

Newcastle Board of Education Special Meeting

November 10, 2020 6:00 PM

Administrative Office Board Room  
101 North Main  
Newcastle, OK 73065

Attendance Taken at 6:00 PM. Ms. Valory Dalton: Absent, Mr. Jeff Dingee: Present, Tiffany Elczyn: Present, Mr. Gary Knowles: Present, Mr. John Maker: Present. Attendance Update Taken at 6:06 PM. Ms. Valory Dalton: Present.

1. Call to Order and Roll Call of Members
2. Outstanding Service or Achievement Awards

Ms. Nikki Gayler introduced her assistant Kelsey Corbin and the Cross Country Girls and Boys Teams, Both teams were in the top ten at the state meet.

Ms. Jennifer Rosenbloom reported that on the ice day she had several teachers step up and help load students in the bad weather and had parents write in and send gifts of appreciation. Justin Scott of the ECC was nominated and received the Teacher of the Month with a \$1,000 from Channel 5. She also recognized Ms. Moore for always stepping up and making a difference for teachers, students and staff, with a kind word or going the extra mile and April Williams for helping out continuously with training and extra efforts for her children and co-workers by taking the lead and always delivering encouragement to everyone.

Mr. Knowles wanted to recognize the OSSBA as they were recognized nationally for their efforts in education.

3. **Discussion and possible action on the Consent Agenda:**

Motion to approve consent agenda passed with a motion by Mr. Gary Knowles and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

- A. Agenda of Special Meeting of November 10, 2020
- B. Minutes of Special Meeting of October 28, 2020

- C. Minutes of Special Meeting of October 13, 2020
  - D. Adjunct Bryce Nelson for one section of Physical Education/Strength and Conditioning
  - E. Newcastle School Board Regular Meeting Dates for 2021
4. Discussion and possible action on approval of contingency fee agreement with Frantz Law Group, APLC to participate in School District Vaping Litigation

Motion to approve the contingency fee agreement with Frantz Law Group, APLC to participate in School District Vaping Litigation. passed with a motion by Mr. Jeff Dingee and a second by Tiffany Elczyn.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

5. Public Input

No Public Input.

6. **Superintendent and Staff Updates:**

- A. CSI Update, Newcastle Middle School - John Harris and Jeremy Reynolds

Mr. Harris introduced 3 teachers that have excelled to make the MS so successful, and the various ways they are working through the CSI Plan. Beginning with Ms. Crossley reporting the NMS received OETT technology grant which has aided in implementing the CSI plan and how this is happening. Second, Ms Mandi Hahn, Instructional Coach, reported on professional development, and other ways she is developing plans to help work on the CSI goals. Thirdly, Kody Franklin spoke on how the MS is implementing a social/emotional plan for students by working with the Hope Center at OU and following the CSI Plan. Beginning the second semester all 6 grade students will be going through an overall wellness program.

- B. Superintendent Covid Update

Ms. Hau reported on COVID-19. Through assessments the sites have reported below grade level for students and are currently working on an assessment tool to help teachers close the gaps. Ms. Hau is working with other Superintendents to have conversations with the government officials on a different way to quarantine students that would not impede their educational progress.

7. **Discussion and possible action regarding Financial Consent Agenda**

Motion to approve the Financial Consent Agenda passed with a motion by Ms. Valory Dalton and a second by Mr. Jeff Dingee.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

- A. General Fund 11 Encumbrances and Change Orders
  - B. Building Fund 21 Encumbrances and Change Orders
  - C. Bond Fund 39 Encumbrances and Change Orders
  - D. Monthly payroll and extra duty disbursement
  - E. Purpose of Activity Fund Accounts
  - F. Revenue Analysis-General Fund
  - G. Revenue Expenditure Summary-Athletic
  - H. Revenue-Expenditure Summary-Non Athletic
  - I. Treasurer's Report
8. Discussion and possible action to approve the Booster Club attached sanctioning list

Motion to approve sanctioning the Newcastle Wrestling Booster Club passed with a motion by Tiffany Elczyn and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

9. **Discussion and possible action regarding Contract Consent Agenda**

Motion to approve the Contract Consent Agenda passed with a motion by Mr. Jeff Dingee and a second by Tiffany Elczyn.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

- A. Chickasaw Worksite MOU

10. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective District employees as outlined on attached Schedule A, pursuant to 25 O.S. Section 307 (B)(1).

11. Vote to convene or not to convene in executive session

Motion to not convene in Executive Session at 7:32pm passed with a motion by Mr. Jeff Dingee and a second by Mr. Gary Knowles.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

12. Return to Open Session

Did not convene in Executive Session

13. Discussion and possible action to approve employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A.

Motion to approve Schedule A as attached passed with a motion by Mr. Jeff Dingee and a second by Mr. Gary Knowles.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

14. Adjournment

Motion to adjourn at 7:37pm passed with a motion by Mr. Gary Knowles and a second by Tiffany Elczyn.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

---

President

---

Vice President

---

Clerk

---

Deputy Clerk

---

Member

**Minutes**  
Newcastle Public Schools  
Special Virtual and Physical Meeting  
Administration Office Board Room  
101 N Main St  
Newcastle, Oklahoma 73065  
Wednesday, October 28, 2020 at 6:00 PM

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

Via Videoconferencing: John Maker, President; Jeff Dingee, Member  
Via Physical Site: Gary Knowles, Vice President; Valory Dalton, Clerk; Tiffany Elczyn, Deputy Clerk; Melonie Hau, Superintendent; Darla Allen, Minutes Clerk  
There is not a link to this meeting as Patrons may attend

1. Call to Order and Roll Call of Members.
2. Proposed executive session to discuss Superintendent Evaluation pursuant to 25 O.S. Section 307 (B)(1)
3. Vote to convene or not to convene in executive session

Motion to convene in executive session at 6:03pm passed with a motion by Mr. Jeff Dingee and a second by Mr. Gary Knowles.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

4. Return to Open Session

Returned to open session at 9:16pm. Jeff Dingee, Tiffany Elczyn, Valory Dalton, Gary Knowles, John Maker and Melonie Hau were in executive session and no votes were taken.

5. Discussion and possible action to approve Superintendent's Evaluation

Motion made to approve Superintendent's Evaluation passed with a motion by Mr. Jeff Dingee and a second by Tiffany Elczyn.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

6. Adjournment.

Motion to adjourn at 9:17pm passed with a motion by Mr. Gary Knowles and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea

Yea: 5, Nay: 0

This agenda was posted on the front door of the Administration Building at 1:30pm on October 26, 2020, by Darla Allen.

---

President

---

Vice President

---

Clerk

---

Deputy Clerk

---

Member

**Minutes**  
Newcastle Public Schools  
Special Virtual and Physical Meeting  
Administrative Office Board Room  
101 North Main  
Newcastle, OK 73065  
Tuesday, October 13, 2020 at 6:00 PM

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

Via Videoconferencing: John Maker, President; Jeff Dingee, Member  
Via Physical Site: Gary Knowles, Vice President; Valory Dalton, Clerk; Tiffany Elczyn, Deputy Clerk; Melonie Hau, Superintendent; Darla Allen, Minutes Clerk  
There is not a link to this meeting as Patrons may attend

1. Call to Order and Roll Call of Members
2. Outstanding Service or Achievement Awards

Ms. True brought her yearbook students to present a yearbook to the board. They received a perfection award for meeting all deadlines for their book named "From Start to Finish".

**3. Discussion and possible action on the Consent Agenda:**

Motion to approve the consent agenda with changing the dates of 3E to October 26th and 27th passed with a motion by Mr. Gary Knowles and a second by Tiffany Elczyn.  
Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

- A. Agenda of Special Meeting of October 13, 2020
- B. Minutes of Special Meeting of September 15, 2020
- C. FY21 Title I Plans for Early Childhood, Elementary, and Middle School
- D. FY21 Teacher Mentor List
- E. FCCLA Sponsor, Alicia Duncan, request permission to take 1 student, a State Officer, to Stillwater for a two day Executive Meeting on October 19 and 20th for planning of the FCCLA State Convention. They would be staying one night.
- F. Approval to pay Melissa Rippy and Kevin Jones for their planning period for the remainder of the year to provide high school tutoring services.

#### 4. Public Input

No Public Input

#### 5. Superintendent and Staff Updates:

A. Ms. Jennifer Beer, High School Principal - Present College Remediation Data and Graduation Cohort Data

Ms. Beer shared the news that Newcastle High School won a 2020 College Success Award from GreatSchools.org, only 21 percent of total eligible schools across 29 states were awarded. The winning high schools were identified based on school-level college preparation and postsecondary data which was collected and shared by their states. This data tells them whether students are prepared for college, enroll in college, are ready for college-level coursework when they get there, and/or persist on to their second year.

She also presented the Oklahoma State Regents Data on college remediation, as well as the Graduation Cohort Report formerly the drop out report.

B. Ms. Kashia Mathis - Update on Newcastle Virtual Learning

Ms. Mathis reported on Drive Academy, as well as Virtual Learning.

C. Ms. Stacey Gray, Special Education Director - Present Special Ed Report

Ms. Stacey Gray reported on the Annual Differentiated Monitoring Report from January 1, 2020 - March 1, 2020 from the State Department. Mr. Maker would like comparison data regarding other districts as a way to show the legislatures how the lack of funding and support leads to setting schools up for failure.

D. Jeff Landes, CFO and Adam Hull, High School Assistant Principal - CSI Report on Facilities and Resources

Jeff Landes reported he is in the process of analyzing the facilities and the repair or update needs with Mr. Jones and Mr. McKenzie. He and Ms. Hau are visiting with architects. Adam Hull and his group conducted a survey on technology. They have started their research on the needs and direction of technology for the district.

E. Ms. Melonie Hau, Superintendent - COVID 19 Update

Ms. Hau reported 6 cases and 40 quarantined. The city has reported 48 cases. The Chamber donated 500 masks.

#### 6. Discussion and possible action on the 2021 Annual Election Resolution

Motion to approve the 2020-2021 Annual Election Resolution passed with a motion by Tiffany Elczyn and a second by Mr. Jeff Dingee.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

## **7. Discussion and possible action regarding Financial Consent Agenda**

Motion to approve the Financial Consent Agenda passed with a motion by Mr. Gary Knowles and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

- A. General Fund 11 Encumbrances and Change Orders
- B. Building Fund 21 Encumbrances and Change Orders
- C. Bond Fund 39 Encumbrances and Change Orders
- D. Monthly payroll and extra duty disbursement
- E. Purpose of Activity Fund Accounts
- F. Revenue Analysis-General Fund
- G. Revenue Expenditure Summary-Athletic
- H. Revenue-Expenditure Summary-Non Athletic
- I. Treasurer's Report
- J. Transfer of Elementary Activity Funds

## **8. Discussion and possible action to approve booster clubs for sanctioning**

Motion to approve the Newcastle Booster Clubs listed as attached passed with a motion by Mr. Jeff Dingee and a second by Mr. Gary Knowles.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

## **9. Discussion and possible action regarding Contract Consent Agenda**

Motion to approve the Contract Consent Agenda A & B as listed passed with a motion by Tiffany Elczyn and a second by Mr. Jeff Dingee.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

- A. RSP & Associates - Update on Demographics Study

B. FY21 MidCon Data Shredding Contract

10. New Business

No new business

11. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective District employees as outlined on attached Schedule A pursuant to 25 O.S. Section 307 (B)(1).

12. Vote to convene or not to convene in executive session

Motion to convene in Executive Session at 7:36pm passed with a motion by Tiffany Elczyn and a second by Mr. Gary Knowles.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

13. Return to Open Session

Returned to Open Session at 7:57. Jeff Dingee, Tiffany Elczyn, Valory Dalton, Gary Knowles, John Maker and Melonie Hau were in executive session and no votes were taken.

14. Discussion and possible action to approve employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A,

Motion to approve Schedule A as attached passed with a motion by Mr. Gary Knowles and a second by Mr. Jeff Dingee.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

15. Adjournment

Motion to adjourn at 7:59 passed with a motion by Mr. Gary Knowles and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Yea, Tiffany Elczyn: Yea, Ms. Valory Dalton: Yea, Mr. Gary Knowles: Yea, Mr. John Maker: Yea  
Yea: 5, Nay: 0

This agenda was posted on the front door of the Administration Building on October 12, 2020, at 5:00 pm by Darla Allen

---

President

---

Vice President

---

Clerk

---

Deputy Clerk

---

Member



**Newcastle Public Schools**

101 N. Main  
Newcastle, OK 73065  
<http://www.newcastle.k12.ok.us>  
(405) 387-2890

---

**NEWCASTLE SCHOOL BOARD  
REGULAR MEETING DATES  
2021**

---

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>PLACE</b>
January 12	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
February 9	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
March 9	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
April 13	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
May 11	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
June 8	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
June 29	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
July 27	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
August 10	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
September 14	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
October 12	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
November 9	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle
December 14	Tuesday	6:00 p.m.	Administration Board Room, 101 N. Main, Newcastle

E-mail copy to [insurance.mcclainclerk@gmail.com](mailto:insurance.mcclainclerk@gmail.com)  
Lisa Renbarger (405) 527-3117

## ATTORNEY-CLIENT FEE CONTRACT

The ATTORNEY-CLIENT FEE CONTRACT (“Agreement”) is entered into by and between the Newcastle Public Schools (“Client” or “District”) and Frantz Law Group, APLC (“Attorneys” or “We”) and encompasses the following provisions:

1.     **CONDITIONS.** This Agreement will not take effect, and Attorneys will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.
  
2.     **AUTHORIZED REPRESENTATIVES**
  - A. **CLIENT REPRESENTATIVES.** Client designates Melonie Hau, or her designee, as the authorized representatives to direct Attorneys and to be the primary individuals to communicate with Attorneys regarding the subject matter of Attorneys’ representation of Client under this Agreement. The designation is intended to establish a clear line of authority and to minimize potential uncertainty but not to preclude communication between Attorneys and other representatives of Client.
  
  - B. **ATTORNEY REPRESENTATIVES.** James Frantz, William Shinoff, and Regina Bagdasarian of Frantz Law Group, APLC will be primarily responsible for the work, either performing it himself/herself or delegating it to others as may be appropriate. The District shall have the right to approve or veto the involvement of each of the attorneys on its cases. Attorneys will be added or deleted from the list only upon prior District approval.
  
3.     **SCOPE AND DUTIES.** Client hires Attorneys to provide legal services in connection with pursuing claims for damages associated with JUUL® and Electronic Cigarette (e-cigarette) litigation ("Action"). Attorneys shall provide those legal services reasonably required to represent Client, and shall take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries. Client shall be truthful with Attorneys, cooperate with Attorneys, and keep Attorneys informed of developments. Attorneys will assist in negotiating liens, but will not litigate them.
  
