIFORMS, CONTEST, AWARDS, SUPPLIES, PRODUCT COST
832 NJHS	PRODUCT SALES	PRODCUT COST, MATERIALS, AWARDS, SUPPLIES, PRODUCT COST
838 GIFTED	CANDY SALES, CONCESSIONS, OM DUES, DONATIONS	OM FEES, MEMBERSHIPS, OM SUPPLIES, CLASSROOM SUPPLIES & MATERIALS, DONATIONS FOR NEEDY FAMILIES, SPEAKERS, PRODUCT COST
845 LIBRARY	BOOK REPLACEMENT, LOST BOOKS, BOOK FAIR, PRODUCT SALES, CONCESSIONS	LIBRARY SUPPLIES, BOOKS, AWARDS, PRODUCT COST
848 PE/ATHLETICS	CONCESSION STAND, FEES FOR T-SHIRTS	T-SHIRTS, GYM SUPPLIES, PRODUCT COST
853 ACADEMIC TEAM	SCHOLASTIC MEET, FEES	SCHOLASTIC MEETS, SCHOLASTIC MATERIALS, BOOKS, AWARDS, SHIRTS, SUPPLIES
854 SCIENCE	PRODUCT SALES, BASKETBALL GAME FUNDRAISER, FIELD TRIP FEES	SCIENCE EQUIPMENT, FIELD TRIPS, AWARDS, SPECIMENT, SCIENCE CONFERENCES, SUPPLIES, PRODUCT COST, BASKET BALL FUNDRAISER SUPPLIES
855 STUDENT COUNCIL	PRODUCT SALES, TALENT SHOW, DONATIONS, FUNDRAISERS	STAFF APPRECIATION RECOGNITION, SUPPLIES, AWARDS, CONTEST PRIZES, DONATIONS TO THE COMMUNITY, DONATIONS FOR NEEDY FAMILIES, PRODUCT COST

857 OUTDOOR ED	DUES, FIELD TRIP FEES, T-SHIRTS, DONATIONS	FIELD TRIPS, AWARDS, SUPPLIES, T-SHIRTS
859 TECH. ED	DUES, PRODUCT SALES AND ADDITIONAL FUND RAISERS AS DECIDED BY AFFILIATION TO TSA CLUB, CONCESSIONS	CONTEST FEES, TRIPS, AWARDS, SUPPLIES, EQUIPMENT, NATIONAL & STATE TSA CLUB, DONATIONS TO LOCAL, STATE & NATIONAL SERVICE PROJECTS, PRODUCT COST
861 VOCAL	CONCESSIONS, FUNDRAISER, T-SHIRTS, STUDENT FEES	SUPPLIES, UNIFORM ACCESSORIES, ENTRY FEES, TRANSPORTATION FEES, ACCOMPANIST FEES, AWARDS, T-SHIRTS, PRODUCT COST, MISC. EXPENSES
865 VENDING	VENDING MACHINE SALES	ATHLETIC & BUILDING SUPPLIES, AWARDS, PRODUCT COST, MISC. EXPENSES
881 PRINCIPAL	PRODUCT FUNDRAISER, YEARBOOK SALES, SCHOOL PICTURES, NOW ACCT. INTEREST, MONEY MARKET INTEREST, DONATIONS, BASKETBALL GAMETIME FUNDRAISER, STUDENT/CLUB FEES	YEARBOOKS, PICTURES, BANQUET, AWARDS, LOUNGE SUPPLIES, STUDENT & STAFF INCENTIVES, STAFF WORKSHOPS, SUPPLIES, EQUIPMENT, ASSEMBLIES, BASKETBALL GAMETIME SUPPLIES, PRODUCT COST
884 FLOWERS & GIFTS	DONATIONS FROM FACULTY	FLOWERS, FOOD, CARDS & DONATIONS TO STAFF FOR BEREAVEMENT, BIRTHS, RETIREMENT GIFTS, ILLNESS, T.O.Y., AWARDS
885 FCCLA	FUNDRAISER, FEES, DONATIONS	DUES, FEES, DONATIONS, TRAVEL, FIELD TRIPS, MISC. EXPENSES, NATIONALS, PRODUCT COST

CASH FUND ESTIMATE OF NEEDS AND REQUEST FOR APPROPRIATION

FOR THE 2021 BUILDING BOND FUND OF 1-27, CANADIAN COUNTY, OKLAHOMA

Certificate of School Treasurer

I hereby certify that I have received and now hold in actual cash actually on hand available for and subject to appropriation to the 2021 Building Bond Cash Fund of 1-27 of Canadian County, Oklahoma, derived from the following designated sources and restricted by statute to expenditures for the purposes for which such fund was created as follows, to-wit:

Table with 2 columns: Source (From) and Amount. Includes 'Sale of Bonds' and 'TOTAL unappropriated available for purposes of said fund' with a total of \$17,365,000.00.

Said sums include no part of any revenues heretofore reported and appropriated for the purposed of said cash fund and are being held subject to action by the County Excise Board.

Certified to this 11th day of May, 2023.

Treasurer

To The Excise Board of Canadian County, Oklahoma

This is to certify that, pursuant to the 5th proviso of 62 Okl. St. Ann. § 331 there has accrued in the Treasury and is hereinbefore certified to as available for appropriation and use in the 2021 Building Bond Cash Fund of the aforesaid District, an amount of money equal to or greater than the total estimated needs hereinafter set out, that the itemized purposes hereinafter named are lawful purposed to which said fund may be put, and we hereby respectfully request approval and appropriation therefore as follows, to-wit:

Table with 3 columns: PURPOSE, AMOUNT REQUESTED, and APPROVED BY EXCISE BOARD. Shows 'Unappropriated Income' with amount \$17,365,000.00.

Done by order of the Governing Board of said District and recorded in the minutes of the Clerk at Yukon, Oklahoma, this 5th day of June, 2023.

ATTEST:

Clerk of Board of Education

President of Board of Education

Certificate of the County Excise Board

County of Canadian, State of Oklahoma, ss.

