

Crutcho Public Schools
Regular Meeting Agenda
Tuesday, June 15, 2021

Crutcho Public Schools, 2401 N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141
10:30 AM

10:33 AM

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. SUPERINTENDENT'S REPORT

A. Introductions of Guests

B. Celebrations/ Students of the Month

C. Financial

1. Treasurer's Report

**CRUTCHO PUBLIC SCHOOLS - 2020-21 FISCAL YEAR
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS
MAY 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	\$ 642,322.06	26,560.87	(1,620.58)		9,245.81	504,552.03	1,181,060.19
Total Assets	642,322.06	26,560.87	(1,620.58)	-	9,245.81	504,552.03	1,181,060.19
<u>Liabilities</u>							
O/S Warrants	211,359.55						211,359.55
Total Liabilities	211,359.55	-	-	-	-	-	211,359.55
Total Net Assets	430,962.51	26,560.87	(1,620.58)	-	9,245.81	504,552.03	969,700.64
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

GENERAL FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	454,622.3	625,177.32	827,458.14	945,114.43		514,155.23	304,862.57
Payroll			38,266.84	37,076.19	47,483.34	57,963.86	82,975.90
Utilities			3,944.88	11,208.43	1,234.55	7,597.00	10,399.02
Copy Mach			1,738.76	1,744.2	2,044.41	661.83	661.83
Phones			856.96	1,651.85	740.25	1,058.12	1,054.27
August	461,757.09		766,443.97	945,284.17	610,614.79	430,585.38	325,396.87
Payroll			82,995.51	101,465.72	100,527.68	89,763.69	84,717.39
Utilities			12,901.30	6,817.74	13,391.90	10,311.32	523.78
Copy Mach			0.00	1,614.18	661.83	860.83	661.83
Phones			1,622.96	1,438.06	652.88	1,041.30	1059.03
September	474,278.16	473,356.35	726,072.82	896,109.29	519,148.24	379,043.72	232,819.71
Payroll			131,877.89	166,308.44	150,274.05	138,824.72	170,724.73
Utilities			8,303.11	8,391.93	\$9,134.06	8861.25	0.00
Copy Mach			1,818.79	1,942.69	\$1,021.17	1027.82	207.55
Phones			1,399.04	1,594.02	\$1,505.58	527.65	1,376.88
October	458,557.69	532,147.19	687,980.84	795,029.13	456,654.45	299,872.29	169,299.53
Payroll			134,804.64	168,827.16	145,594.18	138,107.96	164,232.51
Utilities			6,218.18	6,526.53	5,328.61	8,565.99	0.00
Copy Mach			2,005.97	2,046.87	661.83	661.83	1,323.66
Phones			1,903.55	2,286.86	1,901.49	3,527.17	1,038.90
November	406,154.72	351,591.6	600,312.10	783,656.36	399,652.00	229,043.23	126,346.28
Payroll			158,106.51	183,808.58	158,063.52	147,559.69	137,484.30
Utilities			3,484.54	3,325.38	812.64	5,178.49	0.00
Copy Mach			2,407.99	377.70	661.83	661.83	661.83
Phones			973.29	1,623.49	1,067.79	1,067.68	1,039.43
December	251,929.98	445,536.36	664,527.24	814,163.78	474,316.71	351,007.07	193,026.60
Payroll			134,406.14	233,192.85	164,592.91	211,647.94	139,034.30
Utilities			0.00	926.13	0.00	5,301.95	2,467.53
Copy Mach			0.00	1,636.28	661.83	1,646.83	728.01
Phones			971.31	1,865.26	1,067.68	1,344.33	2,449.13
January	536,180.62	785,312.36	969,800.74	892,029.67	711,213.85	564,883.60	471,335.8
Payroll			135,036.61	165,975.75	141,799.16	126,552.52	133,133.95
Utilities			6,712.01	8,716.10	0.00	10,920.84	6,119.03
Copy Mach			3,503.90	3,645.93	661.83	0.00	661.83
Phones			1,290.08	2,548.39	1,089.32	1,036.04	1,019.30
February	537,237.56	757,287.56	905,962.28	819,280.77	673,404.90	520,979.36	438,345.14
Payroll			133,663.13	136,660.05	\$151,584.44	132,052.41	157,606.37
Utilities			5,157.17	3,624.70	0.00	6,070.73	9,188.92
Copy Mach			1,815.03	1,839.48	661.83	338.66	661.83
Phones			637.40	1,177.97	1,067.93	1,098.33	1,376.59
March	530,301.46	850,116.51	923,758.57	973,727.95	651,218.50	544,832.12	500,078.42
Payroll			142,986.45	132,396.66	141,796.28	130,520.55	156,591.80