4.     **LEGAL SERVICES SPECIFICALLY EXCLUDED.** Unless otherwise agreed in writing by Client and Attorneys, Attorneys will not provide legal services with respect to (a) defending any legal proceeding or claim against the Client commenced by any person unless such proceeding or claim is filed against the Client in the Action or (b) proceedings before any federal or state administrative or governmental agency, department, or board. With Client’s permission, however, Attorneys may elect to appear at such administrative proceedings to protect Client’s

rights. If Client wishes to retain Attorneys to provide any legal services not provided under this Agreement for additional compensation, a separate written agreement between Attorneys and Client will be required.

5. FEES. Client will pay attorneys' fees of:

For any recovery on or before July 20, 2021, twenty percent (20%) of any monetary settlement or recovery that Attorneys obtain for Client and, twenty percent (20%) of the value of any non-monetary settlement or recovery, provided that such fee will be paid only by money recovered from Defendants. However, if money recovered from Defendants is less than twenty percent (20%) of the value of any non-monetary settlement or recovery, Client is not responsible for paying Attorneys any money other than what has been recovered from Defendants;

For any recovery after July 21, 2021, twenty five percent (25%) of any monetary settlement or recovery that Attorneys obtain for Client and, twenty five percent (25%) of the value of any non-monetary settlement or recovery, provided that such fee will be paid only by money recovered from Defendants. However, if money recovered from Defendants is less than twenty five percent (25%) of the value of any non-monetary settlement or recovery, Client is not responsible for paying Attorneys any money other than what has been recovered from Defendants

Fees shall be calculated on the basis of any settlement or recovery prior to the deduction of any expense or cost; the "Gross Recovery." Contingency fee rates are not set by law, but have been negotiated. If no recovery is made, no fees will be charged.

The term "Gross Recovery" shall include, without limitation, the then present value of any monetary payments agreed or ordered to be made by the adverse parties or their insurance carriers as a result of the Services, whether by settlement, arbitration award, court judgment (after all appeals exhausted), or otherwise. Any statutory Attorneys' fee paid by Defendants shall be included in calculating the Gross Recovery.

- (1) "Gross Recovery," if by settlement, also includes (1) the then-present value of any monetary payments to be made to the District; and (2) the fair market value of any non-monetary property and/or services to be transferred and/or rendered for the benefit of the District; and (3) any Attorneys' fees and costs recovered by the District as part of any cause of action that provides a basis for such an award. "Recovery" may come from any source, including, but not limited to, the adverse parties to the District and/or their insurance carriers and/or any third party, whether or not a party to formal litigation. The contingent fee is calculated by multiplying the recovery by the fee percentage. This calculation is performed on the gross recovery amount before the deduction of expenses as discussed above.

Gross Recovery, except in the case of a settlement, does not contemplate

nor include any amount or value for injunctive relief or for the value of an abatement remedy which may be obtained in a final arbitration award or court judgment.

- (2) The District shall not be obligated to pay the Attorneys unless Attorneys are successful in collecting a monetary recovery on the District's behalf as a result of the Services.
- (3) If, by judgment, the District is awarded in the form of property or services (In Kind), the value of such property and services shall not be included for purposes of calculating the Gross Recovery.
- (4) If, by judgment, there is *no* money recovery and the District receives In Kind relief, Attorneys acknowledge that District is not obligated to pay Attorneys' fees from public funds for the value of the In Kind relief. In the event of In Kind relief, by judgment, Attorneys' sole source of recovery of contingent fees will come from a common fund or court ordered Attorney's fees.
- (5) Client understands that Attorneys have and will invest resources into prosecuting this action on behalf of the Client and agrees to make a good faith effort to include Attorneys' Fees as part of the terms of any settlement or resolution of the Action.

It is possible that payment to the Client by the adverse parties to the Action or their insurance carrier(s) or any third-party may be deferred, as in the case of an annuity, a structured settlement, or periodic payments. In such event, gross recovery will consist of the initial lump sum payment plus the present value (as of the time of the settlement) of the total of all payments to be received thereafter. The contingent fee is calculated, as described above, by multiplying the gross recovery by the fee percentage. The Attorney's fees will be paid out of the initial lump-sum payment if there are sufficient funds to satisfy the Attorney's fee. If there are insufficient funds to pay the Attorney's fees in full from the initial lump sum payment, the balance owed to Attorney will be paid from subsequent payments to Client before there is any distribution to Client.

- A. Reasonable Fee if Contingent Fee is Unenforceable or if Attorney is Discharged Before Any Recovery. In the event that the contingent fee portion of this agreement is determined to be unenforceable for any reason or the Attorneys are prevented from representing Client on a contingent fee basis, Client agrees to pay a reasonable fee for the services rendered. If the parties are unable to agree on a reasonable fee for the services rendered, Attorneys and Client agree that the fee will be determined by arbitration proceedings before a mutually agreed upon neutral affiliated with either the Judicial Arbitration and Mediation Services (JAMS) or Judicate West (JW); in any event, Attorney and Client agree that the fee determined by arbitration shall not exceed twenty five percent (25%) of the gross recovery as defined in paragraph 5.

B. No General Fund Payments. Notwithstanding any other provision in this agreement, in no event will the Client be required to pay legal fees out of any fund other than the monies recovered from Defendants in this litigation. Under no circumstances shall Newcastle Public Schools general funds be obligated to satisfy the contingent Attorneys' fees as a result of this case or this contingency fee contract.

6. COSTS AND EXPENSES. In addition to paying legal fees, Client shall reimburse Attorneys for all "costs/expenses", which includes but is not limited to the following: process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees, parking, investigation expenses, consultants' fees, expert witness fees, and other similar items, incurred by Attorneys. The costs/expenses incurred that Attorneys advance will be owed in addition to attorneys' fees and Client will reimburse those costs/expenses after Attorneys' fees have been deducted. Costs will be capped at two percent (2%) of the recovery. If there is no recovery, Client will not be required to reimburse Attorneys for costs and fees. In the event a recovery is less than incurred costs/expenses, Client will not be required to reimburse Attorneys for costs/expenses, above and beyond the recovery, and fees.

SHARED EXPENSES: Client understands that Attorneys may incur certain expenses that jointly benefit multiple clients, including, for example, expenses for travel, experts, and copying. Client agrees that Attorneys shall divide such expenses equally, or pro rata, among such clients, and deduct Client's portion of those expenses from Client's share of any recovery.

FEDERAL MDL AND STATE COORDINATION COMMON BENEFIT FEES: Members of Attorneys frequently serve on plaintiffs' management or executive committees in MDL and/or the California state court coordinated proceedings and perform work which benefits Attorneys' clients as well as clients of other attorneys involved in similar litigation. As a result, the court or courts where the cases are pending may order that Attorneys are to receive additional compensation for Attorneys time and effort which has benefitted all claimants. Compensation for this work and effort, which is known as "common benefit," may be awarded to Attorneys by a court or courts directly from the assessments paid by The District and others who have filed claims in this litigation, and will not in any way reduce the amount of fees owed under this Agreement.

7. LIEN. In the event any third party attempts to lien any proceeds recovered from a recovery in this matter, Client hereby grants, and agrees, TO THE EXTENT PERMITTED BY APPLICABLE LAW, that Attorneys hold, a first priority and superior lien on any and all proceeds recovered from Defendants in this litigation in the amount of the Attorneys' fees and costs that the Attorneys are entitled to under this Agreement. This lien right is limited to only those monies recovered from Defendants and in no way affects any other rights of the Client in any way whatsoever.

8. DISCHARGE AND WITHDRAWAL.

- A. Client may discharge Attorneys at any time. After receiving notice of discharge, Attorneys shall stop services on the date and to the extent specified by the notice of discharge, and deliver to Client all evidence, files and attorney work product for the Action. This includes any computerized indices, programs and document retrieval systems created or used for the Action.
- B. Attorneys may withdraw with Client's consent or for good cause. Good Cause includes Client's breach of this Agreement, Client's refusal to cooperate with Attorneys, or any other fact or circumstance that would render Attorneys continuing representation unlawful or unethical. Attorneys may also discharge Client if Client at any time is dishonest with Attorneys, or fails to provide relevant information to Attorneys.

9. ARBITRATION OF DISPUTES: ATTORNEY and CLIENT agree that should any dispute arise between them, they must be mediated first, before any claims are filed. Specifically any and all disputes, controversies or claims arising out of, or related to this Agreement and/or ATTORNEY'S representation of CLIENT, including claims of malpractice (collectively referred to herein as "Dispute" or "Disputes"), shall be submitted to mediation at the offices of Judicial Arbitration & Mediation Services, Inc. ("JAMS") in San Diego before a retired judge or other mediator affiliated with JAMS, agreed to between the parties and, if the parties cannot agree, before a retired judge selected by JAMS. No petition for arbitration can be filed until after this agreed-upon mediation has occurred, and any petition for arbitration (or litigation) filed prior to conclusion of this mediation shall be subject to dismissal, pursuant to this Agreement. Client will pay one-half of the actual cost of the mediation, but each party will be responsible for his or her own attorneys' fees and preparation costs. The parties agree that any Dispute, whether submitted to mediation or not, will not be litigated in court. Rather, any Dispute, which is specifically defined above to include claims of malpractice, will be submitted to mandatory binding arbitration before JAMS. By signing this Agreement, CLIENT and ATTORNEY agree to arbitration and waive the right to a court or jury trial and the right to appeal. Any Disputes shall be decided in San Diego, California, applying California law. CLIENT is not waiving rights to arbitration before the San Diego County Bar Association.

10. AUTHORITY OF ATTORNEY. Attorneys may, with prior Client approval, associate co-counsel if the Attorneys believe it advisable or necessary for the proper handling of Client's claim, and expressly authorize the Attorneys to divide any Attorneys' fees that may eventually be earned with co-counsel so associated for the handling of Client's claim. Attorneys understand that the amount of Attorneys' fees which Client pays will not be increased by the work of co-counsel associated to assist with the handling of Client's claim, and that such associated co-counsel will be paid by the Attorneys out of the Attorneys' fees Client pays to the Attorneys.

11. **DISCLAIMER OF GUARANTEE.** Nothing in this Contract and nothing in Attorneys' statements to Client will be construed as a promise or guarantee about the outcome of Client's matter. Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of Client's matter are expressions of opinion only.
12. **MULTIPLE REPRESENTATIONS:** The District understands that Attorneys do or may represent many other individuals/entities with actual or potential litigation claims. Attorneys' representation of multiple claimants at the same time may create certain actual or potential conflicts of interest in that the interests and objectives of each client individually on certain issues are, or may become, inconsistent with the interests and objectives of the other. Attorneys are governed by specific rules and regulations relating to Attorneys professional responsibility in Attorneys representation of clients, and especially where conflicts of interest may arise from Attorneys representation of multiple clients against the same or similar Defendants, Attorneys are required to advise Attorneys' clients of any actual or potential conflicts of interest and obtain their informed written consent to Attorneys representation when actual, present, or potential conflicts of interest exist. By signing this agreement, The District is acknowledging that they have been advised of the potential conflicts of interest which may be or are associated with Attorneys representation of The District and other multiple claimants and that The District nevertheless wants the Attorneys to represent The District, and that The District consents to Attorneys representation of others in connection with the litigation. Attorneys strongly advise The District, however, that The District remains completely free to seek other legal advice at any time even after The District signs this agreement.
13. **AGGREGATE SETTLEMENTS:** Often times in cases where Attorneys represent multiple clients in similar litigation, the opposing parties or Defendants attempt to settle or otherwise resolve Attorneys' cases in a group or groups, by making a single settlement offer to settle a number of cases simultaneously. There exists a potential conflict of interest whenever a lawyer represents multiple clients in a settlement of this type because it necessitates choices concerning the allocation of limited settlement amounts among the multiple clients. However, if all clients consent, a group settlement can be accomplished and a single offer can be fairly distributed among the clients by assigning settlement amounts based upon the strengths and weaknesses of each case, the relative nature, severity and extent of injuries, and individual case evaluations. In the event of a group or aggregate settlement proposal, Attorneys may implement a settlement program, overseen by a referee or special master, who may be appointed by a court, designed to ensure consistency and fairness for all claimants, and which will assign various settlement values and amounts to each client's case depending upon the facts and circumstances of each individual case. The District authorizes us to enter into and engage in group settlement discussions and agreements which may include The District's individual claims. Although The District authorizes us to engage in such group settlement discussions and agreements, The District will still retain the right to approve, and Attorneys are required to obtain The District's approval of, any settlement of The

District's case.

14. EFFECTIVE DATE AND TERM. This Agreement will take effect upon execution by District and Attorneys.
15. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which, taken together, shall constitute one and the same instrument. Facsimile or pdf versions of this Agreement shall have the same force and effect as signature of the original.

The above is approved and agreed upon by all parties.