We, the undersigned duly qualified and acting members of the Excise Board in aforesaid County and State, having considered the estimate of needs submitted by the Governing Board of said District and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposed authorized by law and have indicated the items and amounts for approval in the last column of said estimate of needs.

Done at El Reno, Oklahoma, this ___ day of ___, 2023

COUNTY EXCISE BOARD OF THE AFORESAID COUNTY AND STATE

ATTEST:

Secretary of County Excise Board

Chairman

Member

Member

CASH FUND ESTIMATE OF NEEDS AND REQUEST FOR APPROPRIATION

FOR THE 2021 TRANSPORTATION BOND FUND
OF I-27, CANADIAN COUNTY, OKLAHOMA

Certificate of School Treasurer

I hereby certify that I have received and now hold in actual cash actually on hand available for and subject to appropriation to the 2021 Transportation Bond Cash Fund of I-27 of Canadian County, Oklahoma, derived from the following designated sources and restricted by statute to expenditures for the purposes for which such fund was created as follows, to-wit:

From	<u>Sale of Bonds</u>	The sum of	<u>\$ 895,000.00</u>
From	_____	The sum of	_____
TOTAL unappropriated available for purposes of said fund			<u>\$ 895,000.00</u>

Said sums include no part of any revenues heretofore reported and appropriated for the purposed of said cash fund and are being held subject to action by the County Excise Board.

Certified to this 11th day of May, 2023.

Treasurer

To The Excise Board of Canadian County, Oklahoma

This is to certify that, pursuant to the 5th proviso of 62 Okl. St. Ann. § 331 there has accrued in the Treasury and is hereinbefore certified to as available for appropriation and use in the Transportation Bond Cash Fund of the aforesaid District, an amount of money equal to or greater than the total estimated needs hereinafter set out, that the itemized purposes hereinafter named are lawful purposed to which said fund may be put, and we hereby respectfully request approval and appropriation therefore as follows, to-wit:

<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>	<u>APPROVED BY EXCISE BOARD</u>
Unappropriated Income	\$ 895,000.00	\$ 895,000.00

Done by order of the Governing Board of said District and recorded in the minutes of the Clerk at Yukon, Oklahoma, this 5th day of June, 2023.

ATTEST:

Clerk of Board of Education

President of Board of Education

Certificate of the County Excise Board

County of Canadian, State of Oklahoma, ss.

We, the undersigned duly qualified and acting members of the Excise Board in aforesaid County and State, having considered the estimate of needs submitted by the Governing Board of said District and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposed authorized by law and have indicated the items and amounts for approval in the last column of said estimate of needs.

Done at El Reno, Oklahoma, this ____ day of _____, 2023

COUNTY EXCISE BOARD OF THE AFORESAID COUNTY AND STATE

ATTEST:

Chairman

Member

Member

Secretary of County Excise Board

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20²³ – 20²⁴ school year

Canadian

COUNTY

600 Maple Street

SCHOOL DISTRICT MAILING ADDRESS

Yukon Public Schools

SCHOOL DISTRICT

Yukon

CITY

73099

ZIP CODE

Myers Elementary School

NAME OF SITE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

Dr. Jason Simeroth

SUPERINTENDENT NAME (PLEASE PRINT)

jason.simeroth@yukonpublicschools.com

SUPERINTENDENT E-MAIL ADDRESS

SUPERINTENDENT SIGNATURE*

DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on _____, 20____

BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

NOTARY

DATE

COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:

(specify statute or OAC (deregulation) number: (see instructions))

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGULATION IS REQUESTED FOR:

One Year Only

Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS

_____ of _____

ENROLLMENT

_____ High School

_____ Jr./Middle High

_____ Elementary

0 District Total

DATE RECEIVED

70 O.S. _____

OAC _____

NAME OF WAIVER

**2023-2024 Application for Statutory Waiver for Elsa Fuller
Ralph A. Myers Elementary School Library Media Specialist
Pursuant to 70 O.S. Sec. 3-126**

A. Reason for the waiver/deregulation request (be specific).

Our newly hired library media specialist, Elsa Fuller, has not yet received her result of the Oklahoma Subject Area Test to fully certify her as a Library Media Specialist. She has already taken the OSAT on May 2, 2023, and is awaiting results. The results will be in before the start of the new year however, she still lacks two classes and a practicum before her degree is complete. Ms. Fuller has a Master's Degree in Educational Leadership, completed at East Central University of Oklahoma in December 2021 and is finishing up her second Master's Degree in Library Media from East Central University as well.

After interviewing several candidates, only one candidate was fully certified but had been out of the classroom for almost twenty years. Ms. Fuller has the most recent experience and is very familiar with the Myers library daily routine. Ms. Fuller has also been in the classroom teaching young children for the last thirteen years and understands the needs of children in today's world.

B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e. a description of the educational benefits to the students and learning achievement.

Yukon Public Schools has a strong culture of collaboration and strives to build unity among staff and students. Ms. Fuller will have opportunities to meet and collaborate with colleagues monthly. She will be paired with a mentor/buddy for the up and coming 2023/24 school year and will have several opportunities to shadow other district library media specialists in the district. As the library media specialist, she follows the standards identified through the Oklahoma Library Programs and supported by our curriculum team in Yukon.

C. Educational impact to the district: Results of the Statutory Waiver/Deregulation, i.e. effect on student performance levels, impact of plan on other sites in the district.

Ms. Fuller will only have a positive impact on Yukon Public Schools. She has not completed her Masters in Library Media but does have a Masters Degree in Educational Leadership with thirteen years in the classroom to back that up. She is very knowledgeable of the Oklahoma State Standards, curriculums, and programs Yukon Public Schools utilizes. Her experience teaching students will also help her better understand what students need from a Library Media Specialist and will only improve our students overall education. She has already taken her Library Media OSAT and is awaiting the results. She is on track to complete the program in December of 2023

but is already very familiar with library operations. Ms. Fuller is already certified and an experienced classroom teacher with a Masters in Educational Leadership and working on her second in Library Media. She is well educated and ready for this position..