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Utilities			5,093.36	6,300.39	5,812.97	6,909.19	8,733.29
Copy Mach			1,898.08	1,926.55	1,289.27	1,197.28	1,391.50
Phones			716.43	1,225.31	1,030.25	1,035.59	1,451.32
April	676,704		1,022,713.04	950,936.04	699,604.31	568,289.98	495,687.64
Payroll			137,944.95	132,959.68	144,064.81	129,443.00	160,842.69
Utilities			3,373.78	3,770.62	5,290.64	0.00	6,987.44
Copy Mach			1,800.99	1,954.58	661.83	0.00	1,020.21
Phones			1,878.32	925.39	1,053.17	875.55	1,022.34
May	818,579		982,710.94	858,447.74	396,996.77	313,099.30	430,962.51
Payroll			406,349.45	357,101.05	426,888.05	555,322.63	476,244.37
Utilities			4,580.71	4,123.50	5,003.37	2,392.25	6,488.38
Copy Mach			2,158.97	1,850.75	661.83	728.01	0.00
Phones			1,295.04	1,229.90	892.78	320.08	1,023.35
June	848,409.1	967,926.67	1,137,749.14	770,833.90	629,374.84	463,134.61	
Payroll			22,821.89	26,548.91	39,309.94	0.00	
Utilities			128.16	6,009.15	7,347.50	5,554.05	
Copy Mach			1,614.18	1,870.66	1,385.61	661.83	
Phones			477.36	870.67	1,212.86	1,054.27	

BUILDING FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	98,420.69	142,017.22	199,250.98	211,972.78		36,747.64	114,185.34
August	98,586.85		149,359.56	212,202.65	158,664.90	37,117.10	97,642.58
September	98,627.22	138,581.53	149,510.42	198,765.00	126,894.97	36,813.03	69,167.65
October	98,723.23	138,649.63	149,541.52	198,854.08	109,051.96	36,927.56	31,216.26
November	99,874.16	138,690.34	172,316.29	200,776.86	43,924.14	37,440.31	14,991.49
December	115,878.54	139,698.01	176,606.78	217,380.97	38,258.42	62,612.29	5,803.24
January	149,299.88	175,908.49	217,721.91	244,674.39	46,824.82	96,261.99	42,309.13
February	112,523.79	176,586.87	218,701.68	235,185.27	27,502.46	96,579.51	39,843.81
March	113,848.20	182,081.83	222,734.55	211,656.29	29,274.27	108,910.19	43,325.58
April	140,568.09	198,583.44	241,573.74	256,163.66	35,267.40	113,140.39	42,159.10
May	140,855.71	198,912.27	241,827.10	244,540.62	34,652.52	114,235.50	26,560.87
June	141,116.34	199,032.28	211,656.29	188,587.43	36,712.79	113,812.18	

CHILD NUTRITION FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	141,223.34	75,084.37	95,625.04	100,938.05		42,933.53	24,708.52
August	117,558.88		95,797.11	98,499.25	119,007.98	42,238.15	2,720.06
September	81,700.28	60,452.00	75,604.87	97,899.48	102,509.92	18,327.66	10,306.08
October	35,515.75	59,258.03	55,521.52	117,022.33	74,973.21	-9,726.96	36,875.15
November	60,608.28	74,360.10	60,466.81	102,278.17	98,650.94	3,526.28	15,859.02
December	87,316.27	94,572.20	90,413.67	123,598.17	72,862.07	-30,766.43	49,385.68
January	105,617.71	87,263.07	91,776.11	102,470.26	46,824.82	5,865.73	38,546.88
February	104,294.29	109,777.69	99,644.91	136,464.35	66,371.16	26,272.95	39,573.55
March	95,080.47	105,866.53	105,177.33	98,566.26	107,599.41	27,086.20	53,337.52
April	97,389.20	73,740.32	109,434.13	146,628.51	84,779.91	10,283.80	55,076.00
May	99,937.89	107,264.89	107,063.31	145,838.80	77,720.87	9,245.43	-1,620.58
June	80,058.28	100,154.83	105,109.74	126,192.31	47,744.40	24,468.85	