[SIGNATURE PAGE FOLLOWS]

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name:  
Frantz Law Group, APLC

Dated: \_\_\_\_\_

\_\_\_\_\_  
Melonie Hau, Superintendent  
Newcastle Public Schools

\_\_\_\_\_

\_\_\_\_\_

**Newcastle Public School**  
**Encumbrance Register**

**Options:** Year: 2020-2021, Date Range: 10/8/2020 - 11/5/2020, PO Range: 222 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	222	10/14/2020	50953	GLOBAL MED INDUSTRIES LLC	Philips Smart Pads II for ECC and MS	212.00
			(2)Philips Smart Pads II for ECC and MSReplacement Battery Packs NHS	000-2132-616-000-0000-000-705	10/14/2020	212.00
11	223	10/14/2020	2196	RESOURCE FOR EDUCATORS	Reading Connections Newsletter Subscription	238.50
			Reading Connections Newsletter Subscription	511-1000-000-000-1130-000-110	10/14/2020	238.50
11	224	10/14/2020	51302	Language Line Solutions	Interpretation Fees for EL Students	500.00
			Interpretation Fees for EL Students	027-2199-337-000-0000-000-110	10/14/2020	500.00
11	225	10/19/2020	2858	GEN ELEC CAPITAL CORP/WALMART	Supplies for Homeless Students	200.00
			Supplies for Homeless Students	511-2199-616-000-0000-000-705	10/19/2020	200.00
11	226	10/19/2020	8720	JOSE LUIS HERNANDEZ	Provide Evaluations for 5 Students	3,700.00
			Provide Evaluations for 5 Students - Additional services Consulting, Functional Behavior	000-2140-336-239-0000-000-105	10/19/2020	3,700.00
11	227	10/21/2020	51215	Illuminate Education Inc	One-Day Training FastBridge	3,000.00
			One-Day Training FastBridge	367-2213-860-427-0000-000-105	10/21/2020	3,000.00
11	228	10/21/2020	10002	PROSPERITY BANK (AMAZON)	Art Supplies for Visual Arts and Basic Arts class	500.00
			Art Supplies for Visual Arts and Basic Arts classes	065-1000-619-100-2800-000-705	10/27/2020	500.00
11	229	10/22/2020	51295	Battery Outfitters Inc	(2) Batteries for 4-33640	150.00
			(2) Batteries for 4-33640	009-2740-618-000-0000-000-050	10/22/2020	150.00
11	230	10/22/2020	1102	Oklahoma State Dept. of Education	Processing Fee for Adjunct Teacher Application	25.00
			Processing Fee for Adjunct Teacher Application - Bryce Nelson	000-2410-810-000-0000-000-705	10/22/2020	25.00
11	231	10/26/2020	8485	N2Y, LLC	Annual Subscription for curriculum	2,800.00
			Annual Subscription for curriculum for Amber Jetton, Helen Osborne, and Kim Banfield	000-1000-642-239-0000-000-105	10/26/2020	933.33
				000-1000-642-239-0000-000-505	10/26/2020	933.33
				000-1000-642-239-0000-000-705	10/26/2020	933.34
11	232	10/26/2020	2858	GEN ELEC CAPITAL CORP/WALMART	Anti Freeze, 5W-30, Supplies for buses	432.00
			16 gallons Anti Freeze, and Soap4 cases 5W-30, Brooms, gloves for buses	009-2740-618-000-0000-000-050	10/26/2020	432.00
11	233	10/26/2020	8324	VIZAVANCE	Registration fee for Vision Training	50.00
			Registration fee for Vision Training to conduct vision screening to students	000-2180-336-239-0000-000-110	10/26/2020	50.00
11	234	10/26/2020	50378	DICK BLICK HOLDINGS INC	Art Supplies for Visual Art Class	136.00
			Art Supplies for Visual Art Class	065-1000-619-100-2800-000-705	10/26/2020	136.00
11	235	10/26/2020	2105	LOWE'S BUSINESS ACCOUNT	Plexy Glass Boards for Art Class	100.00
			Plexy Glass Boards for Art Class	065-1000-619-100-2800-000-705	10/26/2020	100.00
11	236	10/27/2020	10002	PROSPERITY BANK (AMAZON)	KidZone Class supplies	189.50
			KidZone Class supplies, Glue and pencil boxes	080-2199-619-000-0000-000-110	10/27/2020	189.50

**Newcastle Public School**  
**Encumbrance Register**

**Options:** Year: 2020-2021, Date Range: 10/8/2020 - 11/5/2020, PO Range: 222 - 999, Fund Codes: 11

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	237	11/02/2020	51303	Int. Society for Tech in Education	ISTE Conference 2020	1,950.00
				ISTE Conference 2020 -10 Teachers Attending	000-2213-860-000-0000-000-705 11/02/2020	1,950.00
11	238	11/02/2020	2827	OKLAHOMA F.F.A. ASSOCIATION	2020-2021 Affiliate Membership	1,302.00
				2020-2021 Affiliate Membership/Colt & State conventionRegistration / AET FEE Package	412-2199-810-311-8000-000-705 11/02/2020	1,302.00
11	239	11/02/2020	8677	BUTLER BROTHERS SAND & GRAVEL	4-43341 New Brake Sensor and Brakes	4,000.00
				4-43341 New Brake Sensor and BrakesRepair Radiator, and Hoses for Airbrake Bus	009-2740-618-000-0000-000-050 009-2740-439-000-0000-000-705 11/02/2020 11/05/2020	2,000.00 2,000.00
11	241	11/05/2020	8721	MAHONEY HOLDINGS, LLC	Brakes for AG Truck	1,200.00
				Brakes for AG Truck	009-2740-439-000-0000-000-705 11/05/2020	1,200.00
11	242	11/05/2020	10002	PROSPERITY BANK (AMAZON)	Retevis 6-Pack Mobile Radios	98.99
				Retevis 6-Pack Mobile Radios	000-2670-000-000-0000-000-110 11/05/2020	98.99
<b>Non-Payroll Total:</b>						<b>\$20,783.99</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$20,783.99</b>

Change Order Listing

**Options:** Fund: General Fund, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 10/8/2020 - 11/5/2020, PO Range: 1 - 220, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
2	07/01/2020	344	CCOSA	TLC Re-Certification for all 8 Principals	4,950.00	
			TLC Re-Certification for all 8 PrincipalsRegistration for uplifting classroom (11)	000-0000-000-000-0000-000-705	10/08/2020	1,800.00
				541-2213-860-000-0000-000-110	10/08/2020	1,350.00
				541-2213-860-000-0000-000-505	10/08/2020	1,800.00
96	07/01/2020	8721	MAHONEY HOLDINGS, LLC	Truck Repair	-265.74	
			Truck Repair	000-2720-000-430-0000-000-705	07/01/2020 10/13/2020	-265.74

<b>Non-Payroll Total:</b>	<b>\$4,684.26</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$4,684.26</b>

**Project Totals**

000	NON-CATEGORICAL	1,534.26
541	TITLE 2 PART A RECRUITMENT	3,150.00

**Unit Totals**

110	EARLY CHILDHOOD	1,350.00
505	MIDDLE SCHOOL	1,800.00
705	HIGH SCHOOL	1,534.26

## Encumbrance Register

Options: Year: 2020-2021, Date Range: 10/8/2020 - 11/5/2020, PO Range: 106 - 999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	106	10/13/2020	2716	W W GRAINGER , INC	3K091 Exhaust Fan Motor	396.72
				(1) 3K091 Exhaust Fan Motor (1/4 HP) 010-2630-430-000-0000-000-505	10/13/2020	396.72
				- (1) 5ELL3 Exhaust Fan Motor (1/2 HP)		
21	107	10/13/2020	603	TREAT'S JANITORIAL SUPPLY	I-force CV-Pro Drum Truck Wash	705.89
				I-force CV-Pro Drum Truck Wash 009-2620-618-000-0000-000-705	10/13/2020	705.89
21	108	10/13/2020	8316	DH PACE COMPANY, INC.	Pins for Lock Cores	559.86
				Pins for Lock Cores 012-2670-618-000-0000-000-705	11/03/2020	559.86
21	109	10/13/2020	10002	PROSPERITY BANK (AMAZON)	VESA Mount LCD Stand	300.00
				VESA Mount LCD Stand - Donated 013-2230-653-000-0000-000-105	10/13/2020	279.90
				monitors to ES, no stands 013-2230-653-000-0000-000-105	10/13/2020	20.10
21	110	10/14/2020	51279	IDN-Global, Inc	KSI Tamper Proof Key ring Kit	865.72
				KSI Tamper Proof Key ring Kit(10) 1" , 012-2670-618-000-0000-000-705	10/14/2020	865.72
				(10) 1 5/8", (10) 2"		
21	111	10/19/2020	10002	PROSPERITY BANK (AMAZON)	ELKAY Water Entry Plus Filters	278.18
				ELKAY 51300C Water Entry Plus Filters 010-2620-618-000-0000-000-705	10/19/2020	278.18
				(4pack)		
21	112	10/19/2020	33390	ECKROAT SEED CO.	15 bags of Fertilizer and	1,325.25
				15 bags of Fertilizer and Champion 000-2620-618-000-0000-000-705	10/19/2020	1,325.25
				Rye		
21	113	10/21/2020	5022	DECKER EQUIPMENT	(70) No-Latch Magnetic Security	84.95
				(70) No-Latch Magnetic Security Strip 000-2670-618-000-0000-000-105	10/21/2020	84.95
21	114	10/22/2020	2858	GEN ELEC CAPITAL	(10) 8 ft banquet tables for	1,000.00
				CORP/WALMART	district inventory	
				(10) 8 ft folding banquet tables for 000-2620-651-000-0000-000-705	10/22/2020	1,000.00
				district inventory		
21	115	10/26/2020	1198	SOUTHWEST PAPER CO, INC-OKC	Bright Solutions HP202 Peroxide	280.00
				Cleaner 014-2620-618-000-0000-000-105	10/26/2020	280.00
				(2) Bright Solutions HP202 Peroxide		
				Cleaner 4/1 GAL		
21	116	11/02/2020	51304	TruTechnologies	Replacement Fire Control Panel	5,000.00
				Replacement Fire Control Panel HS 012-2670-655-000-0000-000-705	11/02/2020	5,000.00
				West Building		
21	117	11/03/2020	8937	L & W SUPPLY CORPORATION	Ceiling Tiles for ECC	508.30
				Ceiling Tiles for ECC - USG 4421 (2X4 010-2620-618-000-0000-000-110	11/03/2020	508.30
				FT - 8 Pks)		
21	118	11/05/2020	47985	DUCT SPECIALIST HEAT & AIR LLC	Replacement 5 Ton RTU for HS	6,860.00
				Replacement 5 Ton RTU for HS West 010-2640-720-000-0000-000-705	11/05/2020	6,860.00
				Building		
21	119	11/05/2020	8267	COMFORTWORKS, INC.	Service to replace compressor	2,000.00
				Service to replace compressor & re- 010-2640-433-000-0000-000-110	11/05/2020	2,000.00
				charge WSHP 6		
21	120	11/05/2020	603	TREAT'S JANITORIAL SUPPLY	Two Berber rugs for Elementary	650.00
				Two Berber rugs for Elementary Bldg 014-2620-618-000-0000-000-105	11/05/2020	650.00

# Newcastle Public School

## Encumbrance Register

**Options:** Year: 2020-2021, Date Range: 10/8/2020 - 11/5/2020, PO Range: 106 - 999, Fund Codes: 21

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
					<b>Non-Payroll Total:</b>	<b>\$20,814.87</b>
					<b>Payroll Total:</b>	<b>\$0.00</b>
					<b>Balance Forward:</b>	<b>\$0.00</b>
					<b>Report Total:</b>	<b>\$20,814.87</b>

**Newcastle Public School**

**Change Order Listing**

**Options:** Fund: Building Fund, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 10/8/2020 - 11/5/2020, PO Range: 1 - 105, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
25	07/01/2020	48109	ROCK HOLLOW GARDEN & HARDWARE	Supplies for Maintenance Department	613.98	
				Supplies for Maintenance Department		
		010-2620-619-000-0000-000-050		07/01/2020	11/02/2020	-1,720.86
		010-2620-619-000-0000-000-050		11/02/2020		2,334.84
86	08/21/2020	8943	AMERICAN WATER SOLUTIONS, LLC	Repairs to hot Water line in ES Cafeteria	5.00	
				Repairs to hot Water line in ES Cafeteria		
		000-2620-430-000-0000-000-105		08/21/2020	10/26/2020	-250.00
		000-2620-430-000-0000-000-105		10/26/2020		255.00
101	10/07/2020	4928	MEDLEY MATERIAL HANDLING COMPANY	Service to repair hydraulic leak on YALE forklift	532.61	
				Service to repair hydraulic leak on YALE forklift		
		010-2640-439-000-0000-000-705		10/07/2020	10/19/2020	-1,000.00
		010-2640-439-000-0000-000-705		10/19/2020		1,532.61

<b>Non-Payroll Total:</b>	<b>\$1,151.59</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$1,151.59</b>

**Project Totals**

000	NON-CATEGORICAL	5.00
010	Maintenance - Scott	1,146.59

**Unit Totals**

050	DISTRICTWIDE	613.98
105	ELEMENTARY SCHOOL	5.00
705	HIGH SCHOOL	532.61

**Newcastle Public School**  
**Encumbrance Register**

**Options:** Year: 2020-2021, Date Range: 10/8/2020 - 11/5/2020, PO Range: 57 - 999, Fund Codes: 39

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
39	57	10/19/2020	2766	CDW LLC	Xerox Document Scanner for ES Registrar	290.24
				Xerox Document Scanner for ES Registrar	000-2580-653-000-0000-000-105 10/19/2020	290.24
39	58	10/21/2020	4756	JL HEIN SERVICE INC.	SMART Learning Software for SMARTBoards	3,920.40
				SMART Learning Software for SMARTBoards - 1 Year license for 132 units	000-2230-653-000-0000-000-105 000-2230-653-000-0000-000-110 000-2230-653-000-0000-000-505 000-2230-653-000-0000-000-705	981.10 981.10 981.10 977.10
39	59	11/05/2020	51305	PROSPERITY BANK (EBAY)	Replacement Primex Clock for MS	33.90
				Replacement Primex Clock for MS	000-2620-653-000-0000-000-505 11/05/2020	33.90
<b>Non-Payroll Total:</b>						<b>\$4,244.54</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$4,244.54</b>

Change Order Listing

Options: Fund: Technology Bond Fund 39, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 10/8/2020 - 11/5/2020, PO Range: 1 - 56, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
31	07/23/2020	5040	Lazel, Inc	Reading and Vocabulary A-Z Classroom Subscriptions	1,831.04
		(20) Reading A-Z Classroom Subscriptions(20) Vocabulary A-Z Classroom SubscriptionsReference: #8379914ReadingA-Z.com ExpandRaz -kids.com ExpandVocabulary A-Z.com Expand	000-1000-653-100-1130-000-105	10/21/2020	1,831.04
53	10/02/2020	2766	CDW LLC	(30) 120GB PNY SSD SATA Drives, #4872862	29.10
		(30) 120GB PNY SSD SATA Drives, #4872862	000-2230-653-000-0000-000-705	10/02/2020	-653.40
			000-2230-653-000-0000-000-705	11/03/2020	682.50
<b>Non-Payroll Total:</b>					<b>\$1,860.14</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$1,860.14</b>

Project Totals		
000	NON-CATEGORICAL	1,860.14

Unit Totals		
105	ELEMENTARY SCHOOL	1,831.04
705	HIGH SCHOOL	29.10

**Newcastle Public Schools  
Payroll Summary  
November 10th, 2020**

Monthly Payroll (10/29/2020)	\$1,143,512.63
Extra Duty Payroll (11/12/2020)	\$18,999.08



# NEWCASTLE PUBLIC SCHOOLS

## Purpose of Activity Fund Account

Original  
 Amended

Account Name: HS National Honor Society Account Number: 927

**Revenue:** *(Fundraisers, other income sources)* (Indicate Amended items with a "\*" )

Donations; Dues; Regalia and T-shirt sales; Community Service activities; Booths for various events such as sports, tournaments, competitions; Career presentations and luncheons; Literature and Arts Festival.

