

Crutcho Public Schools
Special Meeting Agenda
February 16, 2021

Conference Room, Crutcho School Building, 2401 N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141
12:30 PM

1. CALL TO ORDER
2. ROLL CALL AND DETERMINATION OF QUORUM
 - A. Flag Salute
 - B. Prayer
3. PUBLIC EXPRESSIONS (Limited to three minutes per subject item)*
4. INTRODUCTIONS OF GUESTS
5. REORGANIZATION OF THE BOARD AND OATH OF OFFICE
 - A. Oath of Office for Antonia Jennings will be issued by the Honorable Judge Aletia Haynes-Timmons
 - B. Reorganization of the Crutcho Board of Education
 - C. Vote to approve or not approve the reorganization of the Crutcho Board of Education
6. SUPERINTENDENT'S REPORT
 - A. Government Day Student Introduction - Mr. Miles
 - B. Celebrations/ Students of the Month - Mr. Bethany
 - January
 - Pre-Kindergarten: Brantley Faulkner
 - 3rd Grade: Samari Eller
 - 7th Grade: Devin Chambray

 - February
 - Kindergarten: Zarie McClendon-Davis
 - 4th Grade: Aaliyah Jackson
 - 6th Grade: Quintin Shanks
 - C. Financial
 1. Treasurer's Report

CRUTCHO PUBLIC SCHOOLS - 2020-21 FISCAL YEAR
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS
JANUARY 31, 2021

| <u>Assets</u> | <u>General</u> | <u>Building</u> | <u>Child Nutr.</u> | <u>Bond Funds</u> | <u>Gifts</u> | <u>Sinking</u> | <u>Totals</u> |
|-----------------------------|----------------|-----------------|--------------------|-------------------|--------------|----------------|---------------|
| Cash | \$ 490,505.84 | 42,563.79 | 46,836.26 | (2,308.75) | 12,078.18 | 627,277.39 | 1,216,952.71 |
| Total Assets | 490,505.84 | 42,563.79 | 46,836.26 | (2,308.75) | 12,078.18 | 627,277.39 | 1,216,952.71 |
| <u>Liabilities</u> | | | | | | | |
| O/S Warrants | 19,170.04 | 254.66 | 8,289.38 | | | | 27,714.08 |
| Total Liabilities | 19,170.04 | 254.66 | 8,289.38 | - | - | - | 27,714.08 |
| Total Net Assets | 471,335.80 | 42,309.13 | 38,546.88 | (2,308.75) | 12,078.18 | 627,277.39 | 1,189,238.63 |
| Net Assets June 30, 2020 | \$ 462,310.88 | 113,812.18 | 25,659.96 | 71,595.60 | 22,104.04 | 314,227.09 | |

See Accountant's Compilation Report

2. Financial Report

D. Upcoming Events

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

A. New or modified board policies to comply with new and/or amended laws. See attachments.

**BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT**

The _____ Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools:

1. The renewal of the superintendent's contract shall be considered by the board in accordance with the superintendent's contract and announced or tabled annually. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.
2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
3. The superintendent shall attend all meetings of the board, be a nonvoting member, and advise the board on all school matters.
4. The superintendent shall make recommendations to the board of candidates for principal, teacher, and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
5. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, within the limits established by the board.
7. Responsibility for the operation and maintenance of the child nutrition program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.
8. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the board of education.
9. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district and for the transfer of children who apply to attend schools in other districts.
10. The superintendent shall be responsible for the supervision of student disciplinary actions.
11. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the board of education.

BOARD OF EDUCATION, EXECUTIVE OFFICER - SUPERINTENDENT (Cont.)

12. The superintendent shall administer a complete curriculum as adopted by the board of education, in conformity with the regulations established by the State Department of Education.
13. The superintendent shall have all school accounts audited each year and a copy of it filed with the secretary of the board of education.
14. The superintendent shall visit personally all the schools sites of the district as often as practical. ~~in order to carefully observe the methods of instruction and the classroom management of teachers; suggest improvements; provide remediation of professional skills, if necessary; advise as to the best methods of instruction and classroom management; and pay special attention to the classification of students, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.~~
15. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
16. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.
17. The superintendent shall have the authority to close any of the public schools in case of emergency.
18. The superintendent shall promote and model a culture of inclusion and equality for all students, families, employees and the community, including through the development and implementation of policies and practices that embrace diversity and honor individual differences.

REFERENCE: 70 O.S. §1-115, §116, §5-106

REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. The primary basis used in determining the retention or reassignment of affected teachers when a school district implements a reduction-in-force plan shall be the ratings of the teachers as measured pursuant to the TLE as set forth in 70 O.S. § 6-101.16. The order of termination, for affected teachers, will be as follows:
 - A. A probationary teacher in an eliminated position will be terminated first
 - B. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary teacher.
 - C. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.
 - D. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
 1. Certification in a retained teaching position that is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher.
 2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in a break in service.)
 3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
 - a. Years of teaching experience in the retained position in the local school district.
 - b. Academic degree status:

A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
 - E. If there is more than one probationary teacher in the position being reduced, the criteria listed in D, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

Optional

Personnel whose employment is terminated under the provisions of this policy shall be given priority for reemployment to fill subsequent vacancies in positions for which they have standard certification. Such

**REDUCTION-IN-FORCE
CERTIFIED PERSONNEL**

It is the policy of the _____ Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

- Decrease in revenue,
- Decrease in student enrollment,
- Changes in educational programs or curriculum,
- Cancellation of programs, or
- Any other circumstances determined by the board.

Definitions

Career teacher means a teacher who:

- a. is employed by a school district prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, or
- b. for teachers employed for the first time by a school district under a written continuing or temporary teaching contract during the 2017-2018 school year and thereafter.

(1) has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved a district evaluation rating of "superior" as measured pursuant to the TLE as set forth in 70 O.S. § 6-101.16 of this act for at least two (2) of the three (3) school years,

(2) has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged a district evaluation rating of at least "effective" as measured pursuant to the TLE for the four-year period, and has received a rating of at least "effective" for the last two (2) years of the four-year period, or

(3) has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of subparagraph "a" or "b" of this paragraph, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher;

Probationary teacher means a teacher who:

- a. for teachers employed by a school district prior to the 2017-2018 school year and has completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract, or
- b. for teachers employed for the first time by a school district under a written teaching contract during the 2017-2018 school year and thereafter.

REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)

reemployment shall be in reverse order of termination according to the provisions of this policy. Priority for reemployment shall extend through _____ (date) *(note to exceed one year)*.

Any person terminated under the provisions of this policy who wishes to be considered for future vacancies must make formal application for a teaching position and must notify the superintendent by certified mail, restricted delivery, within ten (10) days following final board action on the termination, of the teacher's desire to remain an active applicant for a teaching position.

Legal Reference: 70 O.S. § 6-101.31

**REDUCTION-IN-FORCE
SUPPORT PERSONNEL**

The _____ Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

- a. Assistants for handicapped students
- b. Bus drivers
- c. Classroom assistants
- d. Food service
- e. Maintenance/custodial
- f. Media/library assistants
- g. Office personnel/assistants

If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. In the event that two or more employees in the affected category are equal in the above factor, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

REDUCTION-IN-FORCE, SUPPORT PERSONNEL (Cont.)

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with more hours as vacancies become available, if the employee chooses to return.

BOARD OF EDUCATION MEETINGS TELECONFERENCING OR VIDEOCONFERENCE REGULATIONS

Until November 15, 2020 or the Governor declaring the state of emergency to be terminated, whichever comes first the board of education may hold meetings by either teleconference or videoconference if each member of the school board is audible or visible to each other and the public. If at any time the audio connection is disconnected, the meeting shall be stopped and reconvened once the audio connection is restored.

Agendas shall be posted on the district's website at _____ and at the principal office of the school district in accordance with the Oklahoma Open Meeting Act. The board is not required to make the notice of the meeting available to the public in the principal office of the district or at the location of the meeting during normal business hours.

The meeting notice and agenda shall indicate if the meeting will include teleconferencing or videoconferencing. The notice and agenda shall also indicate each member of the board who will be appearing remotely and whether the member will be attending via videoconference or teleconference. The notice and agenda shall also include the identity of the member or members who will be physically present at the meeting site, if any.

After the meeting notice and agenda are prepared and posted as required by law, members of the board cannot alter their method of appearance unless a member who was planning to attend remotely would like to physically appear at the meeting site.

The public shall be allowed to participate and to speak at meetings, in the same manner and to the extent possible as the public is allowed to participate or speak under the district's public participation policy.

Any materials that will be shared electronically between members of the board of education during a meeting utilizing teleconferencing or videoconferencing shall be immediately available to the public in the same form shared with the members of the public body. The only exception to this would be any documents that are shared in a lawfully convened executive session under an appropriately worded agenda item.

All votes of the board shall be via roll call vote and shall be recorded in the minutes.

The board of education can conduct an executive session utilizing teleconference or videoconference. The meeting notice and agenda shall indicate if the executive session will include teleconferencing or videoconferencing. The notice and agenda shall also state:

1. The identity of each member appearing remotely;
2. The method of each member's remote appearance;
3. And whether any member will be physically present at the meeting site, if any, for the executive session.

The public meeting held by videoconference or teleconference shall be recorded either by written, electronic, or other means.

**BOARD OF EDUCATION MEETINGS
VIDEOCONFERENCE REGULATIONS**

In accordance with state law, the _____ Board of Education may hold board meetings by videoconference. Whenever the (board president/superintendent) may determine that a meeting of the entire board could be best accomplished by videoconference, these guidelines must be followed:

1. Each board member must be visible to each other member and to the public via a video monitor.
2. No less than a quorum of board members must be present in person at the meeting site.
3. The agenda posted for the meeting must indicate that the meeting will include videoconferencing locations and shall state:
 - A. The location, address, and telephone number of each available videoconference site, and
 - B. The identity of each board member and the specific site from which each board member shall be physically present and participating in the meeting.
4. After the agenda is prepared and posted, no board member shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda.
5. In order to allow the public the maximum opportunity to attend and observe each board member carrying out official duties, a board member or board members desiring to participate in a meeting by videoconference must do so from a site and room from within the district or political subdivision from which elected or appointed.
6. The site and room where a board member is present for the meeting must be open and accessible to the public and the public must be allowed into that site and room. The board of education may provide additional videoconference sites as a convenience to the public, but additional sites must not be used to exclude or discourage public attendance at any videoconference site.
7. The public must be allowed to participate and speak, as allowed by board policy, in the meeting at the videoconference site in the same manner and to the same extent the public is allowed to participate or speak in a meeting that is held on-site. (See also policy BED and BED-R.)
8. Any materials shared electronically between board members, before or during the videoconference, must also be immediately available to the public in the same form and manner as shared with the board members.
9. All votes occurring during any meeting conducted using videoconferencing must occur and be recorded by roll call vote.
10. Executive sessions cannot be conducted if a board meeting is being held via videoconference.

**DEVELOPMENT OPPORTUNITIES:
BOARD MEMBERS**

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. ~~It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.~~

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new laws and ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. ~~The public shall be kept informed through the news media about the board's continuing in-service education and about the programs anticipated for short- and long-range benefits to our schools.~~

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.
2. District-sponsored training sessions for board members.
3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to board members for their travel expenses will be in accordance with the travel expense policy for staff members. (See policy DEE and DEE-R.)

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

4. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

School board members are encouraged to attend virtual and in-person workshops ~~presented by the county, state, and national school boards associations~~. ~~Professional journals and books in the school libraries shall be made available to every board member.~~ The Superintendent shall provide information to the full school board as to the status of school board member training credits under an appropriately worded agenda item. The report shall include the number of new or incumbent credits, as well as the number of continuing education credits each board member has earned. This report shall be provided to the members of the board of education at the August, November, February, and May regular meetings of the board of education.

By March 1, the Oklahoma State Department of Education will notify school board members who have not yet completed training requirements that they are required to do so. If the board member fails to earn training credits in the timeline set by statute, the Oklahoma State Department of Education will notify by certified mail the school boards and the superintendent that a board member has failed to earn the required training credits. The board of education will then have sixty (60) days from the final date that the member has to complete the requirements as indicated by receipt of the certified notice from the State Board of Education to declare the seat vacant.

REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1

BOARD POLICIES

The _____ Board of Education believes that the formulation of school policy is its primary function and responsibility.

School policies are statements that set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program for all students.

Policies may be cooperatively formulated by the board of education working with students, teachers, ~~and~~ parents or legal guardians of students and stakeholders, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff.

A board policy statement may be added, or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

REFERENCE: 70 O.S. §5-105, et seq.

OPEN RECORDS ACT

It is the policy of the _____ Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.1. and only to the extent that said act does not violate federal law. (See GBA-R.)