D. Timeline: (Please submit class schedule, calendars, assessment forms and other attachments as necessary. A waiver/deregulation can only be granted for a one school year period). Note: A School District Empowerment Waiver can be for up to 3 years.

Ms. Fuller has completed a Masters Degree in Educational Leadership. She is close to finishing her second Master's in Library Media Specialist and has already taken the OSAT on May 2, 2023. She is still awaiting results. She will complete the two classes this summer and will finish the last practicum she has left, by December 2023.

E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation.

There is no cost impact to our district. Ms.Fuller has almost completed her master's degree required to serve as a library- media specialist and has already completed her master's in Educational Leadership. She has already taken her OSAT in Library Media and is awaiting her results.

F. Describe method of assessment or evaluation of effectiveness of the plan.

Ms. Fuller will be monitored closely and evaluated on her performance as a Library Media Specialist often. Her ability to meet the needs of the staff and students along with meeting district requirements will be monitored and evaluated using the Marzano Teacher Leader Evaluation program. Her attendance of the district monthly library media specialist meetings will also be required and monitored. These meetings are typically led by our Assistant Superintendent of Curriculum and Instruction and district curriculum coordinator team. She will also have regular check-in meetings with the principal to monitor growth and progress. As the media specialist of Myers Elementary she will be responsible for understanding and teaching the suggested standards by the American Association of School Librarians. She will also be expected to collaborate with all grade-level teachers to help support teaching our Academic State Standards and meet the needs of our students through our Library programs. This will all be closely monitored throughout the year.

Out of State Travel Request



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name

Jennifer

Bean

School employee requesting trip.

Date of Request

05/30/2023



Allowed format is MM/DD/YYYY Ex: 05/30/2023

Name of Organization, Grade

Journalism, 9-12

Departure Date of Trip

07/07/2023



Allowed format is MM/DD/YYYY Ex: 05/30/2023

Return Date of Trip

05/12/2023



Allowed format is MM/DD/YYYY Ex: 05/30/2023

Departure Time

7:00 am

Departure Location

Edmond, Oklahoma

Number of Days

5 Days

Means of Transportation required

- Airline
- School Vehicle
- Private Vehicle

Number of Students Participating required

N/A

Number of Parents/Guardians Attending required

N/A

Age of Students required

N/A

Place, Purpose, and Nature of the Trip required

This request is to attend Jostens Adviser University in Dallas, Texas. The workshop begins the morning of July 8 and will finish the morning of July 12. Our Jostens Representative, Todd Featherston is paying for most of this trip as a way to reimburse the program for some errors made on the plant's behalf of the books.

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO Number: required

Paid for by Jostens Rep. Todd Featherston

Lodging Cost/PO Number: required

Paid for by Jostens Rep. Todd Featherston

Transportation Costs/PO Number: required

Paid for by Jostens Rep. Todd Featherston

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

\$69/ Day; \$51.75 on first/last day. P.O. 632659

Cost of a Substitute: required

N/A

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

The Jostens Adviser University offers an opportunity to collaborate with other Scholastic Journalism professionals and to stay updated on the latest trends, expectations, and policies that advisers of student publications are required to follow for competition.

Educational Benefits required

The intensive workshop offers an opportunity to develop stronger classroom management techniques in such a unique teaching environment. It offers an opportunity to build and develop lessons that will help to guide student editors and the staff.

Attachments

Upload Schedule of Events: 23 JAU One Page Overview.pdf

Upload Itinerary: 23 Itinerary - Jostens Adviser University 2023.pdf

Workflow

Attached Workflow

Out of State Travel Request

Current Status

Submitted

Submitted By

Jennifer Bean

Workflow Steps

Completed

1

Signed by Jennifer Bean on 05/30/2023 at 12:00 PM

Signature: Jennifer Bean

Completed

2

Approved by Melissa Barlow on 05/30/2023 at 12:20 PM

Current

3

Review by Group: Superintendent's Office

Forthcoming

4

TBD

Forthcoming

5

Approval by William Simeroth

Forthcoming

6

Review by Group: Superintendent's Office

Jennifer Bean

----DRAFT----

Out of State Travel Request



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Jennifer

Bean

School employee requesting trip.

Date of Request

05/30/2023



Allowed format is MM/DD/YYYY Ex: 05/30/2023

Name of Organization, Grade

Journalism, 9-12

Departure Date of Trip

07/07/2023



Allowed format is MM/DD/YYYY Ex: 05/30/2023

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05/12/2023



Allowed format is MM/DD/YYYY Ex: 05/30/2023

Departure Time

7:00 am

Departure Location

Edmond, Oklahoma

Number of Days

5 Days

Means of Transportation required

- Airline
- School Vehicle
- Private Vehicle

Number of Students Participating required

N/A

Number of Parents/Guardians Attending required

N/A

Age of Students required

N/A

Place, Purpose, and Nature of the Trip required

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Paid for by Jostens Rep. Todd Featherston

Transportation Costs/PO Number: required

Paid for by Jostens Rep. Todd Featherston

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber, parking): required

\$69/ Day; \$51.75 on first/last day. P.O. 632659

Cost of a Substitute: required

N/A

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

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Workflow

**Attached
Workflow**

Out of State Travel Request

Current Status

Submitted

Submitted By

Jennifer Bean

Workflow Steps

✓ Completed

1

Signed by Jennifer Bean on 05/30/2023 at 12:00 PM
Signature: Jennifer Bean

✓ Completed

2

Approved by Melissa Barlow on 05/30/2023 at 12:20 PM

Current

3

Review by Group: Superintendent's Office

Forthcoming

4

TBD

Forthcoming

5

Approval by William Simeroth

Forthcoming

6

Review by Group: Superintendent's Office

Jennifer Bean

----DRAFT----

PERSONNEL REPORT**EXHIBIT A****RECOMMENDATION TO HIRE:**

ADMINISTRATIVE CONTRACT			
Name	Position	Site/Dept	Effective
NONE			

RECOMMENDATION TO HIRE:

CERTIFIED TEMPORARY CONTRACT			
Name	Position	Site/Dept	Effective
Oney, Tiffanie	3rd grade teacher	Surrey Hills ES	8/9/2023
Brown, Tanya	Art teacher	Redstone IS	8/9/2023
Korstjens, Erin	SpEd teacher LIFE	Parkland ES	8/9/2023
Archibebeque, Megan	2nd grade teacher	Surrey Hills ES	8/9/2023
Dorrell, Robert	Math teacher	YHS	8/9/2023
Voth, Brittany	1st grade teacher	Skyview ES	8/9/2023
Neely, Melissa	kindergarten teacher	Skyview ES	8/9/2023
Haines, Dakota	History teacher	YHS	8/9/2023
Hartley, Sarah	History teacher	YHS	8/9/2023
Greenfield, Natalie	English teacher	YMS	8/9/2023
Jackson, Kristen	Instructional Specialist	IIS	8/7/2023
Fuller, Elsa	LMS	Nyers ES	8/8/2023
Rhoads, Kathleen	Theatre teacher	YHS	8/9/2023
Ward-Freeman, Casey	Chemistry	YHS	8/9/2023
Lubin, Kristen	SPED/MOVE teacher	YALE	8/9/2023
Rowan, Alexis	Science Teacher	YMS	8/9/2023
Alley, James	Journalism	YMS	8/9/2023
Olson, Jaime	5th math/science	RIS	8/9/2023
Cowan, Cameron	ISI teacher	YHS	8/9/2023
Brown, Clint	Asst. Band Director	YHS	8/9/2023
Zimmerman, Shari	Spanish	YHS	8/9/2023
Seiter, Emma	Street Law	YHS	8/9/2023
Seiter, Mark	Keystone/OK Hx	YHS	8/9/2023
Estrada, Amber	2nd grade	Shedeck ES	8/9/2023
Niekamp, Sarah	1st grade	Shedeck ES	8/9/2023
Hanger, Jennifer	1st grade	Skyview ES	8/9/2023
Odparlik, Alyssa	8th science	YMS	8/9/2023

Vincent, Azlyn	4th ELA/SS	LIS	8/9/2023
Dorton, Stephanie	Counselor	YHS	7/20/2023
Bishop, Krista	4th ELA/SS	LIS	8/9/2023
Esau, Jason	Strength & Conditioning	YHS	8/9/2023
Bass, Madison	1st grade	Surrey Hills ES	8/9/2023
Well, Crystal	4th math/science	LIS	8/9/2023
Cooper, Albany	music teacher	Central ES	8/9/2023
Willis, Kimberly	Science Teacher	YMS	8/9/2023
Jones, Shelby	SpEd teacher RISE	Ranchwood ES	8/9/2023
Woods, Vicki	3rd grade	Skyview ES	8/9/2023
Bowers, Kyleigh	Math teacher	YHS	8/9/2023
Hale, Gavin	Math teacher	YHS	8/9/2023
McDonald, Clay	District Attendance Officer	Technology & Information Services	7/12/2023
Hill, Deborah	Spanish teacher	YHS	8/9/2023
McVay, Aaron	In School Intervention teacher	YMS	8/9/2023
Yarbrough, Kathleen	English teacher	YMS	8/9/2023
Harper, Jeremy	SpEd Co-teacher	YHS	8/9/2023

RECOMMENDATION TO HIRE:

SUPPORT			
Name	Position	Site/Dept	Effective
Sims, Kourtney	Paraeducator RISE	Surrey Hills ES	8/15/2023
McGuire, Verla	Paraprofessiona l	Central ES	8/15/2023
Jackson, Gina	LIFE paraprofessiona l	Parkland ES	8/15/2023
Weldon, Rayann	Paraprofessiona l	Parkland ES	8/15/2023
Keel, Ashley	Paraeducator Able room	Myers ES	8/15/2023
Rose, Hannah	office/Media School Asst.	Myers ES	7/24/2023
Hall, Timothy	Bus Driver - 8 hour sub	Transportation	8/16/2023
Velasco, Maria	Playground Monitor	IIS	8/16/2023
Burnett, Samuel	LTS SpEd ABLE	YHS	8/9/2023

SEASONAL STUDENT AND/OR ADULT:

Name	Position	Site/Dept	Effective
Finch, Cooper	Security	YHS	4/14/2023
Wallin, Sara	Summer Reading Academy	YHS	5/31/2023

Hirschler, Jamai	Summer Reading Academy	YHS	5/31/2023
Baker, Paige	Summer Reading Academy	Surrey Hills ES	5/31/2023
Vest, Tashina	Summer Reading Academy	Ranchwood ES	5/31/2023
Eskew, Christina	Summer Reading Academy	Parkland ES	5/31/2023
Langley, Ashley	Summer Reading Academy	Shedeck ES	5/31/2023
Gore, Megan	Summer Reading Academy	Parkland ES	5/31/2023
Pesina, Tylar	Summer Reading Academy	Central ES	5/31/2023
Woods, Dana	Bus driver ESY	Transportation	6/1/2023
Carli, Ceceilia	Bus driver ESY	Transportation	6/1/2023
White, Steve	Bus driver ESY	Transportation	6/1/2023
Shannon, Tammy	Bus driver ESY	Transportation	6/1/2023
Summers, Todd	Bus driver ESY	Transportation	6/1/2023
Cano, Maria	Bus driver ESY	Transportation	6/1/2023
Fowler, Kim	Bus driver ESY	Transportation	6/1/2023
Williams, Steve	Bus driver ESY	Transportation	6/1/2023
Terry, Cortney	Bus driver ESY	Transportation	6/1/2023
Searle, Steven	Bus driver ESY	Transportation	6/1/2023
Bartz, Pamela	Bus driver ESY	Transportation	6/1/2023
Miller, Karen	Bus driver summer camp	Transportation	6/1/2023
Stanley, Sharon	Bus driver summer camp	Transportation	6/1/2023
Stuart, Casey	Bus driver summer camp	Transportation	6/1/2023
Johnson, Kara	Bus driver summer camp	Transportation	6/1/2023