**Expenditures:** *(How the revenue will be spent)* (Indicate Amended items with a "\*" )

Purchase: Fundraiser and activity supplies, food, and prizes; Regalia and awards; Operating supplies; T-shirts; Conference and membership fees; Community service supplies; Field trips

Kevin Jones  
Sponsor Name

9/29/2020      2020-2021  
Date Submitted      School Year

  
Sponsor Signature

  
Principal Signature

\_\_\_\_\_  
Activity Custodian Signature

\_\_\_\_\_  
Date Approved by Board of Education

## Newcastle Public School

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 10/31/2020

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 General Fund						
Series - 1000						
Source - 1110 Ad Valorem (Current)	\$0.00	\$14,307.33	\$0.00	\$14,307.33	N/A	\$0.00
Source - 1120 Ad Valorem (Prior Years)	\$0.00	\$45,706.27	\$0.00	\$45,706.27	N/A	\$12,516.59
Source - 1130 Revenue in Lieu of Taxes	\$0.00	\$1,182.08	\$0.00	\$1,182.08	N/A	\$762.35
Source - 1300 Earnings on Investments	\$0.00	\$924.47	\$0.00	\$924.47	N/A	\$62.52
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL	\$0.00	\$485.00	\$0.00	\$485.00	N/A	\$0.00
Source - 1500 Reimbursements	\$0.00	\$8,037.01	\$0.00	\$8,037.01	N/A	\$0.00
Source - 1600 Misc Local Revenue	\$0.00	\$40,000.00	\$0.00	\$40,000.00	N/A	\$0.00
Source - 1810 ADMISSIONS	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$110,642.16</b>	<b>\$0.00</b>	<b>\$110,642.16</b>	<b>N/A</b>	<b>\$13,341.46</b>
Series - 2000						
Source - 2100 County 4 Mil	\$0.00	\$7,750.41	\$0.00	\$7,750.41	N/A	\$1,343.71
Source - 2200 County Mortgage	\$0.00	\$52,825.83	\$0.00	\$52,825.83	N/A	\$12,495.70
<b>Series - 2000 Total</b>	<b>\$0.00</b>	<b>\$60,576.24</b>	<b>\$0.00</b>	<b>\$60,576.24</b>	<b>N/A</b>	<b>\$13,839.41</b>
Series - 3000						
Source - 3110 Gross Production	\$0.00	\$94,843.86	\$0.00	\$94,843.86	N/A	\$36,648.42
Source - 3120 Motor Vehicle	\$0.00	\$315,714.64	\$0.00	\$315,714.64	N/A	\$74,987.32
Source - 3130 Rural Electric	\$0.00	\$77,438.73	\$0.00	\$77,438.73	N/A	\$22,429.65
Source - 3140 School Land	\$0.00	\$118,364.15	\$0.00	\$118,364.15	N/A	\$27,542.46
Source - 3150 Vehicle Tax	\$0.00	\$2,591.08	\$0.00	\$2,591.08	N/A	\$1,094.55
Source - 3210 State Aid	\$0.00	\$1,593,169.64	\$0.00	\$1,593,169.64	N/A	\$531,056.55
Source - 3250 Flex Benefit Allowance	\$0.00	\$404,606.40	\$0.00	\$404,606.40	N/A	\$134,868.80
Source - 3420 State Textbook	\$0.00	\$109,979.23	\$0.00	\$109,979.23	N/A	\$0.00
Source - 3811 Career Tech Salary	\$0.00	\$1,830.00	\$0.00	\$1,830.00	N/A	\$0.00
Source - 3812 Career Tech Program	\$0.00	\$11,207.00	\$0.00	\$11,207.00	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$2,729,744.73</b>	<b>\$0.00</b>	<b>\$2,729,744.73</b>	<b>N/A</b>	<b>\$828,627.75</b>
Series - 4000						
Source - 4210 Title I - Part A	\$0.00	\$68,396.65	\$0.00	\$68,396.65	N/A	\$0.00
Source - 4271 Title II - Part A	\$0.00	\$26,956.90	\$0.00	\$26,956.90	N/A	\$0.00
Source - 4310 IDEA - Part B Flowthrough	\$0.00	\$8,140.48	\$0.00	\$8,140.48	N/A	\$0.00
Source - 4442 Title IV - Part A - SSAE	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 4470 Title V - RLIS	\$0.00	\$29,120.28	\$0.00	\$29,120.28	N/A	\$0.00
Source - 4550 Johnson O'Malley	\$0.00	\$16,625.98	\$0.00	\$16,625.98	N/A	\$0.00
Source - 4689 OTHER FEDERAL GRANTS	\$0.00	\$7,750.00	\$0.00	\$7,750.00	N/A	\$0.00
Source - 4710 Federal Lunch	\$0.00	\$63,537.84	\$0.00	\$63,537.84	N/A	\$39,236.80
Source - 4720 Federal Breakfast	\$0.00	\$17,234.02	\$0.00	\$17,234.02	N/A	\$13,236.87
Source - 4821 Carl Perkins Grant	\$0.00	\$12,137.00	\$0.00	\$12,137.00	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$249,899.15</b>	<b>\$0.00</b>	<b>\$249,899.15</b>	<b>N/A</b>	<b>\$52,473.67</b>
Series - 5000						
Source - 5160 Activity Fund Collections	\$0.00	\$1,999.36	\$0.00	\$1,999.36	N/A	\$1,999.36
<b>Series - 5000 Total</b>	<b>\$0.00</b>	<b>\$1,999.36</b>	<b>\$0.00</b>	<b>\$1,999.36</b>	<b>N/A</b>	<b>\$1,999.36</b>
<b>Fund - 11 General Fund Total</b>	<b>\$0.00</b>	<b>\$3,152,861.64</b>	<b>\$0.00</b>	<b>\$3,152,861.64</b>	<b>N/A</b>	<b>\$910,281.65</b>
<b>Report Total</b>	<b>\$0.00</b>	<b>\$3,152,861.64</b>	<b>\$0.00</b>	<b>\$3,152,861.64</b>	<b>N/A</b>	<b>\$910,281.65</b>

**Newcastle Public School**  
**Revenue/Expenditure Summary**

**Activity Fund -**  
**Non Athletics**

**Options:** Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 100 CAFETERIA							
050 DISTRICTWIDE	\$20,348.52	\$1,532.60	\$0.00	\$419.74	\$21,461.38	\$4,200.53	\$17,260.85
105 ELEMENTARY SCHOOL	\$1,828.80	\$319.00	\$0.00	\$0.00	\$2,147.80	\$0.00	\$2,147.80
110 EARLY CHILDHOOD	\$1,045.64	\$124.00	\$0.00	\$0.00	\$1,169.64	\$0.00	\$1,169.64
505 MIDDLE SCHOOL	\$2,222.54	\$544.55	\$0.00	\$0.00	\$2,767.09	\$0.00	\$2,767.09
705 HIGH SCHOOL	\$2,258.50	\$476.35	\$0.00	\$0.00	\$2,734.85	\$0.00	\$2,734.85
<b>Total Project - 100 CAFETERIA</b>	<b>\$27,704.00</b>	<b>\$2,996.50</b>	<b>\$0.00</b>	<b>\$419.74</b>	<b>\$30,280.76</b>	<b>\$4,200.53</b>	<b>\$26,080.23</b>
Project - 901 ACTIVITY FEES							
050 DISTRICTWIDE	\$794.29	\$0.00	\$0.00	\$0.00	\$794.29	\$0.00	\$794.29
<b>Total Project - 901 ACTIVITY FEES</b>	<b>\$794.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$794.29</b>	<b>\$0.00</b>	<b>\$794.29</b>
Project - 902 ADMINISTRATION							
050 DISTRICTWIDE	\$106,557.44	\$11.62	\$0.00	\$192.85	\$106,376.21	\$1,407.18	\$104,969.03
<b>Total Project - 902 ADMINISTRATION</b>	<b>\$106,557.44</b>	<b>\$11.62</b>	<b>\$0.00</b>	<b>\$192.85</b>	<b>\$106,376.21</b>	<b>\$1,407.18</b>	<b>\$104,969.03</b>
Project - 903 GFUND COLLECTIONS							
050 DISTRICTWIDE	\$297.05	\$30.00	\$0.00	\$0.00	\$327.05	\$50.00	\$277.05
<b>Total Project - 903 GFUND COLLECTIONS</b>	<b>\$297.05</b>	<b>\$30.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$327.05</b>	<b>\$50.00</b>	<b>\$277.05</b>
Project - 904 DAMAGE DEPOSIT							
050 DISTRICTWIDE	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
<b>Total Project - 904 DAMAGE DEPOSIT</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$800.00</b>
Project - 905 RACER KID ZONE							
050 DISTRICTWIDE	(\$7.00)	\$0.00	\$0.00	\$0.00	(\$7.00)	\$0.00	(\$7.00)
110 EARLY CHILDHOOD	\$17,341.73	\$10,703.31	\$0.00	\$0.00	\$28,045.04	\$60.00	\$27,985.04
705 HIGH SCHOOL	\$0.00	\$75.88	\$0.00	\$0.00	\$75.88	\$0.00	\$75.88
<b>Total Project - 905 RACER KID ZONE</b>	<b>\$17,334.73</b>	<b>\$10,779.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,113.92</b>	<b>\$60.00</b>	<b>\$28,053.92</b>
Project - 909 ARCHERY							
105 ELEMENTARY SCHOOL	\$3,024.00	\$0.00	\$0.00	\$3,024.00	\$0.00	\$0.00	\$0.00
<b>Total Project - 909 ARCHERY</b>	<b>\$3,024.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,024.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project - 910 ART							
505 MIDDLE SCHOOL	\$3,354.14	\$0.00	\$0.00	\$815.11	\$2,539.03	\$96.51	\$2,442.52
705 HIGH SCHOOL	\$1,880.33	\$0.00	\$0.00	\$0.00	\$1,880.33	\$0.00	\$1,880.33
<b>Total Project - 910 ART</b>	<b>\$5,234.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$815.11</b>	<b>\$4,419.36</b>	<b>\$96.51</b>	<b>\$4,322.85</b>
Project - 911 BAND							
705 HIGH SCHOOL	\$83.70	\$0.00	\$0.00	\$20.00	\$63.70	\$0.00	\$63.70
<b>Total Project - 911 BAND</b>	<b>\$83.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$63.70</b>	<b>\$0.00</b>	<b>\$63.70</b>
Project - 912 BOX TOPS							
505 MIDDLE SCHOOL	\$528.78	\$0.00	\$0.00	\$0.00	\$528.78	\$0.00	\$528.78
<b>Total Project - 912 BOX TOPS</b>	<b>\$528.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$528.78</b>	<b>\$0.00</b>	<b>\$528.78</b>
Project - 913 CLUB-BPA							
705 HIGH SCHOOL	\$453.16	\$0.00	\$0.00	\$105.00	\$348.16	\$0.00	\$348.16
<b>Total Project - 913 CLUB-BPA</b>	<b>\$453.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$105.00</b>	<b>\$348.16</b>	<b>\$0.00</b>	<b>\$348.16</b>
Project - 915 CLUB-FCCLA							
705 HIGH SCHOOL	\$5,868.16	\$360.00	\$0.00	\$1,081.29	\$5,146.87	\$383.00	\$4,763.87
<b>Total Project - 915 CLUB-FCCLA</b>	<b>\$5,868.16</b>	<b>\$360.00</b>	<b>\$0.00</b>	<b>\$1,081.29</b>	<b>\$5,146.87</b>	<b>\$383.00</b>	<b>\$4,763.87</b>
Project - 916 CLUB-FFA							

## Newcastle Public School

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 916 CLUB-FFA							
705 HIGH SCHOOL	\$41,222.95	\$1,470.00	\$0.00	\$0.00	\$42,692.95	\$26,858.50	\$15,834.45
<b>Total Project - 916 CLUB-FFA</b>	<b>\$41,222.95</b>	<b>\$1,470.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,692.95</b>	<b>\$26,858.50</b>	<b>\$15,834.45</b>
Project - 917 CLUB-SCIENCE							
705 HIGH SCHOOL	\$1,005.15	\$0.00	\$0.00	\$0.00	\$1,005.15	\$0.00	\$1,005.15
<b>Total Project - 917 CLUB-SCIENCE</b>	<b>\$1,005.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,005.15</b>	<b>\$0.00</b>	<b>\$1,005.15</b>
Project - 918 CLUB-SPANISH							
705 HIGH SCHOOL	\$1,621.73	\$0.00	\$0.00	\$0.00	\$1,621.73	\$0.00	\$1,621.73
<b>Total Project - 918 CLUB-SPANISH</b>	<b>\$1,621.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,621.73</b>	<b>\$0.00</b>	<b>\$1,621.73</b>
Project - 919 DRAMA							
505 MIDDLE SCHOOL	\$1,287.39	\$0.00	\$0.00	\$0.00	\$1,287.39	\$0.00	\$1,287.39
<b>Total Project - 919 DRAMA</b>	<b>\$1,287.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,287.39</b>	<b>\$0.00</b>	<b>\$1,287.39</b>
Project - 920 ES-ACADEM OUTREACH							
105 ELEMENTARY SCHOOL	\$2,497.05	\$0.00	\$0.00	\$0.00	\$2,497.05	\$0.00	\$2,497.05
<b>Total Project - 920 ES-ACADEM OUTREACH</b>	<b>\$2,497.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,497.05</b>	<b>\$0.00</b>	<b>\$2,497.05</b>
Project - 921 ES-BEAUTIFICATION							
105 ELEMENTARY SCHOOL	\$4,804.22	\$0.00	\$0.00	\$0.00	\$4,804.22	\$0.00	\$4,804.22
<b>Total Project - 921 ES-BEAUTIFICATION</b>	<b>\$4,804.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,804.22</b>	<b>\$0.00</b>	<b>\$4,804.22</b>
Project - 922 ES-CAMP GODDARD							
105 ELEMENTARY SCHOOL	\$10,365.40	\$0.00	\$0.00	\$0.00	\$10,365.40	\$0.00	\$10,365.40
<b>Total Project - 922 ES-CAMP GODDARD</b>	<b>\$10,365.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,365.40</b>	<b>\$0.00</b>	<b>\$10,365.40</b>
Project - 923 ES-FUNDRAISER							
105 ELEMENTARY SCHOOL	\$31,164.56	\$0.00	\$0.00	\$0.00	\$31,164.56	\$0.00	\$31,164.56
<b>Total Project - 923 ES-FUNDRAISER</b>	<b>\$31,164.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,164.56</b>	<b>\$0.00</b>	<b>\$31,164.56</b>
Project - 924 ES-LITERACY							
105 ELEMENTARY SCHOOL	\$2,508.21	\$0.00	\$0.00	\$0.00	\$2,508.21	\$1,564.48	\$943.73
<b>Total Project - 924 ES-LITERACY</b>	<b>\$2,508.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,508.21</b>	<b>\$1,564.48</b>	<b>\$943.73</b>
Project - 925 ES-SPECIAL OLYMPICS							
105 ELEMENTARY SCHOOL	\$2,518.74	\$0.00	\$0.00	\$0.00	\$2,518.74	\$0.00	\$2,518.74
<b>Total Project - 925 ES-SPECIAL OLYMPICS</b>	<b>\$2,518.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,518.74</b>	<b>\$0.00</b>	<b>\$2,518.74</b>
Project - 926 GIFTED TALENTED							
105 ELEMENTARY SCHOOL	\$3.54	\$0.00	\$0.00	\$0.00	\$3.54	\$0.00	\$3.54
505 MIDDLE SCHOOL	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00
705 HIGH SCHOOL	\$66.82	\$0.00	\$0.00	\$0.00	\$66.82	\$0.00	\$66.82
<b>Total Project - 926 GIFTED TALENTED</b>	<b>\$195.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$195.36</b>	<b>\$0.00</b>	<b>\$195.36</b>
Project - 927 HONOR SOCIETY							
505 MIDDLE SCHOOL	\$3,974.30	\$0.00	\$0.00	\$91.60	\$3,882.70	\$1,069.38	\$2,813.32
705 HIGH SCHOOL	\$980.83	\$290.00	\$0.00	\$0.00	\$1,270.83	\$0.00	\$1,270.83
<b>Total Project - 927 HONOR SOCIETY</b>	<b>\$4,955.13</b>	<b>\$290.00</b>	<b>\$0.00</b>	<b>\$91.60</b>	<b>\$5,153.53</b>	<b>\$1,069.38</b>	<b>\$4,084.15</b>
Project - 928 HOSPITALITY							
110 EARLY CHILDHOOD	\$631.62	\$50.00	\$0.00	\$0.00	\$681.62	\$300.00	\$381.62
705 HIGH SCHOOL	\$145.66	\$0.00	\$0.00	\$0.00	\$145.66	\$0.00	\$145.66
<b>Total Project - 928 HOSPITALITY</b>	<b>\$777.28</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$827.28</b>	<b>\$300.00</b>	<b>\$527.28</b>