The superintendent's secretary shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

| | | |
|------------------|-----------------|------------------|
| Copies: | | Research: |
| 8 1/2" X 11" or | | \$25.00 per hour |
| 8 1/2" x 14" | \$.25 per copy | |
| 11" x 17" ledger | \$.50 per copy | |
| Certified copy | \$1.00 per page | |

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available on the Internet to comply with the obligation of providing prompt, reasonable access to records.

REFERENCE: 51 O.S. §24 A.1, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

**OPEN RECORDS ACT
(REGULATION)**

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:
 - A. Records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
 - B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body, and transcripts from institutions of higher education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees).
 - C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act. The following information may be kept confidential:
 1. Investigative evidence of a plan or scheme to commit an act of terrorism;
 2. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability;
 3. Plans for deterrence or prevention of or protection from an act of terrorism;
 4. Plans for response or remediation after an act of terrorism;
 5. Information technology of a public body or public official but only if the information specifically identifies:
 - a. Design or functional schematics that demonstrate the relationship or connections between devices or systems;
 - b. System configuration information;
 - c. Security monitoring and response equipment placement and configuration;
 - d. Specific location or placement of systems, components, or devices;

OPEN RECORDS ACT, REGULATION (Cont.)

- e. System identification numbers, names, or connecting circuits;
 - f. Business continuity and disaster planning, or response plans; or
 - g. Investigation information directly related to security penetrations or denial of services; or
6. Investigation evidence of an act of terrorism that has already been committed.

The term "terrorism" means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

- D. The home address or social security number of any employee or former employee.
2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.
3. The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies: 8 1/2" x 11" - \$.25 per copy
8 1/2" x 14" - \$.25 per copy

Search fee: \$ _____ per hour

The referenced fees shall be posted at the principal office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:
- A. Individual student records;
 - B. Teacher lesson plans, tests, and other teaching material; and
 - C. Personal communications concerning individual students;

OPEN RECORDS ACT, REGULATION (Cont.)

- D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or
 - E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.
5. An employee of the district shall have a right of access to the employee's own personnel file.

REFERENCE: 51 O.S. §24A.5
51 O.S. §24A.27

CROSS-REFERENCE: Policy BEC, Executive Sessions

SCHOOL SOCIAL MEDIA ACCOUNTS

The school district's social media accounts shall be monitored by the superintendent or superintendent's designee. Any social media accounts created shall be subject to all applicable state and federal laws. The school district is creating a limited public forum which allows for the communication of issues from the school district to the public. The school district will carefully monitor use as the social media accounts are to be utilized to communicate school events, activities, and operations to the public.

SCHOOL DISTRICT APPROVED SOCIAL MEDIA ACCOUNTS

Any employee who wishes to create a social media account to be utilized with operations of the school district, a classroom activity, or an extracurricular club or group associated with the school district shall comply with all District policies and state laws on the use of district-owned hardware, software and networks apply, as relevant, to the use of social media for a school, class or program.

Initially, the employee shall notify the Superintendent or Building Principal of a request to establish a social media site for a school, class or program.

Employees shall be prohibited from using a personal Facebook page or personal social media account for school-related purposes.

All social media accounts created shall have expectations for acceptable use listed on the social media site that are compliant with the District's expectations for acceptable use.

Accounts created shall not include posts that advocate for or against a political candidate or ballot initiative.

Employees and students shall refrain from posting or otherwise publishing images that include students without parental release forms on file for the specific social media site that was created.

The site's security settings should allow only approved participants access to the site. A building administrator must be approved as a participant for supervisory purposes.

All school policies regarding appropriate behavior in school or the classroom should be applied online. Students shall be disciplined for inappropriate posts or uploads which would violate district disciplinary policies.

Prior to use of the school district's logo or school-specific logos or mascots approval is required from the superintendent.

STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district’s computer and telephone system.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - e. Improper private contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1. Obscene sexual content or links to obscene sexual content;
- 2. Abusive behavior and bullying language or tone;
- 3. Conduct or encouragement of illegal activity; and
- 4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

REFERENCE: 74 O.S. § 840-8.1

***A copy of this policy shall be distributed to each affected employee by email.**

SEARCH OF STUDENTS

The _____ Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

REFERENCE: 70 O.S. §24-102

**SEARCH OF STUDENTS
(REGULATION)**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

REFERENCE: 70 O.S. §24-102
70 O.S. §24-101.3

RELEASING STUDENTS TO POLICE

It is the policy of the _____ Board of Education that students must be released to police officers who have proper arrest authority and a valid arrest warrant. Identification of the arresting officers shall be recorded. The parents or legal guardian shall be notified as soon as possible of the arrest.

School employees may permit law enforcement to interview students who are witnesses and not accused of a crime. School employees do not have the legal authority to require a student who is being investigated for a crime to submit to questioning by police officers. Questioning of students at school by police officers shall be permitted in accordance with the requirements set forth in Oklahoma law. No such law enforcement custodial interrogation shall commence until the youthful offender or child and the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or child have been fully advised of the constitutional and legal rights of the youthful offender or child, including the right to be represented by counsel at every stage of the proceedings, and the right to have counsel appointed by the court if the parties are without sufficient financial means; provided, however, that no legal aid or other public or charitable legal service shall make claim for compensation as contemplated herein.

A custodial interrogation of a youthful offender over sixteen (16) years of age shall conform with all the requirements for the interrogation of an adult but only in the presence of the principal or his designee and only with permission of the parent/guardian or upon the written order of a court.

If a student is taken into custody, the arresting officer will be requested to complete a "Form for Signature of Arresting Officer."

LEGAL REFERENCE: 10A O.S. §2-2-301

FORM FOR SIGNATURE OF ARRESTING OFFICER

I, _____, a duly sworn peace officer and member of the _____ Department, have demanded that the minor _____ a student in the _____ school be surrendered to me, and pursuant to lawful authority, I have taken said student into my custody and am assuming full responsibility of said student.

Signature of Police Officer

Date

Badge or Credential Number

Time

(TO BE COMPLETED BY SCHOOL PERSONNEL)

Parents notified: _____

Reason for arrest: _____

Signature of administrator _____

1 copy for School Records
1 copy for Parent
1 copy for Police officer

**LAW ENFORCEMENT AND
BODY CAMERAS ON SCHOOL PREMISES**

A law enforcement agency that operates a body-worn camera program shall adopt a policy for the use of body-worn cameras that must ensure that a body-worn camera is activated only for a law enforcement purpose.