Johnston, William	Bus driver Book Bus	Transportation	6/1/2023
Siegel, Arianna	Bus driver Reading Program	Technology	6/1/2023
Robbins, Hayden	Head Volleyball Coach	Athletics	7/1/2023
Scott, Danielle	Asst. Girls Basketball Coach	Athletics	7/1/2023
Barnes, Todd	Asst. Football Coach	Athletics	7/1/2023
Miller, Marcy	Summer Reading Academy	YHS	5/22/2023
Pounds, Gayla	Summer Reading Academy	YHS	5/22/2023
Hamilton, Jakobi	Day Camp Counselor	Community Engagement	5/23/2023
Meadows, Cooper	Day Camp Supervisor	Community Engagement	5/23/2023
Means, Parker	Day Camp Counselor	Community Engagement	5/23/2023
Swingle, Ella	ESY Para	Special Services	6/6/2023
Kellogg, Bayle	ESY Para	Special Services	6/6/2023
Watson, Sydney	ESY Para (student aide)	Special Services	6/6/2023
Garner, Phoenix	ESY Para	Special Services	6/6/2023
Elkins, Katherine	ESY Para	Special Services	6/6/2023
Browder, Madalene	ESY Para	Special Services	6/6/2023

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

Name	Position	Site/Dept	Effective	Explanation of Change
Bush, Jessica	Cafeteria Monitor	Lakeview ES	8/16/2023	from IIS
Bricker, Collin	Multimedia/Video Production	YHS	8/9/2023	from Street Law
Jarrett, Bryan	Aviation teacher	YMS	8/9/2023	from Science
Newton, Sara	Pre-K	Skyview ES	8/9/2023	from Kindergarten
King, Chad	Asst. AD	Athletics	8/9/2023	on support-exempt contract until OK teaching Cert
Chaparro, Caitlynn	Paraeducator	YMS	8/15/2023	from 7.5 hr dy to 7 hr dy

Cunningham, Joanne	Paraeducator	YMS	8/15/2023	from 7.5 hr dy to 7 hr dy
Luke, Emmalee	PE/Health teacher	YHS	8/9/2023	from math teacher
Bangs, Ashley	5th ELA/SS teacher	IIS	8/9/2023	from 4th ELA/SS
Rodriques, Amber	Asst. Principal	IIS/RIS	7/13/2023	from Surrey Hills
Michael, Sara	3rd grade teacher	Myers ES	8/9/2023	from IIS 6th grade
Fenrick, Mary	DD Pre-K-3 SpEd teacher	Central ES	8/9/2023	from Central Pre-K
Duncan-Cook, Jinjer	Pre-K teacher	Central ES	8/9/2023	from 3rd grade
Bush, Jessica	MAS Supervisor	Community Engagement	8/16/2023	from 3.5 to 4 hours
Griffin, Chris	HVAC contractor	Maintenance	7/1/2023	from step 1 to step 8
Brehm, Greg	Grounds	Maintenance	7/1/2023	from 1.280 to 1.315 pay scale
Daves, Chad	Apprentice HVAC	Maintenance	7/1/2023	from labor
Garcia, Karyn	Principal	YMS	6/12/2023	new start date.
Bowen, Glenda	NASS Tutor Coord	Enrollment Center	7/1/2023	new office location
Whetzel, Robert	6th science	IIS	8/9/2023	from YMS 7th science
Barnes, Brent	Asst. AD/Head Football Coach	Athletics	5/22/2023	start admin contract 5/22/23
Adkisson, Shannon	2nd grade	Parkland ES	8/9/2023	from Kindergarten
Hayes, Megan	2nd grade	Parkland ES	8/9/2023	from 1st grade
Woodruff, Audrey	Pre-K sped	Central ES	8/9/2023	from Parkland
Berry, Amber	Pre-K sped para	Central ES	8/9/2023	from Parkland
Garner, Lois	COTA	Special Services	8/9/2023	to sped teacher pay from 1.95
Coy, Amy	Pre-k sped para	Parkland ES	8/15/2023	from Central ES
Palmer, Amie	Sped teacher	YHS	8/9/2023	from Ranchwood ES
Winkler, Courtney	Cafeteria Monitor	Central ES	8/17/2023	from 4 to 3 hours
Pybas, Charlie	SpEd para	Ranchwood ES	5/15/2023	from Shedeck
Oglesby, Rebecca	Admin. Intern	Surrey Hills ES	7/13/2023	from 1st @ Ranchwood
Seley, Elizabeth	LEAP Paraeducator	RIS	8/15/2023	from Surrey Hills Pre-K Asst.
Pearce, Wesley	English Teacher	YHS	8/9/2023	from virtual English
Lockwood, Cole	Senior Capstone Teacher	YHS	8/9/2023	from English Teacher

Winkler, Courtney	Library media aide	YMS	8/16/2023	from Comunity Engagement MAS Supv.
Owens, Bobbie	MAS Supervisor	Community Engagement	8/17/2023	from 4 to 3.91 hours
Morey, Michael	STEM teacher PLTW	YMS	8/9/2023	from SS teacher
Robinson, Bobby Jo	SpEd LEAP co taught/direct taught	LIS	8/9/2023	from YHS SpEd teacher
Bennett, Crystal	School Assistant	Shedeck ES	8/16/2023	from office/media aide
Bell, Lisa	School Assistant Secretary	Central ES	8/16/2023	from office/media aide
Davis, Lacey	School Assistant Secretary	Ranchwood ES	8/16/2023	from office/media aide
Sisney, Shannon	EL teacher	IIS/Shedeck	8/9/2023	from Shedeck
Nelson, Samantha	Bilingual Asst.	IIS/LIS	8/9/2023	from LIS
Vasquez-Guerra, Abner	EL Bilingual Asst.	YHS/YMS	8/9/2023	from IIS/YMS
Kindrick, Heather	Library media aide	Shedeck ES	8/16/2023	from Paraeducator
Moore, Lauryn	Virtual English Teacher	YHS	8/9/2023	from English Teacher
Cosby, Tara	Business Office Support Specialist	Administration	6/7/2023	from LIS
Layton, Kristine	1st grade	Central ES	8/9/2023	from 2nd grade