## Newcastle Public School

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 929 HS-TESTING							
705 HIGH SCHOOL	\$1,632.30	\$0.00	\$0.00	\$0.00	\$1,632.30	\$0.00	\$1,632.30
<b>Total Project - 929 HS-TESTING</b>	<b>\$1,632.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,632.30</b>	<b>\$0.00</b>	<b>\$1,632.30</b>
Project - 930 HS-TAKE THE LEAD							
705 HIGH SCHOOL	\$1,185.87	\$0.00	\$0.00	\$0.00	\$1,185.87	\$0.00	\$1,185.87
<b>Total Project - 930 HS-TAKE THE LEAD</b>	<b>\$1,185.87</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,185.87</b>	<b>\$0.00</b>	<b>\$1,185.87</b>
Project - 931 LIBRARY							
105 ELEMENTARY SCHOOL	\$5,773.81	\$0.00	\$0.00	\$871.37	\$4,902.44	\$0.00	\$4,902.44
110 EARLY CHILDHOOD	\$7,414.31	\$42.10	\$0.00	\$0.00	\$7,456.41	\$268.99	\$7,187.42
505 MIDDLE SCHOOL	\$639.61	\$0.00	\$0.00	\$0.00	\$639.61	\$0.00	\$639.61
705 HIGH SCHOOL	\$1,815.73	\$0.00	\$0.00	\$266.20	\$1,549.53	\$233.80	\$1,315.73
<b>Total Project - 931 LIBRARY</b>	<b>\$15,643.46</b>	<b>\$42.10</b>	<b>\$0.00</b>	<b>\$1,137.57</b>	<b>\$14,547.99</b>	<b>\$502.79</b>	<b>\$14,045.20</b>
Project - 932 MS-BOAT RACES							
505 MIDDLE SCHOOL	\$700.59	\$0.00	\$0.00	\$0.00	\$700.59	\$0.00	\$700.59
<b>Total Project - 932 MS-BOAT RACES</b>	<b>\$700.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$700.59</b>	<b>\$0.00</b>	<b>\$700.59</b>
Project - 933 MS-FINISHLINE STORE							
505 MIDDLE SCHOOL	\$910.00	\$0.00	\$0.00	\$0.00	\$910.00	\$0.00	\$910.00
<b>Total Project - 933 MS-FINISHLINE STORE</b>	<b>\$910.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$910.00</b>	<b>\$0.00</b>	<b>\$910.00</b>
Project - 934 MS-STUDENT STORE							
505 MIDDLE SCHOOL	\$10,955.41	\$0.00	\$0.00	\$0.00	\$10,955.41	\$771.00	\$10,184.41
<b>Total Project - 934 MS-STUDENT STORE</b>	<b>\$10,955.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,955.41</b>	<b>\$771.00</b>	<b>\$10,184.41</b>
Project - 935 NATIVE ED ENRICHMENT							
105 ELEMENTARY SCHOOL	\$1,500.74	\$0.00	\$0.00	\$0.00	\$1,500.74	\$0.00	\$1,500.74
<b>Total Project - 935 NATIVE ED ENRICHMENT</b>	<b>\$1,500.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.74</b>	<b>\$0.00</b>	<b>\$1,500.74</b>
Project - 936 PE							
105 ELEMENTARY SCHOOL	\$1,594.42	\$0.00	\$0.00	\$0.00	\$1,594.42	\$0.00	\$1,594.42
<b>Total Project - 936 PE</b>	<b>\$1,594.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,594.42</b>	<b>\$0.00</b>	<b>\$1,594.42</b>
Project - 938 PIT CREW							
505 MIDDLE SCHOOL	\$602.52	\$0.00	\$0.00	\$0.00	\$602.52	\$0.00	\$602.52
<b>Total Project - 938 PIT CREW</b>	<b>\$602.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$602.52</b>	<b>\$0.00</b>	<b>\$602.52</b>
Project - 939 PRINCIPALS							
105 ELEMENTARY SCHOOL	\$3,234.27	\$362.73	\$0.00	\$322.73	\$3,274.27	\$490.25	\$2,784.02
110 EARLY CHILDHOOD	\$28,984.88	\$0.00	\$0.00	\$0.00	\$28,984.88	\$1,660.73	\$27,324.15
505 MIDDLE SCHOOL	\$24,348.46	\$558.00	\$0.00	\$166.60	\$24,739.86	\$14.00	\$24,725.86
705 HIGH SCHOOL	\$9,995.72	\$373.82	\$0.00	\$98.42	\$10,271.12	\$2,008.58	\$8,262.54
<b>Total Project - 939 PRINCIPALS</b>	<b>\$66,563.33</b>	<b>\$1,294.55</b>	<b>\$0.00</b>	<b>\$587.75</b>	<b>\$67,270.13</b>	<b>\$4,173.56</b>	<b>\$63,096.57</b>
Project - 942 STUCO							
505 MIDDLE SCHOOL	\$12,447.49	\$0.00	\$0.00	\$948.35	\$11,499.14	\$0.00	\$11,499.14
705 HIGH SCHOOL	\$11,905.77	\$0.00	\$0.00	\$635.45	\$11,270.32	\$414.99	\$10,855.33
<b>Total Project - 942 STUCO</b>	<b>\$24,353.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,583.80</b>	<b>\$22,769.46</b>	<b>\$414.99</b>	<b>\$22,354.47</b>
Project - 943 TECHNOLOGY							
105 ELEMENTARY SCHOOL	\$1,772.46	\$3,404.00	\$0.00	\$0.00	\$5,176.46	\$1,000.00	\$4,176.46
<b>Total Project - 943 TECHNOLOGY</b>	<b>\$1,772.46</b>	<b>\$3,404.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,176.46</b>	<b>\$1,000.00</b>	<b>\$4,176.46</b>
Project - 944 VOCAL MUSIC							

## Newcastle Public School

### Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 944 VOCAL MUSIC							
105 ELEMENTARY SCHOOL	\$3,022.04	\$0.00	\$0.00	\$0.00	\$3,022.04	\$0.00	\$3,022.04
705 HIGH SCHOOL	\$3,293.13	\$0.00	\$0.00	\$65.84	\$3,227.29	\$0.00	\$3,227.29
<b>Total Project - 944 VOCAL MUSIC</b>	<b>\$6,315.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65.84</b>	<b>\$6,249.33</b>	<b>\$0.00</b>	<b>\$6,249.33</b>
Project - 945 YEARBOOK							
105 ELEMENTARY SCHOOL	\$12,229.22	\$0.00	\$0.00	\$0.00	\$12,229.22	\$0.00	\$12,229.22
110 EARLY CHILDHOOD	\$3,331.35	\$20.00	\$0.00	\$0.00	\$3,351.35	\$100.00	\$3,251.35
505 MIDDLE SCHOOL	\$1,854.84	\$0.00	\$0.00	\$0.00	\$1,854.84	\$200.00	\$1,654.84
705 HIGH SCHOOL	\$26,797.07	\$335.00	\$0.00	\$2,542.00	\$24,590.07	\$20,718.00	\$3,872.07
<b>Total Project - 945 YEARBOOK</b>	<b>\$44,212.48</b>	<b>\$355.00</b>	<b>\$0.00</b>	<b>\$2,542.00</b>	<b>\$42,025.48</b>	<b>\$21,018.00</b>	<b>\$21,007.48</b>
Project - 946 ROBOTICS							
105 ELEMENTARY SCHOOL	\$380.00	\$0.00	\$0.00	\$380.00	\$0.00	\$0.00	\$0.00
705 HIGH SCHOOL	\$9,760.91	\$204.00	\$0.00	\$511.70	\$9,453.21	\$2,827.00	\$6,626.21
<b>Total Project - 946 ROBOTICS</b>	<b>\$10,140.91</b>	<b>\$204.00</b>	<b>\$0.00</b>	<b>\$891.70</b>	<b>\$9,453.21</b>	<b>\$2,827.00</b>	<b>\$6,626.21</b>
Project - 970 CLASS 2020							
705 HIGH SCHOOL	\$13,021.46	\$0.00	\$0.00	\$0.00	\$13,021.46	\$0.00	\$13,021.46
<b>Total Project - 970 CLASS 2020</b>	<b>\$13,021.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,021.46</b>	<b>\$0.00</b>	<b>\$13,021.46</b>
Project - 971 CLASS 2021							
705 HIGH SCHOOL	\$5,598.78	\$0.00	\$0.00	\$0.00	\$5,598.78	\$0.00	\$5,598.78
<b>Total Project - 971 CLASS 2021</b>	<b>\$5,598.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,598.78</b>	<b>\$0.00</b>	<b>\$5,598.78</b>
Project - 972 CLASS 2022							
705 HIGH SCHOOL	\$4,405.39	\$9.60	\$0.00	\$0.00	\$4,414.99	\$0.00	\$4,414.99
<b>Total Project - 972 CLASS 2022</b>	<b>\$4,405.39</b>	<b>\$9.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,414.99</b>	<b>\$0.00</b>	<b>\$4,414.99</b>
Project - 973 CLASS 2023							
705 HIGH SCHOOL	\$1,846.42	\$9.60	\$0.00	\$0.00	\$1,856.02	\$0.00	\$1,856.02
<b>Total Project - 973 CLASS 2023</b>	<b>\$1,846.42</b>	<b>\$9.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,856.02</b>	<b>\$0.00</b>	<b>\$1,856.02</b>
Project - 974 CLASS 2024							
705 HIGH SCHOOL	\$940.15	\$0.00	\$0.00	\$0.00	\$940.15	\$0.00	\$940.15
<b>Total Project - 974 CLASS 2024</b>	<b>\$940.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$940.15</b>	<b>\$0.00</b>	<b>\$940.15</b>
Project - 975 CLASS 2025							
505 MIDDLE SCHOOL	\$172.34	\$0.00	\$0.00	\$0.00	\$172.34	\$0.00	\$172.34
<b>Total Project - 975 CLASS 2025</b>	<b>\$172.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$172.34</b>	<b>\$0.00</b>	<b>\$172.34</b>
Project - 977 CLASS 2027							
505 MIDDLE SCHOOL	\$976.49	\$0.00	\$0.00	\$0.00	\$976.49	\$0.00	\$976.49
<b>Total Project - 977 CLASS 2027</b>	<b>\$976.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$976.49</b>	<b>\$0.00</b>	<b>\$976.49</b>
Project - 978 CLASS 2028							
105 ELEMENTARY SCHOOL	\$117.88	\$0.00	\$0.00	\$0.00	\$117.88	\$0.00	\$117.88
<b>Total Project - 978 CLASS 2028</b>	<b>\$117.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117.88</b>	<b>\$0.00</b>	<b>\$117.88</b>
Project - 979 CLASS 2029							
105 ELEMENTARY SCHOOL	\$1,133.73	\$0.00	\$0.00	\$0.00	\$1,133.73	\$0.00	\$1,133.73
<b>Total Project - 979 CLASS 2029</b>	<b>\$1,133.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,133.73</b>	<b>\$0.00</b>	<b>\$1,133.73</b>
Project - 980 CLASS 2030							
105 ELEMENTARY SCHOOL	\$1,253.83	\$0.00	\$0.00	\$93.55	\$1,160.28	\$1,089.41	\$70.87
<b>Total Project - 980 CLASS 2030</b>	<b>\$1,253.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$93.55</b>	<b>\$1,160.28</b>	<b>\$1,089.41</b>	<b>\$70.87</b>

## Newcastle Public School

### Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 981 CLASS 2031							
105 ELEMENTARY SCHOOL	\$4,553.20	\$0.00	\$0.00	\$0.00	\$4,553.20	\$1,209.28	\$3,343.92
<b>Total Project - 981 CLASS 2031</b>	<b>\$4,553.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,553.20</b>	<b>\$1,209.28</b>	<b>\$3,343.92</b>
Project - 982 CLASS 2032							
105 ELEMENTARY SCHOOL	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00
110 EARLY CHILDHOOD	\$4,104.59	\$0.00	\$0.00	\$0.00	\$4,104.59	\$2,157.36	\$1,947.23
<b>Total Project - 982 CLASS 2032</b>	<b>\$4,164.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,164.59</b>	<b>\$2,157.36</b>	<b>\$2,007.23</b>
Project - 983 CLASS 2033							
110 EARLY CHILDHOOD	\$3,704.02	\$22.00	\$0.00	\$509.99	\$3,216.03	\$612.76	\$2,603.27
<b>Total Project - 983 CLASS 2033</b>	<b>\$3,704.02</b>	<b>\$22.00</b>	<b>\$0.00</b>	<b>\$509.99</b>	<b>\$3,216.03</b>	<b>\$612.76</b>	<b>\$2,603.27</b>
Project - 984 CLASS 2034							
110 EARLY CHILDHOOD	\$2,641.08	\$90.00	\$0.00	\$0.00	\$2,731.08	\$0.00	\$2,731.08
<b>Total Project - 984 CLASS 2034</b>	<b>\$2,641.08</b>	<b>\$90.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,731.08</b>	<b>\$0.00</b>	<b>\$2,731.08</b>
<b>Total</b>	<b>\$506,215.23</b>	<b>\$21,418.16</b>	<b>\$0.00</b>	<b>\$13,161.79</b>	<b>\$514,471.60</b>	<b>\$71,765.73</b>	<b>\$442,705.87</b>