SINKING FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	72,593.01	15,683.50	94,865.24	20,747.43		137,870.02	316,296.70
August	73,225.82	78,687.86	14,456.63	21,616.63	187,219.91	140,228.59	319,558.23
September	73,386.60	16,839.98	15,008.47	51,661.48	187,519.55	141,296.95	320,339.98
October	71,197.34	17,089.26	15,126.81	21,982.60	187,611.39	141,908.12	320,812.53
November	75,403.37	17,235.93	23,592.85	33,147.22	187,744.99	143,356.26	321,526.70
December	133,383.26	56,853.37	35,104.21	129,733.25	286,699.85	268,630.95	418,628.56
January	253,044.97	186,355.84	196,076.65	325,258.04	494,523.10	436,158.22	627,277.39
February	254,397.65	188,797.23	199,903.11	329,333.64	496,104.81	437,857.64	616,108.66
March	259,194.74	208,599.35	215,693.22	357,944.36	525,773.91	499,254.03	672,648.16
April	93,375.44	272,864.05	289,434.84	476,786.01	611,457.45	308,066.92	706,938.21
May	94,433.34	274,076.36	290,410.10	462,588.68	399,161.50	313,499.10	504,552.03
June	95,395.93	93,958.29	19,553.06	185,309.30	137,647.55	314,227.09	

GIFT FUND

MONTH	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	33,502.48	44,909.61	49,720.54	47,848.46		37,887.08	20,835.79
August	33,502.48		49,720.54	47,838.46	49,350.81	36,327.06	20,466.46
September	33,502.48	45,509.61	48,778.46	48,005.06	45,168.71	35,306.90	17,418.93
October	33,502.48	45,077.51	48,298.50	47,938.06	44,260.99	34,006.56	15,719.43
November	33,502.48	50,888.74	47,601.50	47,672.78	43,159.98	37,687.75	14,433.89
December	38,502.48	50,888.74	47,484.07	46,404.55	42,076.96	36,027.08	13,808.86
January	38,502.48	50,888.74	51,249.43	50,373.39	46,420.18	32,496.50	12,078.18
February	48,502.48	50,272.74	50,303.24	50,173.78	45,064.87	29,585.90	11,297.37
March	48,853.45	50,700.74	50,113.60	47,838.46	44,354.37	26,526.49	10,099.32
April	48,057.95	50,700.74	49,982.27	54,505.07	43,153.77	23,549.55	9,737.49
May	45,407.61	50,728.04	49,151.27	53,361.01	41,756.25	23,607.41	9,245.81
June	44,909.61	49,720.54	47,917.25	49,584.90	38,663.87	22,104.04	

BOND FUND

MONTH	FY 2015 - Bond 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
July	826,898.21	450,416.06	200,327.50	18,968.83	18,968.83	563,306.06	45,552.12
August	763,715.19		194,387.24	18,968.83	18,968.83	361,940.96	31,630.34
September	744,006.08	356,834.74	124,421.22	18,968.83	18,968.83	317,646.68	15,023.17
October	623,922.30	294,440.29	96,618.90	18,968.83	0.00	314,881.37	4,092.30
November	613,919.68	248,261.57	86,200.72	18,968.83	0.00	301,973.89	(367.18)
December	605,057.28	245,762.57	84,155.47	18,968.83	0.00	266,790.76	(2,308.75)
January	599,832.28	245,762.57	84,155.47	18,968.83	0.00	222,970.20	(2,308.75)
February	570,496.18	245,762.57	84,155.47	18,968.83	0.00	212,848.28	(2,308.75)
March	575,100.24	245,762.57	84,155.47	18,968.83	0.00	176,456.37	(2,308.75)
April	566,877.74	235,787.63	84,155.47	18,968.83	0.00	151,770.96	0.00
May	544,179.84	235,787.63	84,155.47	18,968.83	0.00	79,210.65	0.00
June	457,057.06	219,296.33	25,861.47	18,968.83	684,828.45	61,039.06	