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:

Name	Position	Site/Dept	Effective
NONE			

RESIGNATIONS/RETIREMENTS/SEPARATIONS:

Name	Position	Site/Dept	Effective	Explanation
Fleming, Abby	1st grade teacher	Shedeck ES	5/19/2023	moving due to spouses employment
Kinnick-Jevas, Kimberly	SpEd teacher	IIS	5/19/2023	no reason given
Smith, Catherine	1st grade teacher	Skyview Es	5/19/2023	another school in state
Craig, David	Asst. Band Dir.	YHS	5/19/2023	another school in state
Monroe, Michelle	Math teacher	YHS	5/19/2023	another school in state
Mercado, Denise	Cafeteria monitor and Bilingual Asst	Parkland ES	4/28/2023	personal reasons
Hughes, Courtney	Asst. Pom sponsor	YHS	5/19/2023	no reason given
Beeson, Brooke	Music teacher	Central ES	5/19/2023	no reason given

Onyekwere, Lani	Talent Scout	Administration	5/18/2023	no reason given
Scott, Richard	PE/Health teacher	YHS	5/19/2023	another school in state
Shafiq, Amala	Millers After School Aide Intern	Community Engagement	11/16/2022	no reason given
Thomas, Boston	Millers After School Aide Intern	Community Engagement	11/15/2022	no reason given
Varghese, Shanna	Millers After School Aide Intern	Community Engagement	11/29/2022	no reason given
Esparza, John Paul	Custodian	Athletics	5/19/2023	no reason given
Nelson, Emma	PLTW STEM teacher	YMS	5/19/2023	another school out of state
Devault, Lea	3rd grade teacher	Skyview ES	5/19/2023	another school in state
Davis, Jasmine	Spanish Teacher	YHS	5/19/2023	personal reasons
Eades, Deborah	Cafeteria monitor	Myers ES	5/18/2023	no reason given
Folmsbee, Jared	Spanish teacher	YHS	5/19/2023	personal reasons
Addington, Taylor	Spanish teacher	YHS	5/19/2023	personal reasons
Hightower, Jayme	2nd grade teacher	Myers ES	5/19/2023	moving due to spouses employment
Smalling, Sandra	SpEd teacher	LIS	5/19/2023	retirement
Shaw, Sirenitee	Millers After School Aide	Community Engagement	5/15/2023	no reason given
Pounds, Gayla	Instructional Spec.	Central Es	6/23/2023	another school in state
White, Carol	Business Off Support Spec	Administration	6/29/2023	retirement
St John, Jared	Strength & Conditioning	Athletics	6/8/2023	no reason given
Lee, Chanceay	Long term sub	YMS	5/19/2023	leaving education
Clayton, Katie	SpEd teacher	YHS	5/19/2023	no reason given
Myers, Jacqueline	Art teacher	IIS	5/19/2023	another school in state
Jackson, Brandy	Kindergarten	Central Es	5/19/2023	another school in state
Reyes, Melissa	Cafeteria Monitor	Central Es	5/18/2023	no reason given
Allen, Lyric	Pre-K	Surrey Hills ES	5/19/2023	another school in state
Holliday, Sharon	Kindergarten	Surrey Hills ES	5/19/2023	personal reasons
Land, Stephanie	COTA	Administration	5/19/2023	moving due to spouses employment
Doughty, Amanda	1st grade	Surrey Hills ES	5/19/2023	another school in state
Kbabra, Zackery	Guest teacher	Administration	12/12/2022	no reason given
Smith, Avery	Paraeducator	Central ES	5/18/2023	leaving education

Story, Phillip	Guest teacher	Administration	5/12/2022	no reason given
Jacobs, Stephanie	Guest teacher	Administration	5/19/2022	personal reasons
Reece, Savannah	Guest teacher	administration	5/11/2023	another school in state
Smith, Keri	gifted & talented teacher	IIS	5/19/2023	another school in state
Massar, Maxine	Playground Monitor	LIS	5/18/2023	no reason given
Seiger, Melissa	FCS teacher	YHS	5/19/2023	retirement
Benton, Charles	Guest teacher	administration	4/21/2023	leaving education
Owens, Bobbie	Cafeteria monitor	Shedeck ES	5/18/2023	personal reasons
Renfro, Abby	MAS Aide	Community Engagement	5/17/2023	no reason given
Hamel, Sarah	Guest teacher	administration	3/10/2023	another school in state
Alfaro, Jonatan	Guest teacher	administration	5/5/2023	another school in state
Wood, Christi	guest teacher	administration	8/10/2022	no reason given

REHIRE STANDARD CONTRACT TO STANDARD CONTRACT:

Tim Rhodes	teacher
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PERSONNEL REPORT

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT			
Name	Position	Site/Dept	Effective
NONE			

RECOMMENDATION TO HIRE:

CERTIFIED TEMPORARY CONTRACT			
Name	Position	Site/Dept	Effective
	3rd grade teacher		8/9/2023
	Art teacher		8/9/2023
	SpEd teacher LIFE		8/9/2023
	2nd grade teacher		8/9/2023
	Math teacher		8/9/2023
	1st grade teacher		8/9/2023
	kindergarten teacher		8/9/2023
	History teacher		8/9/2023
	History teacher		8/9/2023
	English teacher		8/9/2023
	Instructional Specialist		8/7/2023
	LMS		8/8/2023
	Theatre teacher		8/9/2023
	Chemistry		8/9/2023
	SPED/MOVE teacher		8/9/2023
	Science Teacher		8/9/2023
	Journalism		8/9/2023
	5th math/science		8/9/2023
	ISI teacher		8/9/2023
	Asst. Band Director		8/9/2023
	Spanish		8/9/2023
	Street Law		8/9/2023
	Keystone/OK Hx		8/9/2023
	2nd grade		8/9/2023
	1st grade		8/9/2023
	1st grade		8/9/2023
	8th science		8/9/2023
	4th ELA/SS		8/9/2023
	Counselor		7/20/2023
	4th ELA/SS		8/9/2023
	Strength & Conditioning		8/9/2023
	1st grade		8/9/2023