**Newcastle Public School**  
**Revenue/Expenditure Summary**

**Activity Fund -**  
**Athletics**

Options: Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 ATHLETICS-GENERAL							
Program - 801 ATHLETIC-GENERAL							
705 HIGH SCHOOL	\$67,566.57	\$1,840.00	\$0.00	\$399.60	\$69,006.97	\$5,710.61	\$63,296.36
<b>Total Program - 801 ATHLETIC-GENERAL</b>	<b>\$67,566.57</b>	<b>\$1,840.00</b>	<b>\$0.00</b>	<b>\$399.60</b>	<b>\$69,006.97</b>	<b>\$5,710.61</b>	<b>\$63,296.36</b>
Program - 810 BASEBALL							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$30.00	(\$30.00)	\$1,764.00	(\$1,794.00)
<b>Total Program - 810 BASEBALL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.00</b>	<b>(\$30.00)</b>	<b>\$1,764.00</b>	<b>(\$1,794.00)</b>
Program - 811 BASKETBALL-BOYS							
705 HIGH SCHOOL	\$55.00	\$0.00	\$0.00	\$40.00	\$15.00	\$0.00	\$15.00
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$55.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40.00</b>	<b>\$15.00</b>	<b>\$0.00</b>	<b>\$15.00</b>
Program - 812 BASKETBALL-GIRLS							
705 HIGH SCHOOL	\$55.00	\$0.00	\$0.00	\$40.00	\$15.00	\$0.00	\$15.00
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>\$55.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40.00</b>	<b>\$15.00</b>	<b>\$0.00</b>	<b>\$15.00</b>
Program - 813 CHEER							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$4,747.96	(\$4,747.96)	\$0.00	(\$4,747.96)
<b>Total Program - 813 CHEER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,747.96</b>	<b>(\$4,747.96)</b>	<b>\$0.00</b>	<b>(\$4,747.96)</b>
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$80.00	(\$80.00)	\$0.00	(\$80.00)
<b>Total Program - 814 CROSS COUNTRY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$80.00</b>	<b>(\$80.00)</b>	<b>\$0.00</b>	<b>(\$80.00)</b>
Program - 815 FAST PITCH							
705 HIGH SCHOOL	\$718.05	\$0.00	\$0.00	\$1,442.00	(\$723.95)	\$0.00	(\$723.95)
<b>Total Program - 815 FAST PITCH</b>	<b>\$718.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,442.00</b>	<b>(\$723.95)</b>	<b>\$0.00</b>	<b>(\$723.95)</b>
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	(\$530.00)	\$0.00	\$0.00	\$685.00	(\$1,215.00)	\$1,785.00	(\$3,000.00)
705 HIGH SCHOOL	(\$1,394.62)	\$0.00	\$0.00	\$3,520.61	(\$4,915.23)	\$6,963.22	(\$11,878.45)
<b>Total Program - 816 FOOTBALL</b>	<b>(\$1,924.62)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,205.61</b>	<b>(\$6,130.23)</b>	<b>\$8,748.22</b>	<b>(\$14,878.45)</b>
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$150.00	(\$150.00)	\$0.00	(\$150.00)
<b>Total Program - 817 GOLF-BOYS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150.00</b>	<b>(\$150.00)</b>	<b>\$0.00</b>	<b>(\$150.00)</b>
Program - 818 GIRLS-GOLF							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$150.00	(\$150.00)	\$0.00	(\$150.00)
<b>Total Program - 818 GIRLS-GOLF</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150.00</b>	<b>(\$150.00)</b>	<b>\$0.00</b>	<b>(\$150.00)</b>
Program - 819 SLOW PITCH							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$30.00	(\$30.00)	\$0.00	(\$30.00)
<b>Total Program - 819 SLOW PITCH</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.00</b>	<b>(\$30.00)</b>	<b>\$0.00</b>	<b>(\$30.00)</b>
Program - 820 SOCCER-BOYS							
705 HIGH SCHOOL	\$115.00	\$0.00	\$0.00	\$40.00	\$75.00	\$0.00	\$75.00
<b>Total Program - 820 SOCCER-BOYS</b>	<b>\$115.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40.00</b>	<b>\$75.00</b>	<b>\$0.00</b>	<b>\$75.00</b>
Program - 821 SOCCER-GIRLS							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$40.00	(\$40.00)	\$0.00	(\$40.00)
<b>Total Program - 821 SOCCER-GIRLS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40.00</b>	<b>(\$40.00)</b>	<b>\$0.00</b>	<b>(\$40.00)</b>
Program - 822 SWIMMING							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$40.00	(\$40.00)	\$0.00	(\$40.00)
<b>Total Program - 822 SWIMMING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40.00</b>	<b>(\$40.00)</b>	<b>\$0.00</b>	<b>(\$40.00)</b>
Program - 823 TRACK							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$150.00	(\$150.00)	\$0.00	(\$150.00)
<b>Total Program - 823 TRACK</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150.00</b>	<b>(\$150.00)</b>	<b>\$0.00</b>	<b>(\$150.00)</b>
Program - 824 VOLLEYBALL							
705 HIGH SCHOOL	(\$464.50)	\$0.00	\$0.00	\$40.00	(\$504.50)	\$0.00	(\$504.50)
<b>Total Program - 824 VOLLEYBALL</b>	<b>(\$464.50)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40.00</b>	<b>(\$504.50)</b>	<b>\$0.00</b>	<b>(\$504.50)</b>
Program - 825 WRESTLING							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$140.00	(\$140.00)	\$0.00	(\$140.00)
<b>Total Program - 825 WRESTLING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$140.00</b>	<b>(\$140.00)</b>	<b>\$0.00</b>	<b>(\$140.00)</b>
<b>Total Project - 801 ATHLETICS-GENERAL</b>	<b>\$66,120.50</b>	<b>\$1,840.00</b>	<b>\$0.00</b>	<b>\$11,765.17</b>	<b>\$56,195.33</b>	<b>\$16,222.83</b>	<b>\$39,972.50</b>

Project - 802 ATHLETIC-GATE

## Newcastle Public School

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 802 ATHLETIC-GATE							
Program - 802 ATHLETIC-GATE							
705 HIGH SCHOOL	\$34,409.79	\$0.00	\$0.00	\$275.15	\$34,134.64	\$343.20	\$33,791.44
<b>Total Program - 802 ATHLETIC-GATE</b>	<b>\$34,409.79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$275.15</b>	<b>\$34,134.64</b>	<b>\$343.20</b>	<b>\$33,791.44</b>
Program - 810 BASEBALL							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.84	(\$249.84)
<b>Total Program - 810 BASEBALL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$249.84</b>	<b>(\$249.84)</b>
Program - 814 CROSS COUNTRY							
505 MIDDLE SCHOOL	(\$450.00)	\$0.00	\$0.00	\$450.00	(\$900.00)	\$0.00	(\$900.00)
705 HIGH SCHOOL	(\$845.00)	\$0.00	\$0.00	\$450.00	(\$1,295.00)	\$0.00	(\$1,295.00)
<b>Total Program - 814 CROSS COUNTRY</b>	<b>(\$1,295.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>(\$2,195.00)</b>	<b>\$0.00</b>	<b>(\$2,195.00)</b>
Program - 815 FAST PITCH							
505 MIDDLE SCHOOL	\$635.00	\$0.00	\$0.00	\$0.00	\$635.00	\$0.00	\$635.00
705 HIGH SCHOOL	(\$1,222.00)	\$840.00	\$0.00	\$1,445.47	(\$1,827.47)	\$2,515.29	(\$4,342.76)
<b>Total Program - 815 FAST PITCH</b>	<b>(\$587.00)</b>	<b>\$840.00</b>	<b>\$0.00</b>	<b>\$1,445.47</b>	<b>(\$1,192.47)</b>	<b>\$2,515.29</b>	<b>(\$3,707.76)</b>
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	\$1,845.00	\$4,160.00	\$0.00	\$208.00	\$5,797.00	\$0.00	\$5,797.00
705 HIGH SCHOOL	\$3,347.00	\$11,667.00	\$0.00	\$3,011.40	\$12,002.60	\$3,412.61	\$8,589.99
<b>Total Program - 816 FOOTBALL</b>	<b>\$5,192.00</b>	<b>\$15,827.00</b>	<b>\$0.00</b>	<b>\$3,219.40</b>	<b>\$17,799.60</b>	<b>\$3,412.61</b>	<b>\$14,386.99</b>
Program - 819 SLOW PITCH							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.84	(\$249.84)
<b>Total Program - 819 SLOW PITCH</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$249.84</b>	<b>(\$249.84)</b>
Program - 820 SOCCER-BOYS							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.84	(\$249.84)
<b>Total Program - 820 SOCCER-BOYS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$249.84</b>	<b>(\$249.84)</b>
Program - 821 SOCCER-GIRLS							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.80	(\$249.80)
<b>Total Program - 821 SOCCER-GIRLS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$249.80</b>	<b>(\$249.80)</b>
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	\$2,185.25	\$0.00	\$0.00	\$0.00	\$2,185.25	\$0.00	\$2,185.25
705 HIGH SCHOOL	\$2,434.00	\$400.00	\$0.00	\$1,369.24	\$1,464.76	\$1,472.42	(\$7.66)
<b>Total Program - 824 VOLLEYBALL</b>	<b>\$4,619.25</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$1,369.24</b>	<b>\$3,650.01</b>	<b>\$1,472.42</b>	<b>\$2,177.59</b>
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	(\$300.00)
<b>Total Program - 825 WRESTLING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>(\$300.00)</b>
<b>Total Project - 802 ATHLETIC-GATE</b>	<b>\$42,339.04</b>	<b>\$17,067.00</b>	<b>\$0.00</b>	<b>\$7,209.26</b>	<b>\$52,196.78</b>	<b>\$9,042.84</b>	<b>\$43,153.94</b>
Project - 810 BASEBALL							
Program - 810 BASEBALL							
705 HIGH SCHOOL	\$152.94	\$452.00	\$0.00	\$0.00	\$604.94	\$452.00	\$152.94
<b>Total Program - 810 BASEBALL</b>	<b>\$152.94</b>	<b>\$452.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$604.94</b>	<b>\$452.00</b>	<b>\$152.94</b>
<b>Total Project - 810 BASEBALL</b>	<b>\$152.94</b>	<b>\$452.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$604.94</b>	<b>\$452.00</b>	<b>\$152.94</b>
Project - 811 BASKETBALL-BOYS							
Program - 811 BASKETBALL-BOYS							
705 HIGH SCHOOL	\$9,415.65	\$0.00	\$0.00	\$0.00	\$9,415.65	\$0.00	\$9,415.65
<b>Total Program - 811 BASKETBALL-BOYS</b>	<b>\$9,415.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,415.65</b>	<b>\$0.00</b>	<b>\$9,415.65</b>
<b>Total Project - 811 BASKETBALL-BOYS</b>	<b>\$9,415.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,415.65</b>	<b>\$0.00</b>	<b>\$9,415.65</b>
Project - 812 BASKETBALL-GIRLS							
Program - 812 BASKETBALL-GIRLS							
705 HIGH SCHOOL	\$705.00	\$136.00	\$0.00	\$0.00	\$841.00	\$0.00	\$841.00
<b>Total Program - 812 BASKETBALL-GIRLS</b>	<b>\$705.00</b>	<b>\$136.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$841.00</b>	<b>\$0.00</b>	<b>\$841.00</b>
<b>Total Project - 812 BASKETBALL-GIRLS</b>	<b>\$705.00</b>	<b>\$136.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$841.00</b>	<b>\$0.00</b>	<b>\$841.00</b>
Project - 813 CHEER							

## Newcastle Public School

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 813 CHEER							
Program - 813 CHEER							
505 MIDDLE SCHOOL	\$11,269.71	\$365.00	\$0.00	\$1,800.00	\$9,834.71	\$6,670.00	\$3,164.71
705 HIGH SCHOOL	\$26,535.59	\$2,940.50	\$0.00	\$10,676.72	\$18,799.37	\$12,230.00	\$6,569.37
<b>Total Program - 813 CHEER</b>	<b>\$37,805.30</b>	<b>\$3,305.50</b>	<b>\$0.00</b>	<b>\$12,476.72</b>	<b>\$28,634.08</b>	<b>\$18,900.00</b>	<b>\$9,734.08</b>
<b>Total Project - 813 CHEER</b>	<b>\$37,805.30</b>	<b>\$3,305.50</b>	<b>\$0.00</b>	<b>\$12,476.72</b>	<b>\$28,634.08</b>	<b>\$18,900.00</b>	<b>\$9,734.08</b>
Project - 814 CROSS COUNTRY							
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	\$2,508.53	\$0.00	\$0.00	\$1,226.00	\$1,282.53	\$590.00	\$692.53
<b>Total Program - 814 CROSS COUNTRY</b>	<b>\$2,508.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,226.00</b>	<b>\$1,282.53</b>	<b>\$590.00</b>	<b>\$692.53</b>
<b>Total Project - 814 CROSS COUNTRY</b>	<b>\$2,508.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,226.00</b>	<b>\$1,282.53</b>	<b>\$590.00</b>	<b>\$692.53</b>
Project - 815 FAST PITCH							
Program - 815 FAST PITCH							
705 HIGH SCHOOL	\$8.13	\$0.00	\$0.00	\$0.00	\$8.13	\$0.00	\$8.13
<b>Total Program - 815 FAST PITCH</b>	<b>\$8.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8.13</b>	<b>\$0.00</b>	<b>\$8.13</b>
<b>Total Project - 815 FAST PITCH</b>	<b>\$8.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8.13</b>	<b>\$0.00</b>	<b>\$8.13</b>
Project - 816 FOOTBALL							
Program - 816 FOOTBALL							
705 HIGH SCHOOL	\$640.49	\$0.00	\$0.00	\$0.00	\$640.49	\$0.00	\$640.49
<b>Total Program - 816 FOOTBALL</b>	<b>\$640.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$640.49</b>	<b>\$0.00</b>	<b>\$640.49</b>
<b>Total Project - 816 FOOTBALL</b>	<b>\$640.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$640.49</b>	<b>\$0.00</b>	<b>\$640.49</b>
Project - 817 GOLF-BOYS							
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	\$168.71	\$0.00	\$0.00	\$0.00	\$168.71	\$0.00	\$168.71
<b>Total Program - 817 GOLF-BOYS</b>	<b>\$168.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$168.71</b>	<b>\$0.00</b>	<b>\$168.71</b>
<b>Total Project - 817 GOLF-BOYS</b>	<b>\$168.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$168.71</b>	<b>\$0.00</b>	<b>\$168.71</b>
Project - 818 GOLF-GIRLS							
Program - 818 GIRLS-GOLF							
705 HIGH SCHOOL	\$454.86	\$0.00	\$0.00	\$0.00	\$454.86	\$0.00	\$454.86
<b>Total Program - 818 GIRLS-GOLF</b>	<b>\$454.86</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$454.86</b>	<b>\$0.00</b>	<b>\$454.86</b>
<b>Total Project - 818 GOLF-GIRLS</b>	<b>\$454.86</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$454.86</b>	<b>\$0.00</b>	<b>\$454.86</b>
Project - 819 SLOW PITCH							
Program - 819 SLOW PITCH							
705 HIGH SCHOOL	\$143.43	\$0.00	\$0.00	\$0.00	\$143.43	\$0.00	\$143.43
<b>Total Program - 819 SLOW PITCH</b>	<b>\$143.43</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$143.43</b>	<b>\$0.00</b>	<b>\$143.43</b>
<b>Total Project - 819 SLOW PITCH</b>	<b>\$143.43</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$143.43</b>	<b>\$0.00</b>	<b>\$143.43</b>
Project - 820 SOCCER-BOYS							
Program - 820 SOCCER-BOYS							
705 HIGH SCHOOL	\$775.96	\$0.00	\$0.00	\$0.00	\$775.96	\$0.00	\$775.96
<b>Total Program - 820 SOCCER-BOYS</b>	<b>\$775.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$775.96</b>	<b>\$0.00</b>	<b>\$775.96</b>
<b>Total Project - 820 SOCCER-BOYS</b>	<b>\$775.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$775.96</b>	<b>\$0.00</b>	<b>\$775.96</b>
Project - 821 SOCCER-GIRLS							
Program - 821 SOCCER-GIRLS							
705 HIGH SCHOOL	\$775.96	\$0.00	\$0.00	\$0.00	\$775.96	\$0.00	\$775.96
<b>Total Program - 821 SOCCER-GIRLS</b>	<b>\$775.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$775.96</b>	<b>\$0.00</b>	<b>\$775.96</b>
<b>Total Project - 821 SOCCER-GIRLS</b>	<b>\$775.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$775.96</b>	<b>\$0.00</b>	<b>\$775.96</b>
Project - 823 TRACK							