A peace officer may not keep a body-worn camera activated for the entire period of the officer's shift on school premises. The body camera should be activated when peace officer is involved in a criminal investigation on school premises.

Before a law enforcement agency may operate a body-worn camera program, the agency must provide training to peace officers who will wear the body-worn cameras and any other personnel who will come into contact with video and audio data obtained from the use of body-worn cameras.

B. OKTLE Teacher Evaluation Renewal for 2021-2022 School Year

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (the “Agreement”), dated as of _____, 2021, is made and entered into by and between **EMPLOYEE EVALUATION SYSTEMS, INC.** (“EES”), whose notice address is 2801 N. Lincoln Blvd., suite 226, Oklahoma City, Oklahoma 73105, and **SCHOOL DISTRICT NO. _____ OF _____ COUNTY, OKLAHOMA, a/k/a _____ PUBLIC SCHOOLS** (“District”).

RECITALS:

A. EES has developed a web application known as OKTLE for use with the teacher evaluation framework known as the Tulsa TLE Observation and Evaluation System. EES has developed a web application known as SEES for use in support employee evaluation. EES has also developed a web application for use with the McREL principal/leader evaluation system. EES has developed a web application known as Hire for Ed for use in managing the employee hiring process.

B. EES and the District desire to license the use of EES’s OKTLE, SEES, Hire For Ed, and/or McREL web-based Systems to the District for use in teacher, support employee and/or principal/leader evaluations for the 2021-2022 school year and thereafter.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, EES and District agree as follows:

1. **Grant of License.** Subject to the terms and conditions of this Agreement, EES hereby grants to District a non-exclusive, non-transferable license to use the OKTLE, SEES, Hire For Ed, and/or McREL web-based Systems (the “License”).

2. **Term.** The term of this Agreement shall be for one year, beginning July 1, 2021 and ending June 30, 2022.

3. **Support, Training and Services.** District’s license of the OKTLE, SEES, Hire For Ed, and/or McREL web-based Systems includes online access to the web-based teacher, support employee and principal/leader evaluation systems, online users guides, unlimited technical support, reports of observation and evaluation data, and training related to the operation of the web-based systems. State mandated training for evaluators on the Tulsa TLE Observation and Evaluation System or McREL principal/leader system is not included with this license, and may be obtained from the State or State licensed vendors according to the requirements of the Oklahoma State Department of Education.

4. License Fee.

OKTLE – Teacher Evaluation

~~\$27.50 per teacher~~

\$24.75 per teacher for members of OROS, ORES or USSA

For the 2021-2022 school year, the District will have

_____ teachers

X _____ per teacher

OKTLE TOTAL _____

McRel – Leader Evaluation

~~\$200.00 per Leader/Principal~~

\$160.00 per Leader/Principal for OKTLE districts

For the 2021-2022 school year, the District will have

_____ Leaders/Principals,

X \$160.00 per Leader/Principal

McREL TOTAL _____

SEES - Support Employee Evaluation

~~\$20.00 per employee~~

\$16.00 per employee for OKTLE districts

For the 2021-2022 school year, the District will have

_____ support employees

X \$16.00 per employee

SEES TOTAL _____

HIRE FOR ED – Teacher Recruitment and Hiring

Post jobs, accept applications, and manage your hiring process *online* simply and easily.

Admin office plus up to 3 school sites \$1,200 \$960 for OKTLE districts

+ Additional school sites _____ x \$300 = _____

HIRE FOR ED TOTAL _____

TOTAL 2021-2022 SCHOOL YEAR COST _____

5. **Release by District.** District, in consideration for the grant of the License and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby releases EES, its officers, agents and employees, from any and all liability or expense, including, without limitation, reasonable attorneys' fees, expenses, costs, judgments, settlements, or other costs to the extent arising out of or relating to (1) District's use, misuse or modification of the OKTLE, SEES, Hire For Ed, and/or McREL web-based Systems; or (2) District's failure to use corrections or enhancements to the OKTLE, SEES, Hire For Ed, and/or McREL web-based Systems provided to District by EES.

6. **District's Remedies.** District's exclusive remedy hereunder is termination of this Agreement.

7. **Limitation of Liability.** To the maximum extent permitted by law, under no circumstances shall either party be liable to the other for indirect, incidental, consequential, special or exemplary damages arising from this agreement or the breach hereof.

8. **Miscellaneous.**

(a) **Entire Agreement.** This Agreement constitutes the entire agreement of the parties relative to the licensing of use of the OKTLE, SEES, Hire For Ed, and/or McREL web-based Systems and supersedes all oral or written proposals or understandings concerning such subject matter. This Agreement may be modified only pursuant to a writing executed by both parties.

(b) **Severability.** If any of the provisions of this Agreement are held by a court of competent jurisdiction to be invalid or unenforceable under any applicable statute or rule of law, such provision shall, to that extent, be deemed omitted and the remaining portions of this Agreement shall remain in full force and effect.

(c) **Survivability.** The obligations set forth herein shall survive any termination of this Agreement.

(d) **Waiver.** No term or provision of this Agreement shall be deemed to be waived and no consent to any breach or default shall be deemed to have been made unless such waiver or consent shall be in writing signed by the party against whom the waiver or consent is asserted. The waiver of one breach or default or any delay in exercising any rights under this Agreement shall not constitute a waiver of any subsequent breach or default.

(e) **Construction.** Descriptive headings or captions in this Agreement are for convenience only and shall not affect the construction or application of this Agreement. No rule of construction requiring interpretation against the drafting party shall be applied or given effect.

(f) **Intellectual Property.** District shall cooperate fully with EES in the maintenance and protection by EES of any rights or interests of EES in the OKTLE, SEES, Hire For Ed, and/or McREL web-based Systems or other intellectual property or interests therein that are the subject matter of this License.

IN WITNESS WHEREOF, EES and District have executed this Agreement as of the _____ day of _____, 2021.

EMPLOYEE EVALUATION SYSTEMS, INC.