	4th math/science		8/9/2023
	music teacher		8/9/2023
	Science Teacher		8/9/2023
	SpEd teacher RISE		8/9/2023
	3rd grade		8/9/2023
	Math teacher		8/9/2023
	Math teacher		8/9/2023
	District Attendance Officer		7/12/2023
	Spanish teacher		8/9/2023
	In School Intervention teacher		8/9/2023
	English teacher		8/9/2023
	SpEd Co-teacher		8/9/2023

RECOMMENDATION TO HIRE:

SUPPORT			
Name	Position	Site/Dept	Effective
	Paraeducator RISE		8/15/2023
	Paraprofessiona l		8/15/2023
	LIFE paraprofessiona l		8/15/2023
	Paraprofessiona l		8/15/2023
	Paraeducator Able room		8/15/2023
	office/Media School Asst.		7/24/2023
	Bus Driver - 8 hour sub		8/16/2023
	Playground Monitor		8/16/2023
	LTS SpEd ABLE		8/9/2023

SEASONAL STUDENT AND/OR ADULT:

Name	Position	Site/Dept	Effective
	Security	YHS	
	Summer Reading Academy	YHS	
	Summer Reading Academy	YHS	
	Summer Reading Academy	Surrey Hills ES	

	Summer Reading Academy	Ranchwood ES	
	Summer Reading Academy	Parkland ES	
	Summer Reading Academy	Shedeck ES	
	Summer Reading Academy	Parkland ES	
	Summer Reading Academy	Central ES	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver ESY	Transportation	
	Bus driver summer camp	Transportation	
	Bus driver summer camp	Transportation	
	Bus driver summer camp	Transportation	
	Bus driver summer camp	Transportation	
	Bus driver Book Bus	Transportation	
	Bus driver Reading Program	Technology	

	Head Volleyball Coach	Athletics	
	Asst. Girls Basketball Coach	Athletics	
	Asst. Football Coach	Athletics	
	Summer Reading Academy	YHS	
	Summer Reading Academy	YHS	
	Day Camp Counselor	Community Engagement	
	Day Camp Supervisor	Community Engagement	
	Day Camp Counselor	Community Engagement	
	ESY Para	Special Services	
	ESY Para	Special Services	
	ESY Para (student aide)	Special Services	
	ESY Para	Special Services	
	ESY Para	Special Services	
	ESY Para	Special Services	

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

Name	Position	Site/Dept	Effective	Explanation of Change
Bush, Jessica	Cafeteria Monitor	Lakeview ES	8/16/2023	from IIS
Bricker, Collin	Multimedia/Video Production	YHS	8/9/2023	from Street Law
Jarrett, Bryan	Aviation teacher	YMS	8/9/2023	from Science
Newton, Sara	Pre-K	Skyview ES	8/9/2023	from Kindergarten
King, Chad	Asst. AD	Athletics	8/9/2023	on support-exempt contract until OK teaching Cert
Chaparro, Caitlynn	Paraeducator	YMS	8/15/2023	from 7.5 hr dy to 7 hr dy
Cunningham, Joanne	Paraeducator	YMS	8/15/2023	from 7.5 hr dy to 7 hr dy
Luke, Emmalee	PE/Health teacher	YHS	8/9/2023	from math teacher
Bangs, Ashley	5th ELA/SS teacher	IIS	8/9/2023	from 4th ELA/SS

Rodriques, Amber	Asst. Principal	IIS/RIS	7/13/2023	from Surrey Hills
Michael, Sara	3rd grade teacher	Myers ES	8/9/2023	from IIS 6th grade
Fenrick, Mary	DD Pre-K-3 SpEd teacher	Central ES	8/9/2023	from Central Pre-K
Duncan-Cook, Jinjer	Pre-K teacher	Central ES	8/9/2023	from 3rd grade
Bush, Jessica	MAS Supervisor	Community Engagement	8/16/2023	from 3.5 to 4 hours
Griffin, Chris	HVAC contractor	Maintenance	7/1/2023	from step 1 to step 8
Brehm, Greg	Grounds	Maintenance	7/1/2023	from 1.280 to 1.315 pay scale
Daves, Chad	Apprentice HVAC	Maintenance	7/1/2023	from labor
Garcia, Karyn	Principal	YMS	6/12/2023	new start date.
Bowen, Glenda	NASS Tutor Coord	Enrollment Center	7/1/2023	new office location
Whetzel, Robert	6th science	IIS	8/9/2023	from YMS 7th science
Cosby, Tara	Business Office Support Specialist	Administration	6/7/2023	from LIS
Barnes, Brent	Asst. AD/Head Football Coach	Athletics	5/22/2023	start admin contract 5/22/23
Adkisson, Shannon	2nd grade	Parkland ES	8/9/2023	from Kindergarten
Hayes, Megan	2nd grade	Parkland ES	8/9/2023	from 1st grade
Woodruff, Audrey	Pre-K sped	Central ES	8/9/2023	from Parkland
Berry, Amber	Pre-K sped para	Central ES	8/9/2023	from Parkland
Garner, Lois	COTA	Special Services	8/9/2023	to sped teacher pay from 1.95
Coy, Amy	Pre-k sped para	Parkland ES	8/15/2023	from Central ES
Palmer, Amie	Sped teacher	YHS	8/9/2023	from Ranchwood ES
Winkler, Courtney	Cafeteria Monitor	Central ES	8/17/2023	from 4 to 3 hours
Pybas, Charlie	SpEd para	Ranchwood ES	5/15/2023	from Shedeck
Oglesby, Rebecca	Admin. Intern	Surrey Hills ES	7/13/2023	from 1st @ Ranchwood
Seley, Elizabeth	LEAP Paraeducator	RIS	8/15/2023	from Surrey Hills Pre-K Asst.
Pearce, Wesley	English Teacher	YHS	8/9/2023	from virtual English
Lockwood, Cole	Senior Capstone Teacher	YHS	8/9/2023	from English Teacher
Winkler, Courtney	Library media aide	YMS	8/16/2023	from Comunity Engagement MAS Supv.