## Newcastle Public School

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2020 - 10/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 823 TRACK							
Program - 823 TRACK							
705 HIGH SCHOOL	\$3,045.20	\$0.00	\$0.00	\$0.00	\$3,045.20	\$0.00	\$3,045.20
<b>Total Program - 823 TRACK</b>	<b>\$3,045.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,045.20</b>	<b>\$0.00</b>	<b>\$3,045.20</b>
<b>Total Project - 823 TRACK</b>	<b>\$3,045.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,045.20</b>	<b>\$0.00</b>	<b>\$3,045.20</b>
Project - 824 VOLLEYBALL							
Program - 824 VOLLEYBALL							
705 HIGH SCHOOL	\$1,488.90	\$784.00	\$0.00	\$0.00	\$2,272.90	\$0.00	\$2,272.90
<b>Total Program - 824 VOLLEYBALL</b>	<b>\$1,488.90</b>	<b>\$784.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,272.90</b>	<b>\$0.00</b>	<b>\$2,272.90</b>
<b>Total Project - 824 VOLLEYBALL</b>	<b>\$1,488.90</b>	<b>\$784.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,272.90</b>	<b>\$0.00</b>	<b>\$2,272.90</b>
Project - 825 WRESTLING							
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
705 HIGH SCHOOL	\$1,061.71	\$0.00	\$0.00	\$399.00	\$662.71	\$0.00	\$662.71
<b>Total Program - 825 WRESTLING</b>	<b>\$1,861.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$399.00</b>	<b>\$1,462.71</b>	<b>\$0.00</b>	<b>\$1,462.71</b>
<b>Total Project - 825 WRESTLING</b>	<b>\$1,861.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$399.00</b>	<b>\$1,462.71</b>	<b>\$0.00</b>	<b>\$1,462.71</b>
<b>Total</b>	<b>\$168,410.31</b>	<b>\$23,584.50</b>	<b>\$0.00</b>	<b>\$33,076.15</b>	<b>\$158,918.66</b>	<b>\$45,207.67</b>	<b>\$113,710.99</b>

# NEWCASTLE SCHOOLS - TREASURER'S REPORT

## As Of October 31, 2020

<b>GOVERNMENTAL FUNDS</b>		
<b>Bank Statements</b>		
	Checking Account 6633	\$ 10.00
	SuperNow Account 9996	\$ 250,031.85
	Federated Sweep 0001	\$ 1,118,038.39
<b>Total - Bank Statements</b>		<b>\$ 1,368,080.24</b>
<b>Accounting Program</b>		
	Cash Balance	\$ 1,370,711.53
	Adjustments: WEX / EFT error (fixed 11/4)	\$ (2,631.29)
<b>Adjusted Cash Balance</b>		<b>\$ 1,368,080.24</b>
<b>Difference Between Bank and Computer:</b>		<b>\$ -</b>
	Outstanding Warrants:	\$ 272,379.39
	Available Cash:	\$ 1,095,700.85

<b>Cash Balance by Fund:</b>		
11	General Fund	\$ 493,612.01
21	Building Fund	\$ 235,178.73
38	Transportation Fund	\$ 125,964.00
39	Technology Fund	\$ 248,948.18
41	Sinking Fund	\$ 267,008.61
	<b>Total:</b>	<b>\$ 1,370,711.53</b>

<b>ACTIVITY FUNDS</b>		
<b>Bank Statements</b>		
	Checking Account 6082	\$ 10.00
	Federated Sweep 0002	\$ 678,786.46
<b>Total - Bank Statements</b>		<b>\$ 678,796.46</b>
<b>Accounting Program</b>		
	Cash Balance	\$ 673,390.26
	Adjustments: Sweep Fee check error	
	Outstanding Warrants	\$ 5,406.20
<b>Adjusted Cash Balance</b>		<b>\$ 678,796.46</b>
<b>Difference Between Bank and Computer:</b>		<b>\$ -</b>

<b>ELECTRONIC FUND TRANSFER ACCOUNTS</b>		
	EFT Payments	\$ 147,161.59
	Vanco Deposits	\$ 100.00
	MySchoolBucks Deposits	\$ -

<b>INVESTMENT ACCOUNTS</b>		
	Horizon Financial Services (401a)	\$ 5,958.43

# MEMO

To: Newcastle Board of Education  
From: Jeff Landes, CFO / COO  
Date: November 10, 2020  
Re: Booster Club Sanctioning

---

I am recommending the following booster club be sanctioned for operation for the 2020-2021 School year:

Newcastle Wrestling Booster Club Inc.

**THE CHICKASAW NATION**  
**CORONAVIRUS (COVID-19)**  
**PLAN OF ACTION**  
Version 1.4



Updated April 3, 2020

## **Purpose**

The purpose is to establish protocols for providing information, situation updates, guidance and direction with regards to COVID-19. With the ongoing spread of COVID-19, the Chickasaw Nation developed a plan to mitigate the impact within the Chickasaw Nation.

## **Background and Situations**

### *Background*

The Centers for Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in many locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared the outbreak a “public health emergency of international concern” (PHEIC). On January 31, 2020, Health and Human Services Secretary, Alex M. Azar II, declared a Public Health Emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19.

## **Concept of Operations**

The Chickasaw Nation remains committed to supporting the prevention and spread of COVID-19 (coronavirus). We have an obligation and civic duty in this effort and we can all make a difference. Tribal efforts at this time are focused concurrently on containing the spread and mitigating the impact of this virus. The federal government is working closely with state, local, tribal, and territorial partners, as well as public health partners, to respond to this public health threat. The federal public health response is multi-layered, with the goal of detecting and minimizing introductions of this virus in the United States. We are being prudent in our planning and decision making and are proceeding out of an abundance of caution. We have begun initial emergency planning measures, such as enhanced protocols related to the cleaning and disinfection of our facilities and businesses.

Keeping with our mission, we will continue to enact protocols focused on protecting our citizens, employees and communities.

## **Phases of Management**

### *Mitigation*

Many measures have been implemented throughout the Chickasaw Nation to help control the spread of the virus including the following.

### **Work Reassignment**

Supervisors should evaluate all personnel on a case-by-case basis, allowing those that are able, to work from home, including those that are deemed “higher risk.” This should be in accordance with line of support approval procedures for your work area. This **does not** apply to employees of the Department of Health and/or all appointed officials of the Chickasaw Nation Executive Department unless specifically approved by the governor.

The policy for employees remotely working from home is hereby modified for purposes of this plan. Authorized employees are to be granted a temporary reassignment to **Work from Home** or **On Call from Home** until notified otherwise. **Work from Home** or **On Call from Home** are not considered as vacation or time for personal travel. The safety and protection of our employees, as well as the safety of the public, is taken seriously and is a high priority of this administration.

- **Work from Home**
  - An employee will work from home and perform as many regular duties as possible.
- **On Call from Home**
  - An employee who is unable to perform job duties from home, but, are allowed to be at home for safety, be on call and available.

Communication with line of support is essential. Failure to meet the below expectations could result in disciplinary action.

### **While on Temporary Reassignment, Employee will:**

- Comply with Chickasaw Nation policies and procedures,
- continue to work on projects, produce results and communicate regularly with line of support,
- limit the use of equipment, software, and all other resources provided by the Chickasaw Nation to official work purposes,
- stay at home except to engage in **essential activity**,
- notify line of support before attending doctor appointments,
- avoid crowds and practice social and physical distancing of at least 6 feet,
- not run errands, buy groceries, purchase fuel, etc. during work periods without approval,
- be prepared to return to work immediately if called upon by line of support,
- **Shelter in Place (at home)** as described below,
- follow the CDC recommended guidelines; wash hands frequently, avoid touching your face and self-quarantine at home as much as possible.

### **Shelter in Place (at home)**

An employee will shelter at home and is limited to essential travel and activities only.

**Essential activity** includes:

- Accessing healthcare

- Getting essential supplies for your home
- Exercising, such as walking, that is within the safe social distancing guidelines

Examples of acceptable activities:

- Going to the grocery store
- Going to the pharmacy using a drive through
- Going to medical appointments
- Going to a restaurant for takeout

What to avoid:

- Public or private gatherings of more than 10 people
- Dining in at restaurants
- Having close contact with other people

### **Social Distancing**

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least six feet away from other people lessens your chances of catching COVID-19.

### **Identification of Higher Risk Employees**

Data from countries where COVID-19 first presented has shown that some people are at higher risk of developing a severe illness from COVID-19. High risk and vulnerable employees are those that meet the following criteria:

- Adults (no longer age specific) and individuals with chronic medical conditions such as, but not limited to:
  - Heart disease (includes high blood pressure)
  - Diabetes
  - Lung disease (includes asthma)
  - Suppressed immune system
  - Pregnancy
- Vulnerable employees include those with a risk of potential exposure based on:
  - Commute to work location (town to town)
  - Frequent close contact with public
  - Physical location that does not allow for social distancing 6-foot protocol

Supervisors should assess each high risk/vulnerable employee for their level of vulnerability to infection. Employees who have been deemed high risk or vulnerable for infection by a medical provider or their supervisor should be considered for reassignment.

If employees have questions about their health risks, they should contact their healthcare provider. Please contact your supervisor and/or Human Resources representative to discuss at

risk leave requests, as well as remote working location flexibility. The safety of our employees is of the upmost concern and your request will be routed through your line of support for consideration by the Office of the Governor.

## **Employee Daily COVID Screening**

In an effort to better understand how the Coronavirus, or COVID-19, is affecting our employees, all employees are to complete the daily screening tool provided in the link below. It is best practice to use this screening tool each day regardless of your work situation. The department of health has deployed their own employee screening process and is therefore exempt.

### **This applies to employees:**

- Working Onsite
- Working from Home
- On Call from Home
- Self-Quarantined

### **Steps to complete the daily screening:**

1. Daily browse to <http://dailycovidscreening.chickasaw.net>
  - a. Using any device with internet access, including mobile
2. To begin the screening, enter in your Employee ID.
  - a. Employee ID # can be found on your Employee Badge below your picture.
3. Verify that your Name and Department appear at the top of the next page.
  - a. If the name and department that appears is not yours, click your browsers back button and reenter your Employee ID
4. Select your Work Arrangement.
  - a. If Work Arrangement is unknown, refer to definitions on screen or contact your supervisor.
5. Proceed through screening questions as presented on the screen.
  - a. Select the **NEXT** button to continue
6. Results will be given at the end of the screening. Follow the instructions presented based on your result.
  - a. Select the **NEXT** button to submit
7. If working onsite you will be asked to take your daily temperature reading and enter before arriving at work.
8. Complete and submit your results by selecting **NEXT** at the end of the screening.
  - a. A COVID-19 Daily Check-In Result email will be sent to your supervisor.

If you do not have access to the internet, you may call **(580) 272-1323** to conduct a daily screening over the phone. Your employee ID is necessary to begin the process. When **working onsite**, you will be asked to provide your daily temperature reading. It is best to take your reading prior to your arrival.

In order to protect yourself and others, following this process is a must.

As a reminder, you should be practicing Shelter in Place (at home) and social distancing to protect yourself and others. Should you develop any symptoms, notify your supervisor and contact your primary care physician.

### **Guidelines for Screening Employees/Visitors Entering Chickasaw Nation Facilities**

With the continued spread of the COVID-19 virus, it is imperative that all people entering Chickasaw Nation facilities be screened prior to gaining entrance. The following outlines implementation of on-site screening at your facility:

Greet everyone at the door. Prior to entering verbally ask the following:

1. Have you had any of the following signs/symptoms within the last 24 hours:
  - a. Have you had a cough?
  - b. Have you been experiencing shortness of breath?
  - c. Having you been feeling unwell with cold/flu like symptoms?
  
2. Have you had direct exposure to any contacts with COVID-19 within the last 14 days?

If person answers **YES** to **ANY** of the above questions:

**ACTION A: Do not allow entrance into the facility.** Advise them to self-isolate immediately. Contact supervisor and **do not** report to work.

- If answered yes to signs/symptoms seek medical care for provider assessment.
- If answered yes to COVID-19 exposure, self-isolate for 14 days. Contact provider if signs/symptoms develop.