By: 
President

“EES”

INDEPENDENT SCHOOL DISTRICT NO. ____
OF _____ COUNTY, OKLAHOMA,
a/k/a _____ PUBLIC SCHOOLS

By: _____
For the District

“DISTRICT”

- C. 2020-2021 Audit Contract - Bledsoe, Hewett & Gullekson
- D. Temporary Appropriations

**REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS
GENERAL FUND**

S.A.&I. 307

Oklahoma County School District No. C-74

To the County Clerk of Oklahoma County, State of Oklahoma:

We, the undersigned, duly qualified and acting officers of the Governing Board of the aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal funds has been received and is currently on file in the school's business office:

| | |
|--|-----------------------------|
| 1. <u>ESSER II Formula Fund (793-4689)</u> | \$ <u>469,979.46</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |
| Total | \$ <u>469,979.46</u> |

We further certify that these funds are in addition to and in excess of the State and/or Federal funds previously appropriated for the school district. We, therefore, request that the school's appropriations be increased by the following amounts:

| Purpose or Item of Appropriation | Prior Approved Appropriations | Requested Application of Funds | Current Approved Appropriations | Added by County Clerk |
|----------------------------------|-------------------------------|--------------------------------|---------------------------------|-----------------------|
| 1. Current Expense | 3,171,661.71 | 469,979.46 | 3,641,641.17 | 469,979.46 |
| 2. Interest Reserve | | | | |
| 3. Grand Total | 3,171,661.71 | 469,979.46 | 3,641,641.17 | 469,979.46 |

Submitted, by order of the Board, this _____ day of _____ 20____.

President of the Board

Clerk

CERTIFICATE OF COUNTY CLERK

STATE OF OKLAHOMA, COUNTY OF OKLAHOMA ss:

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at _____ Oklahoma, this _____ day of _____ 20____.

County Clerk

(SEAL)

By _____ Deputy

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

A. Minutes

Crutch Public Schools
Special Meeting Agenda
Tuesday, January 5, 2021
Charleston's Meeting Room, 224 Johnny Bench Drive, Oklahoma City, OK 73104
11:00 AM

11:04 AM

1. CALL TO ORDER

2. ROLL CALL AND DETERMINATION OF QUORUM

2.A. Prayer

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

4. SUPERINTENDENT'S REPORT

4.A. Introductions of Guests

4.B. Financial

4.B.1. Treasurer's Report

4.B.2. Financial Report

4.C. Upcoming Events

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

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

Motion to approve the Consent Docket by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Absent

Yea: 2, Nay: 0, Absent: 1

6.A. Minutes

6.B. Encumbrances and Purchases FY 2020-2021

6.B.1. General Fund (11) P.O. #'s 82-84

6.B.2. Bond Fund (38) P.O. #'s NONE

6.B.3. Building Fund (21) P.O. #'s NONE

6.B.4. Child Nutrition (22) P.O. #'s NONE

6.B.5. Gift Fund (81) P.O. #'s NONE

6.B.6. Purchase Order Increases General Fund (11) and Bond Fund (39) and Child-N Fund (22)

6.C. Activity Fund Revenue and Expenditure Report

7. STRATEGIES & INFORMATION

7.A. Finance - Bond Planning

7.B. Academia - Virtual Progress

7.C. Opportunity for Improvement

8. NEW BUSINESS

9. ADJOURNMENT

Motion to adjourn at 1:41pm by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Absent

Yea: 2, Nay: 0, Absent: 1

1:41 PM

Antonia Jennings, President

Paul Keeler, Vice President

Erika James, Clerk

- B. Transfer of Funds
- C. Encumbrances and Purchases FY 2020-2021
 - 1. General Fund (11) P.O. #'s 85-97
 - 2. Bond Fund (38) P.O. #'s NONE
 - 3. Building Fund (21) P.O. #'s NONE
 - 4. Child Nutrition (22) P.O. #'s NONE
 - 5. Gift Fund (81) P.O. #'s NONE
 - 6. Purchase Order Increases General Fund (11) and Bond Fund (39) and Child-N Fund (22)
- D. Activity Fund Revenue and Expenditure Report


Crutch Public School Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 12/1/2020 - 12/31/2020

| | Begin Balance | Receipts | Adjusting Entries | Payments | Cash End Balance | Unpaid POs | End Balance |
|----------------------------------|--------------------|---------------|-------------------|-----------------|--------------------|-----------------|--------------------|
| 801 Superintendent Miscellaneous | \$5,128.53 | \$0.00 | \$0.00 | \$268.98 | \$4,859.55 | \$700.00 | \$4,159.55 |
| 802 Concession | \$1,712.65 | \$0.00 | \$0.00 | \$0.00 | \$1,712.65 | \$0.00 | \$1,712.65 |
| 804 Vocal Music | \$464.33 | \$0.00 | \$0.00 | \$0.00 | \$464.33 | \$0.00 | \$464.33 |
| 806 Athletics | \$1,673.94 | \$0.00 | \$0.00 | \$0.00 | \$1,673.94 | \$100.00 | \$1,573.94 |
| 807 1st Grade | \$29.43 | \$0.00 | \$0.00 | \$0.00 | \$29.43 | \$0.00 | \$29.43 |
| 808 Pep Club/Cheerleaders | \$402.73 | \$0.00 | \$0.00 | \$0.00 | \$402.73 | \$0.00 | \$402.73 |
| 809 Student Council | \$1,316.94 | \$0.00 | \$0.00 | \$0.00 | \$1,316.94 | \$0.00 | \$1,316.94 |
| 810 Band | \$116.21 | \$0.00 | \$0.00 | \$0.00 | \$116.21 | \$0.00 | \$116.21 |
| 811 Library | \$181.77 | \$0.00 | \$0.00 | \$0.00 | \$181.77 | \$0.00 | \$181.77 |
| 812 Book Orders | \$0.05 | \$0.00 | \$0.00 | \$0.00 | \$0.05 | \$0.00 | \$0.05 |
| 814 Pre-Kindergarten | \$61.42 | \$0.00 | \$0.00 | \$0.00 | \$61.42 | \$0.00 | \$61.42 |
| 815 7th Grade | \$65.38 | \$0.00 | \$0.00 | \$0.00 | \$65.38 | \$0.00 | \$65.38 |
| 816 Tech. Students / TSA | \$41.38 | \$0.00 | \$0.00 | \$0.00 | \$41.38 | \$0.00 | \$41.38 |
| 819 2nd Grade | \$0.05 | \$0.00 | \$0.00 | \$0.00 | \$0.05 | \$0.00 | \$0.05 |
| 821 4th Grade | \$1,100.67 | \$0.00 | \$0.00 | \$0.00 | \$1,100.67 | \$0.49 | \$1,100.18 |
| 823 3rd Grade | \$15.03 | \$0.00 | \$0.00 | \$0.00 | \$15.03 | \$0.00 | \$15.03 |
| 824 6th Grade | \$7.78 | \$0.00 | \$0.00 | \$0.00 | \$7.78 | \$0.00 | \$7.78 |
| 825 8th Grade | \$296.14 | \$0.00 | \$0.00 | \$0.00 | \$296.14 | \$0.00 | \$296.14 |
| 826 Staff Account | \$39.59 | \$0.00 | \$0.00 | \$0.00 | \$39.59 | \$0.00 | \$39.59 |
| 828 Humanities/Art | \$532.01 | \$0.00 | \$0.00 | \$0.00 | \$532.01 | \$0.00 | \$532.01 |
| 831 School Uniforms | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 | \$0.00 | \$50.00 |
| 832 Principal's Miscellaneous | \$2,345.22 | \$0.00 | \$0.00 | \$0.00 | \$2,345.22 | \$0.00 | \$2,345.22 |
| 834 HORNETS | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 | \$0.00 | \$20.00 |
| 837 YEAR BOOK | \$687.49 | \$0.00 | \$0.00 | \$0.00 | \$687.49 | \$0.00 | \$687.49 |
| 838 KINDERGARTEN | \$48.90 | \$0.00 | \$0.00 | \$0.00 | \$48.90 | \$0.00 | \$48.90 |
| 839 After School Program PK-2nd | \$557.96 | \$0.00 | \$0.00 | \$0.00 | \$557.96 | \$0.00 | \$557.96 |
| 840 CRUTCHO PTO | \$371.63 | \$0.00 | \$0.00 | \$0.00 | \$371.63 | \$0.00 | \$371.63 |
| 843 Tiger Store | \$190.52 | \$0.00 | \$0.00 | \$0.00 | \$190.52 | \$0.00 | \$190.52 |
| 844 Coca Cola Give | \$344.64 | \$0.00 | \$0.00 | \$0.00 | \$344.64 | \$0.00 | \$344.64 |
| 845 Box Tops | \$5,616.35 | \$0.00 | \$0.00 | \$0.00 | \$5,616.35 | \$0.00 | \$5,616.35 |
| Total | \$23,418.74 | \$0.00 | \$0.00 | \$268.98 | \$23,149.76 | \$800.49 | \$22,349.27 |