Owens, Bobbie	MAS Supervisor	Community Engagement	8/17/2023	from 4 to 3.91 hours
Morey, Michael	STEM teacher PLTW	YMS	8/9/2023	from SS teacher
Robinson, Bobby Jo	SpEd LEAP co taught/direct taught	LIS	8/9/2023	from YHS SpEd teacher
Bennett, Crystal	School Assistant	Shedeck ES	8/16/2023	from office/media aide
Bell, Lisa	School Assistant Secretary	Central ES	8/16/2023	from office/media aide
Davis, Lacey	School Assistant Secretary	Ranchwood ES	8/16/2023	from office/media aide
Sisney, Shannon	EL teacher	IIS/Shedeck	8/9/2023	from Shedeck
Nelson, Samantha	Bilingual Asst.	IIS/LIS	8/9/2023	from LIS
Vasquez-Guerra, Abner	EL Bilingual Asst.	YHS/YMS	8/9/2023	from IIS/YMS
Kindrick, Heather	Library media aide	Shedeck ES	8/16/2023	from Paraeducator
Moore, Lauryn	Virtual English Teacher	YHS	8/9/2023	from English Teacher
Layton, Kristine	1st grade	Central ES	8/9/2023	from 2nd grade

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:

Name	Position	Site/Dept	Effective
NONE			

RESIGNATIONS/RETIREMENTS/SEPARATIONS:

Name	Position	Site/Dept	Effective	Explanation
Fleming, Abby	1st grade teacher	Shedeck ES	5/19/2023	moving due to spouses employment
Kinnick-Jevas, Kimberly	SpEd teacher	IIS	5/19/2023	no reason given
Smith, Catherine	1st grade teacher	Skyview Es	5/19/2023	another school in state
Craig, David	Asst. Band Dir.	YHS	5/19/2023	another school in state
Monroe, Michelle	Math teacher	YHS	5/19/2023	another school in state
Mercado, Denise	Cafeteria monitor and Bilingual Asst	Parkland ES	4/28/2023	personal reasons
Hughes, Courtney	Asst. Pom sponsor	YHS	5/19/2023	no reason given
Beeson, Brooke	Music teacher	Central ES	5/19/2023	no reason given
Onyekwere, Lani	Talent Scout	Administration	5/18/2023	no reason given
Scott, Richard	PE/Health teacher	YHS	5/19/2023	another school in state
Shafiq, Amala	Millers After School Aide Intern	Community Engagement	11/16/2022	no reason given

Thomas, Boston	Millers After School Aide Intern	Community Engagement	11/15/2022	no reason given
Varghese, Shanna	Millers After School Aide Intern	Community Engagement	11/29/2022	no reason given
Esparza, John Paul	Custodian	Athletics	5/19/2023	no reason given
Nelson, Emma	PLTW STEM teacher	YMS	5/19/2023	another school out of state
Devault, Lea	3rd grade teacher	Skyview ES	5/19/2023	another school in state
Davis, Jasmine	Spanish Teacher	YHS	5/19/2023	personal reasons
Eades, Deborah	Cafeteria monitor	Myers ES	5/18/2023	no reason given
Folmsbee, Jared	Spanish teacher	YHS	5/19/2023	personal reasons
Addington, Taylor	Spanish teacher	YHS	5/19/2023	personal reasons
Hightower, Jayme	2nd grade teacher	Myers ES	5/19/2023	moving due to spouses employment
Smalling, Sandra	SpEd teacher	LIS	5/19/2023	retirement
Shaw, Sirenitee	Millers After School Aide	Community Engagement	5/15/2023	no reason given
Pounds, Gayla	Instructional Spec.	Central Es	6/23/2023	another school in state
White, Carol	Business Off Support Spec	Administration	6/29/2023	retirement
St John, Jared	Strength & Conditioning	Athletics	6/8/2023	no reason given
Lee, Chanceay	Long term sub	YMS	5/19/2023	leaving education
Clayton, Katie	SpEd teacher	YHS	5/19/2023	no reason given
Myers, Jacqueline	Art teacher	IIS	5/19/2023	another school in state
Jackson, Brandy	Kindergarten	Central Es	5/19/2023	another school in state
Reyes, Melissa	Cafeteria Monitor	Central Es	5/18/2023	no reason given
Allen, Lyric	Pre-K	Surrey Hills ES	5/19/2023	another school in state
Holliday, Sharon	Kindergarten	Surrey Hills ES	5/19/2023	personal reasons
Land, Stephanie	COTA	Administration	5/19/2023	moving due to spouses employment
Doughty, Amanda	1st grade	Surrey Hills ES	5/19/2023	another school in state
Kbabra, Zackery	Guest teacher	Administration	12/12/2022	no reason given
Smith, Avery	Paraeducator	Central ES	5/18/2023	leaving education
Story, Phillip	Guest teacher	Administration	5/12/2022	no reason given
Jacobs, Stephanie	Guest teacher	Administration	5/19/2022	personal reasons
Reece, Savannah	Guest teacher	administration	5/11/2023	another school in state

Smith, Keri	gifted & talented teacher	IIS	5/19/2023	another school in state
Massar, Maxine	Playground Monitor	LIS	5/18/2023	no reason given
Seiger, Melissa	FCS teacher	YHS	5/19/2023	retirement
Benton, Charles	Guest teacher	administration	4/21/2023	leaving education
Owens, Bobbie	Cafeteria monitor	Shedek ES	5/18/2023	personal reasons
Renfro, Abby	MAS Aide	Community Engagement	5/17/2023	no reason given
Hamel, Sarah	Guest teacher	administration	3/10/2023	another school in state
Alfaro, Jonatan	Guest teacher	administration	5/5/2023	another school in state
Wood, Christi	guest teacher	administration	8/10/2022	no reason given

REHIRE STANDARD CONTRACT TO STANDARD CONTRACT:

Tim Rhodes	teacher
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