If person answers **NO** to **ALL** of the above questions:

**ACTION B:** Take temperature of person using a non-contact or sterilized thermometer and gloves.

- If temperature measures lower than 100.4 Fahrenheit:
  - Allow entrance into facility and optionally provide date specific identification that the person has been cleared by on-site screening.
  - Examples of identification:
    - Wristbands
    - Stickers
    - Zip ties
- If temperature measures equal to or greater than 100.4 Fahrenheit:
  - Refer to **ACTION A**

This screening process should occur daily. It does not have to be documented as long as you are following the temperature check and the optional daily identification process.

## Travel

For those instructed, as of March 12th, to self-quarantine after returning from leave and returning from any future leave or who have been in contact with a family member that is returning from leave:

The COVID-19 Call Center will be available for all employees of the Chickasaw Nation. Employees will call **(580) 272-1315** to be screened before being allowed to return to work. Employee screening results will be made available to their supervisor. **Do not** return to work until you have been screened.

- Employees that have been placed in self-quarantine as a result of the instruction given on March 12<sup>th</sup> will be provided a scheduled time to be screened.
- All other employees should call upon returning from leave.

According to the results of your screening, the screener will give further instructions. **Follow those instructions.**

All non-essential business travel is suspended until further notice.

- Essential business travel (including by automobile) must be requested through and by the cabinet secretary and approved by the Governor until further notice.
- Although we cannot totally restrict personal travel, educating staff about the risks associated therein is highly encouraged.
- All departments are evaluating current use of consultants and should be evaluated for exposure risks. Risks should be identified, and a plan developed to minimize exposure.

## Meetings

- All internal and external meetings should be evaluated and categorized as essential vs. non-essential.
- All non-essential meetings should be postponed or cancelled until further notice unless an exclusive call in option exists.
- All essential meetings should be evaluated and attendance limited to essential personnel required to conduct the meeting. Conference calls and video conferencing should be used unless an in-person requirement exists (ex. Policy, by-laws, tribal code or federal regulation).

## Education of employees

Education has been provided to employees regarding healthy habits such as hand washing. Handwashing is one of the best protections against getting sick. Wash hands often, especially during these key times:

- Before, during, and after preparing food

- Before eating
- Before and after caring for a sick person
- After using the restroom
- After blowing your nose, coughing, or sneezing
- After touching an animal or handling pet food
- After touching garbage

Hand washing is one of the easiest and most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community. The best practice is to follow these five steps every time:

- Wet hands with clean running water, turn off the tap, and apply soap.
- Lather hands by rubbing them together. Lather the backs of hands, between fingers, and under nails.
- Scrub hands for at least 20 seconds.
- Rinse well under clean, running water.
- Dry hands using a clean towel or allow them to air dry.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Read the product label to determine if the sanitizer contains at least 60% alcohol.

Sanitizers can quickly reduce the number of germs on hands in many situations. However, sanitizers do not get rid of all types of germs, may not be as effective when hands are visibly dirty or greasy, and might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub hands together.
- Rub the gel over all the surface of hands and fingers until dry or about 20 seconds.

Additional information regarding healthy habits include:

- If possible, keep a distance of 6 feet between yourself and others to practice social distancing.
- If you are sick with flu symptoms, the CDC recommends that staying home for at least 24 hours after the fever is gone except to get medical care or for other necessities.
- Avoid touching eyes, nose and mouth.
- If you have fever, cough AND difficulty in breathing, seek immediate medical care.
- Phone ahead and inform the health facility when you will visit.
- Social distancing is not a common practice, but one that is now being recommended. We must begin to change our behaviors.

## **Preparedness**

- The Department of Health has activated their Incident Command System (ICS) and will be in daily communication with tribal leadership.
- Tribal-wide efforts have begun to increase the usage of disinfectants of public areas,

including, but not limited to, doors, tables, break areas, gaming machines and restrooms.

- Educational signs and posters will be strategically placed throughout the Chickasaw Nation to encourage public health and safety.
- Emergency Management will assist in communications with emergency workers to request assistance and partnership when needed.

## **Cancellation of Events**

If there is a need to cancel any scheduled events such as concerts, camps, golf tournaments, or cultural activities, pre-established cancellation protocols can be utilized. Determinations on office closures will be done on a case to case basis using risk factors specific to that location. Please refer to Chickasaw.net for up to date cancellations.

Any future postponements or cancellations of events shall be assessed and recommended 30-45 days in advance by the Secretary in consultation and approved by Governor's office.

## **Reporting Procedures**

The Chickasaw Nation promotes consistent reporting practices of reportable diseases (such as COVID-19) as designated by tribal, federal, state and local public health authorities. Any employee having knowledge of any outbreak or undue prevalence of infectious or parasitic disease or infestation, whether or not listed, shall promptly report information to the Department of Health, Research and Public Health Division at 580-272-1313.

Employees will notify their manager and/or Human Resources in the case of a communicable disease. The report must include the person's full name, age, date of birth, gender, address, phone number, disease, date of onset, date of diagnosis, date of death if applicable, and name of person reporting.

## **Testing Protocol**

If exposure to COVID-19 has occurred or if experiencing COVID-19 like symptoms, call ahead to a medical provider for further instruction. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed. Further information and reporting can be done by calling COVID-19 Call Centers at the numbers listed below:

### **Oklahoma COVID-19 Call Center: 1-877-215-8336**

Call Center Hours: Monday - Friday: 9:00 a.m. - 7:00 p.m. and Saturday: 9:00 a.m. - 3:00 p.m.  
The Call Center has the capability to connect callers to Spanish speaking interpreters.

**Texas DSHS COVID-19 Call Center: 1-877-570-9779 Email: [coronavirus@dshs.texas.gov](mailto:coronavirus@dshs.texas.gov)**

Hours: 7:00 a.m. – 8:00 p.m., Monday – Friday

## Recommended Steps for Suspicion of Infection

- Inform supervisor of illness
- Avoid public areas
- Avoid public transportation
- Stay away from others even at home
- Limit contact with people and animals
- Wear a mask if sick or caring for those who are sick
- Cover mouth when coughing and sneezing with a tissue and dispose in a lined trash bin
- Wash hands with soap and warm water for at least 20 seconds or use 60%+ alcohol hand sanitizer
- Clean hands often and do not share personal items
- Clean all high traffic surfaces
- Monitor symptoms and call your health care provider if symptoms worsen

## Communication Channels if Positive Case Confirmation

Communication goals in the event of a positive case of a communicable disease such as COVID-19 are to:

- Instruct and inform employees
- Provide updates to leadership
- Maintain contact with emergency workers and health officials
- Maintain contact with media outlets through the Department of Communications
- Monitoring daily situational updates from the CDC and other agencies
- Coordinating departmental and tribal efforts
- Coordinating with emergency management contacts within the Chickasaw Nation boundaries

## Quarantine Protocol- Employee

### Self-Monitor

All employees regardless of risk factors such as age or preexisting medical conditions, should practice self-monitoring. This includes a daily temperature check, monitoring of symptoms such as cough, shortness of breath, etc. If symptoms present, employees should self-quarantine and contact their medical provider.

### Self-Quarantine

When an employee is suspected to have come into contact with an infected individual or has recently traveled to an area where infection is common, they will be self-quarantined for 14 days. Self-quarantine is implemented when the employee is not showing symptoms but has had the potential of being infected by COVID-19.

Employees under a self-quarantine should self-monitor daily. If symptoms present while in self-quarantine, call the COVID-19 Call Center or a healthcare provider for further instruction. When under self-quarantined, avoid public areas to help protect others. If symptoms worsen, employees should contact their medical provider immediately.

## **Self-Isolation**

If an employee tests positive for COVID-19, self-isolation measures will be implemented. Self-isolation occurs when an individual has tested positive for COVID-19 and is required to be isolated from others. Those who are mildly ill can self-isolate at home and practice self-monitoring to determine if symptoms are worsening and medical treatment is necessary. If symptoms worsen, employees should contact their medical provider immediately.

## **Notice of Exposure**

When a recent visitor to a Chickasaw Nation facility is confirmed to be infected, communication of the potential exposure will be shared with affected employees. Employees will be informed of associated symptoms and risks.

If any exposed employee begins to exhibit signs or symptoms of the virus, they will immediately be sent home for self-quarantine, testing and will await test results. Portions of the property may need to be closed based on risk exposure for deep cleaning. All facility services' staff will wear proper personal protective equipment while deep cleaning areas of the property.

## **HIPAA Guidance for Employers**

The CDC recently issued interim guidance for businesses and employers to respond to COVID-19, which overlap significantly with the Occupational Safety and Health Administration's guidance on coronavirus. That interim guidance aims to "help prevent workplace exposure to acute respiratory illnesses" and provides planning consideration in the event of a more widespread outbreak of coronavirus. To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of the infection. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed coronavirus infection.

## **Recommended Strategies to Prevent Communicable Disease Spread**

### **Actively encourage sick employees to stay home.**

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free from fever of 100.4° F [37.8° C] or greater using an oral thermometer, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Contact companies that provide contract or temporary employees to our properties about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member. More employees may need to stay at home to care for sick children or other sick family members than is usual. Please contact Human Resources regarding leave options.

### **Separate sick employees.**

- CDC recommends that employees who appear to have acute respiratory illness symptoms

(i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- Employees should be tested for any communicable disease at this time. All co-pays and deductibles will be suspended for testing until further notice.

#### **Educate on the importance of respiratory etiquette and hand hygiene by all employees.**

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60%+ alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand gel in the workplace. Ensure that adequate supplies are maintained. Place hand gel in multiple locations or in conference rooms to encourage hand hygiene.

#### **Perform routine environmental cleaning.**

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Use cleaning agents that have been recommended by the distributor and/or EPA for use against pathogens. (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

## **Response and Recovery**

### *Contingency Planning*

The Chickasaw Nation offers many programs and services to its tribal citizens and has numerous businesses throughout Oklahoma, including various LLC's. Updates for contingencies will be provided to leadership who can make the necessary decisions that may disrupt or impact normal tribal operations and/or businesses. Safe and reasonable social distancing practices as well as utilizing teleconferencing technologies whenever possible are already recommended.

## **Continuity of Operations**

Continuity of Operations are established according to the standard operating procedures of each department. A guidance tool is enclosed in Appendix C for further information.

## **Plan Revisions**

This plan will be maintained and will be revised at least annually or when any changes are made that may affect the program or its efficiency. The plan will be made available to any and all employees within the Chickasaw Nation via MyNation.

# **Appendix- A**

# **Mitigation Strategies**

# Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting

## None (preparedness phase)

- Know where to find local information on COVID-19 and local trends of COVID-19 cases.
- Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.
- Review, update, or develop workplace plans to include:
  - Liberal leave and telework policies
  - Consider 7-day leave policies for people with COVID-19 symptoms
  - Consider alternate team approaches for work schedules.
- Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, and respiratory etiquette).
- Clean and disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available in building.

## Minimal to moderate

- Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness.
- Implement social distancing measures:
  - Increasing physical space between workers at the worksite
  - Staggering work schedules
  - Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)
- Limit large work-related gatherings (e.g., staff meetings, after-work functions).
- Limit non-essential work travel.
- Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible).

## Substantial

- Implement extended telework arrangements (when feasible).
- Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals.
- Cancel non-essential work travel.
- Cancel work-sponsored conferences, tradeshows, etc.

# **Appendix- B**

## **Continuity of Operations Preparedness Tool**

## Departmental Objectives for Preparedness

### Prevention Response Recovery

1. Identify Critical Business Functions and Core Services
  - a. Determine the number of staff needed for each service.
    - i. Establish a call center (can be cell phone) or rotation for front desk coverage.
    - ii. Establish lines of succession in the event of self-quarantine or illness.
2. Identify Critical Partners needed
  - a. Critical vendors needed for core services and functions.
    - i. Make a list with contact numbers.
    - ii. Establish secondary suppliers for essential products/items.
3. Cross train for critical functions and services where possible
  - a. Determine the ability to train staff in essential functions and services.
  - b. Implement cross training.
4. Potential work sites – Remote sites or isolated areas within the office
  - a. Remote work/alternate work locations.
    - i. Computer and internet availability.
    - ii. Access to applications such as Kronos, Cognos, etc.
5. Potential of Closure and Cancellation
  - a. Temporarily suspend or cancel events – work with Secretary for routing to Governor’s office for discussion/approval.
  - b. Staggered or reduced office hours – determine need for flexible schedules to allow for social distancing while continuing services and programs.
  - c. Closure – determine factors required for decisions on closures. Work with Secretary



*the*  
**Chickasaw  
Nation**

Chickasaw Employment Access Division

**Bill Anoatubby**  
Governor

## Worksite Memorandum of Understanding

The purpose of this memorandum of understanding (MOU) is to establish a mutually beneficial partnership between the Chickasaw Nation Employment Access Division, hereinafter "CEA," and \_\_\_\_\_, hereinafter "business."

Both parties will work together to identify opportunities for Chickasaw citizens, hereinafter "participants," including, but not limited to, apprenticeships, training opportunities, skill development and workforce integration.

The CEA shall provide basic liability insurance for the participant during the CEA program.

This MOU indicates that the above named business has an interest in offering:

Apprenticeships

Training opportunities

If the business accepts a participant, it shall designate a worksite supervisor for each participant accepted. The worksite supervisor shall:

- Provide participant(s) with duties that are relevant to the agreed upon position(s);
- Supervise participant(s) at all times while at the worksite; and
- Immediately contact a designated career counselor at CEA with any issues or concerns pertaining to the actions of any participant(s) at the worksite.
- Should a participant be injured while on the job, the program manager should be notified and the participant may go to the Chickasaw Nation Medical Center for medical services.

"Business acknowledges that the Chickasaw Nation has a coronavirus (COVID-19) Plan of Action, which is attached hereto and incorporated by reference, and agrees to ensure that participants comply with such plan at all times."

*Note: A participant can choose to take an interview and/or job with any entity at any time during their participation in the CEA program.*

### Business:

\_\_\_\_\_  
Authorized signatory

\_\_\_\_\_  
Date

**Chickasaw Nation Employment Access Division:**

  
\_\_\_\_\_  
Authorized signatory

10/20/2020  
Date



# EMPLOYMENT SCHEDULE "A"

November 10th, 2020

EMPLOYMENT				
Last Name	First Name	New / Replacement	Site / Assignment	Effective
		Replacement	KidZone Program Manager	11/2/2020
HOURLY EMPLOYEES				
Last Name	First Name		Position	Effective
		New	KidZone	9/29/2020
REASSIGNMENTS				
Last Name	First Name	Prior Assignment	New Assignment	Effective
Hahn	Mandi	5th Grade Teacher	MS Instructional Coach	11/2/2020
RESIGNATIONS				
Last Name	First Name	Assignment	Site	Effective
RESCINDED EMPLOYMENT / TERMINATIONS				
Last Name	First Name	Assignment	Site	Effective