CRUTCHO ACTIVITY FUND BANK

RECONCILIATION ~~OCTOBER~~ *December*

| | | | | | |
|-------------------------------|------------------|---|-------------|--|--|
| CHASE BANK STATEMENT BALANCE | PREVIOUS BALANCE | | \$23,448.74 | | |
| TOTAL DEPOSITS | | | \$0.00 | | |
| CHECKS PAID | | | \$268.98 | | |
| UNPAID PURCHASE ORDERS FY2019 | | | \$30.00 | | |
| UNPAID PURCHASE ORDERS FY2021 | | | \$0.00 | | |
| CASH END BALANCE | | | \$23,149.76 | | |
| BANK FEES | | | | | |
| RETURNED CHECK | | | | | |
| STATEMENT BALANCE | | | \$23,179.76 | | |
| RECONCILED BY | Melvin Perry |  | | | |



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218-2051

December 01, 2020 through December 31, 2020

Account Number: **00000710381268**

00003164 1 AV 00.389



00003164 DRI 662 141 00121 NNNNNNNNNN 1 000000000 60 3006861 P4567

CRUTCHO SCHOOL ACTIVITY
 2401 N AIR DEPOT
 OKLAHOMA CITY OK 73141-1407

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
 Service Center: **1-800-935-9935**
 Deaf and Hard of Hearing: **1-800-242-7383**
 Para Espanol: **1-877-312-4273**
 International Calls: **1-713-262-1679**



366601102700238900010000000

CHECKING SUMMARY

Chase Total Checking

| | AMOUNT |
|-----------------------|--------------------|
| Beginning Balance | \$23,448.74 |
| Checks Paid | -268.98 |
| Ending Balance | \$23,179.76 |

CHECKS PAID

| CHECK NO. | DESCRIPTION | DATE PAID | AMOUNT |
|--------------------------|-------------|-----------|-----------------|
| 9 ^ | | 12/08 | \$268.98 |
| Total Checks Paid | | | \$268.98 |

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

A Monthly Service Fee was **not** charged to your Chase Total Checking account. Here are the three ways you can avoid this fee during any statement period.

- **Have electronic deposits made into this account totaling \$500.00 or more, such as payments from payroll providers or government benefit providers, by using (i) the ACH network, (ii) the Real Time Payment network, or (iii) third party services that facilitate payments to your debit card using the Visa or Mastercard network.** (You did not have an electronic deposit this statement period)
- **OB, keep a balance at the beginning of each day of \$1,500.00 or more in this account.** (Your balance at the beginning of each day was \$23,179.76)
- **OB, keep an average beginning day balance of \$5,000.00 or more in qualifying linked deposits and investments.** (Your average beginning day balance of qualifying linked deposits and investments was \$23,249.17)

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

IMAGES

ACCOUNT # 000000710381268

See both front and back images of cleared checks at Chase.com. If you're not enrolled in this free service, please enroll now.



102080320993 DEC 08 #0000000009 \$268.98

Crutcho Public School

Receipt Register

Options: Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 12/1/2020 - 12/31/2020, Account: CHASE, Status: All

| Receipt No | Date | Received From | | Amount | Status | | |
|------------|------|---------------|---------|---------|---------|------|--------|
| Year | Fund | Acct Type | Acct No | Project | Program | Unit | Amount |

Year and Fund Totals:

Total Receipts Posted =

Total Receipts Not Posted =

Crutcho Public School

Payment Clearing Register

Options: Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 12/1/2020 - 12/31/2020, Account: CHASE, Status: All

| Clearing No | Date | Account No | Account Type | Amount | Status |
|-------------|------------|---------------|--------------|----------|--------|
| | Year Fund | Payment No | Amount | | |
| 5 | 12/31/2020 | 107 | AC | \$268.98 | Posted |
| | 2021 60 | 9 | | \$268.98 | |
| | | 2021 60 Total | | \$268.98 | |

Year and Fund Totals:

| | | | |
|--|----|----------|----------|
| 2021 | 60 | \$268.98 | |
| Total Payment Clearing Posted = | | | \$268.98 |
| Total Payment Clearing Not Posted = | | | \$0.00 |

Crutcho Public School

Payment Register

Options: Year: 2020-2021, Fund: SCHOOL ACTIVITY FUNDS, Date Range: 12/1/2020 - 12/31/2020, Print Payroll Payments: True

| Year | Fund | No | Date | Vendor | Date Type | Date Voided | Date Registered | Clearing Date | Clearing No | Amount |
|---------------------------|------|----|------------|------------|-----------|-------------|-----------------|---------------|-------------|-------------------|
| 2021 | 60 | 9 | 12/04/2020 | SAM'S CLUB | | | 12/4/2020 | 12/31/2020 | 5 | \$268.98 |
| Non-Payroll Total: | | | | | | | | | | \$268.98 |
| Payroll Total: | | | | | | | | | | \$0.00 |
| Balance Foward: | | | | | | | | | | \$2,012.58 |
| Total: | | | | | | | | | | \$2,281.56 |

Crutcho Public School

Outstanding Payments

Options: Fiscal Years: 2019, Funds: 60, As Of Date: 12/31/2020

| Year | Fund | No | Date | Reg Date | Vendor No | Vendor | Amount |
|---------------------------|-------------|-----------|-------------|-----------------|------------------|---------------------------|----------------|
| 2019 | 60 | 10 | 12/3/2018 | 12/3/2018 | 53183 | REFEREES - DESMOND RENAUE | \$30.00 |
| Total: 2019 60 | | | | | | | \$30.00 |
| Total Outstanding: | | | | | | | \$30.00 |

Crutch Public School Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 1/1/2021 - 1/31/2021

| | Begin Balance | Receipts | Adjusting Entries | Payments | Cash End Balance | Unpaid POs | End Balance |
|----------------------------------|--------------------|---------------|-------------------|-----------------|--------------------|-------------------|--------------------|
| 801 Superintendent Miscellaneous | \$4,859.55 | \$0.00 | \$0.00 | \$0.00 | \$4,859.55 | \$700.00 | \$4,159.55 |
| 802 Concession | \$1,712.65 | \$0.00 | \$0.00 | \$40.00 | \$1,672.65 | \$0.00 | \$1,672.65 |
| 804 Vocal Music | \$464.33 | \$0.00 | \$0.00 | \$0.00 | \$464.33 | \$0.00 | \$464.33 |
| 806 Athletics | \$1,673.94 | \$0.00 | \$0.00 | \$128.96 | \$1,544.98 | \$161.04 | \$1,383.94 |
| 807 1st Grade | \$29.43 | \$0.00 | \$0.00 | \$0.00 | \$29.43 | \$0.00 | \$29.43 |
| 808 Pep Club/Cheerleaders | \$402.73 | \$0.00 | \$0.00 | \$0.00 | \$402.73 | \$0.00 | \$402.73 |
| 809 Student Council | \$1,316.94 | \$0.00 | \$0.00 | \$0.00 | \$1,316.94 | \$0.00 | \$1,316.94 |
| 810 Band | \$116.21 | \$0.00 | \$0.00 | \$0.00 | \$116.21 | \$0.00 | \$116.21 |
| 811 Library | \$181.77 | \$0.00 | \$0.00 | \$0.00 | \$181.77 | \$0.00 | \$181.77 |
| 812 Book Orders | \$0.05 | \$0.00 | \$0.00 | \$0.00 | \$0.05 | \$0.00 | \$0.05 |
| 814 Pre-Kindergarten | \$61.42 | \$0.00 | \$0.00 | \$0.00 | \$61.42 | \$0.00 | \$61.42 |
| 815 7th Grade | \$65.38 | \$0.00 | \$0.00 | \$0.00 | \$65.38 | \$0.00 | \$65.38 |
| 816 Tech. Students / TSA | \$41.38 | \$0.00 | \$0.00 | \$0.00 | \$41.38 | \$0.00 | \$41.38 |
| 819 2nd Grade | \$0.05 | \$0.00 | \$0.00 | \$0.00 | \$0.05 | \$0.00 | \$0.05 |
| 821 4th Grade | \$1,100.67 | \$0.00 | \$0.00 | \$0.00 | \$1,100.67 | \$0.49 | \$1,100.18 |
| 823 3rd Grade | \$15.03 | \$0.00 | \$0.00 | \$0.00 | \$15.03 | \$0.00 | \$15.03 |
| 824 6th Grade | \$7.78 | \$0.00 | \$0.00 | \$0.00 | \$7.78 | \$0.00 | \$7.78 |
| 825 8th Grade | \$296.14 | \$0.00 | \$0.00 | \$0.00 | \$296.14 | \$0.00 | \$296.14 |
| 826 Staff Account | \$39.59 | \$0.00 | \$0.00 | \$0.00 | \$39.59 | \$0.00 | \$39.59 |
| 828 Humanities/Art | \$532.01 | \$0.00 | \$0.00 | \$0.00 | \$532.01 | \$0.00 | \$532.01 |
| 831 School Uniforms | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 | \$0.00 | \$50.00 |
| 832 Principal's Miscellaneous | \$2,345.22 | \$0.00 | \$0.00 | \$0.00 | \$2,345.22 | \$0.00 | \$2,345.22 |
| 834 HORNETS | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 | \$0.00 | \$20.00 |
| 837 YEAR BOOK | \$687.49 | \$0.00 | \$0.00 | \$0.00 | \$687.49 | \$407.50 | \$279.99 |
| 838 KINDERGARTEN | \$48.90 | \$0.00 | \$0.00 | \$0.00 | \$48.90 | \$0.00 | \$48.90 |
| 839 After School Program PK-2nd | \$557.96 | \$0.00 | \$0.00 | \$0.00 | \$557.96 | \$0.00 | \$557.96 |
| 840 CRUTCHO PTO | \$371.63 | \$0.00 | \$0.00 | \$0.00 | \$371.63 | \$0.00 | \$371.63 |
| 843 Tiger Store | \$190.52 | \$0.00 | \$0.00 | \$0.00 | \$190.52 | \$0.00 | \$190.52 |
| 844 Coca Cola Give | \$344.64 | \$0.00 | \$0.00 | \$0.00 | \$344.64 | \$0.00 | \$344.64 |
| 845 Box Tops | \$5,616.35 | \$0.00 | \$0.00 | \$0.00 | \$5,616.35 | \$0.00 | \$5,616.35 |
| Total | \$23,149.76 | \$0.00 | \$0.00 | \$168.96 | \$22,980.80 | \$1,269.03 | \$21,711.77 |

CRUTCHO ACTIVITY FUND BANK

RECONCILIATION ~~OCTOBER~~ JANUARY

SP

| | | | |
|---|--------------|-------------|--|
| CHASE BANK STATEMENT BALANCE PREVIOUS BALANCE | | \$23,179.76 | |
| TOTAL DEPOSITS | | \$0.00 | |
| CHECKS PAID | | \$168.96 | |
| UNPAID PURCHASE ORDERS FY2019 | | \$30.00 | |
| UNPAID PURCHASE ORDERS FY2021 | | \$0.00 | |
| CASH END BALANCE | | \$22,980.80 | |
| BANK FEES | | | |
| RETURNED CHECK | | | |
| STATEMENT BALANCE | | \$23,010.80 | |
| RECONCILED BY | Melvin Perry | | |

MJP



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218-2051

January 01, 2021 through January 29, 2021
 Account Number: **000000710381268**

00003045 1 AV 00.398



00003045 DIII 662 141 03021 NNNNNNNNNNN 1 00000000 60 0000651 175614
 CRUTCHO SCHOOL ACTIVITY
 2401 N AIR DEPOT
 OKLAHOMA CITY OK 73141

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
 Service Center: **1-800-935-9935**
 Deaf and Hard of Hearing: **1-800-242-7383**
 Para Espanol: **1-877-312-4273**
 International Calls: **1-713-262-1679**

CHECKING SUMMARY

Chase Total Checking

| | AMOUNT |
|-----------------------|--------------------|
| Beginning Balance | \$23,179.76 |
| Checks Paid | -168.96 |
| Ending Balance | \$23,010.80 |

CHECKS PAID

| CHECK NO. | DESCRIPTION | DATE PAID | AMOUNT |
|-----------|-------------|-----------|---------|
| 10 ^ | | 01/08 | \$80.00 |
| 11 ^ | | 01/21 | 88.96 |

Total Checks Paid **\$168.96**

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

A Monthly Service Fee was **not** charged to your Chase Total Checking account. Here are the three ways you can avoid this fee during any statement period.

- **Have electronic deposits made into this account totaling \$500.00 or more, such as payments from payroll providers or government benefit providers, by using (i) the ACH network, (ii) the Real Time Payment network, or (iii) third party services that facilitate payments to your debit card using the Visa or Mastercard network.** (You did not have an electronic deposit this statement period)
- **OR, keep a balance at the beginning of each day of \$1,500.00 or more in this account.** (Your balance at the beginning of each day was \$23,010.80)
- **OR, keep an average beginning day balance of \$5,000.00 or more in qualifying linked deposits and investments.** (Your average beginning day balance of qualifying linked deposits and investments was \$23,097.28)

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt. For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC

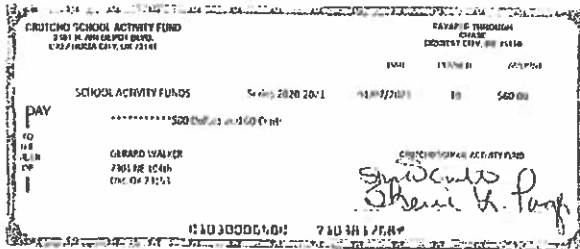


JPMorgan Chase Bank, N.A. Member FDIC

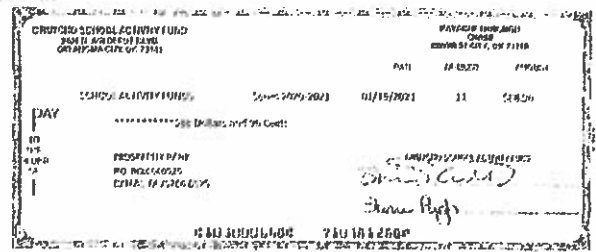
IMAGES

ACCOUNT # 000000710381268

See both front and back images of cleared checks at Chase.com. If you're not enrolled in this free service, please enroll now.



106670928908 JAN 08 #000000010 \$80.00



106670852378 JAN 21 #000000011 \$88.96

Crutcho Public School

Receipt Register

Options: Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 1/1/2021 - 1/31/2021, Account: CHASE, Status: All

| Receipt No | Date | Received From | | Amount | Status | | |
|------------|------|---------------|---------|---------|---------|------|--------|
| Year | Fund | Acct Type | Acct No | Project | Program | Unit | Amount |

Year and Fund Totals:

Total Receipts Posted =
Total Receipts Not Posted =

Crutcho Public School

Payment Clearing Register

Options: Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 1/1/2021 - 1/31/2021, Account: CHASE, Status: All

| Clearing No | Date | Account No | Account Type | Amount | Status |
|-------------|-----------|------------|--------------|----------|--------|
| | Year | Fund | Payment No | Amount | |
| 6 | 1/31/2021 | 107 | AC | \$168.96 | Posted |
| | 2021 | 60 | 10 | \$80.00 | |
| | 2021 | 60 | 11 | \$88.96 | |
| | 2021 | 60 Total | | \$168.96 | |

Year and Fund Totals:

| | | |
|------|----|----------|
| 2021 | 60 | \$168.96 |
|------|----|----------|

Total Payment Clearing Posted = \$168.96

Total Payment Clearing Not Posted = \$0.00

Crutcho Public School

Outstanding Payments

Options: Fiscal Years: 2019, Funds: 60, As Of Date: 1/31/2021

| Year | Fund | No | Date | Reg Date | Vendor No | Vendor | Amount |
|---------------------------|------|----|-----------|-----------|-----------|---------------------------|----------------|
| 2019 | 60 | 10 | 12/3/2018 | 12/3/2018 | 53183 | REFEREES - DESMOND RENAUE | \$30.00 |
| Total: 2019 60 | | | | | | | \$30.00 |
| Total Outstanding: | | | | | | | \$30.00 |

9. EXECUTIVE SESSION 25 OS 307 (B)(1), TO DISCUSS ITEMS UNDER PERSONNEL
10. MOTION , DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE THE PERSONNEL
11. NEW BUSINESS
12. ADJOURNMENT

Any person wishing to address an issue on the agenda must sign in with the Board President and give subject matter prior to roll call. The Board of Education may vote to convene in executive session to discuss any matter on this agenda deemed appropriate and take action on any agenda matter.

Posted this _____ day of _____, 20____, at _____ o'clock _____.M., in the encased outside bulletin board and by the entrance to the District Administration Offices, Crutch Public Schools, 2401 N. Air Depot Blvd., Oklahoma City, Oklahoma.

Name of Person Posting: Sheila Cavett Title: Superintendent Secretary

Signature: _____