D. Upcoming Events

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

Approved by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

A. CRW E-rate Renewal 2021-2022

CRW Consulting E-rate Services, LLC
Program Year 2022 (Year 25)
E-rate Contract

CRW E-rate Consulting, (“Agent” or “CRW”) and **Crutch School District C-074** (“Applicant”) each agree to perform the obligations listed below. This contract authorizes the Agent to file any FCC Form (including, but not limited to: FCC Forms 470, 471, 472, 486 and 500) on behalf of the Applicant for Program Year 2022 (services to be discounted generally from 07/01/2022 – 06/30/2023). These FCC forms are necessary to receive Universal Service Fund monies, more commonly known as the “E-rate Program.”

This contract also authorizes an agent of CRW to (1) be listed as the contact person on the above referenced FCC forms; (2) sign, on behalf of the Applicant, any and all of said FCC Forms; (3) sign, on behalf of the Applicant, any and all additional FCC Forms which might become necessary to obtain discounts or stay within FCC Program rules, and (4) order services listed on the application on behalf of the Applicant. The Applicant agrees that the Applicant is strictly liable for any and all certifications and representations made on FCC Forms concerning the E-rate program, regardless of if an agent of CRW submits and signs said Form pursuant to this Contract.

This contract is subject to change based upon program rule changes made by the FCC or the Schools and Libraries Division (SLD) of the Universal Service Administrative Company, as well as any changes in applicable federal or state law. Either party’s failure to fulfill the obligations listed below will discharge, at the option of the other party, such other party’s obligations contained herein upon written notice. Applicant agrees to indemnify, defend, and hold harmless Agent for any and all claims arising hereunder or related to this Contract, including matters within the jurisdiction of state or federal administrative agencies, except for such claims based on Agent’s own fraud, willful injury, gross negligence, or violation of the law. Any waiver by either party of any provision of this Contract shall not operate as, nor be construed to be, a waiver of any subsequent breach thereof. Liability for damages on the part of either party is strictly limited to the “Full Payment for Priority One Application” amount listed in the “Payment Terms” section of this Contract. This Contract is governed by the laws and regulations of the State of Oklahoma, regardless of the location of the Applicant, and any disputes arising hereunder shall be resolved in the applicable state or federal court for the County of Tulsa, State of Oklahoma. The parties consent to the jurisdiction of such courts and waive any jurisdictional or venue defenses otherwise available.

Signing below indicates acceptance that both parties will perform the responsibilities and accept the obligations listed therein for the applicable program year, and agree to follow the payment terms as described below. Signing below also indicates that both parties agree to every provision of this Contract. Furthermore, both parties acknowledge that they had the opportunity to submit this Contract to counsel for review.

TWO IMPORTANT NOTES

1. **The document retention period for E-rate has changed from five years to ten years past the last day to receive service. For most applicants, this will mean that you will have to keep all of your E-rate related documents, including copies of the bills, proof of payment/POs, packing slips (for equipment) for a time period ending about 6/30/2033 for Category One Funding (this will be at the earliest 9/30/2033 for Category Two Funding).**
2. **Applicants are required to comply with all State and Local bidding and purchasing rules (such as public notice requirements, bond requirements, etc.). Failure to comply with these State or Local restrictions could result in the loss of funding/mandatory re-payment of funding. If you have these types of rules in place, please make sure you inform us and that you follow those rules.**

Responsibilities and Obligations of the Applicant

1. The Applicant understands that all services or products to be included on FCC Form 471 (The Application) must be competitively bid for a time period of no less than 28 days. **Any service which the Applicant wishes to have discounted by the E-rate program and is covered by a contract must undergo the proper 28 day competitive bidding cycle, and must be signed in the appropriate time period.**
2. The Applicant agrees to provide a list of services or products to be included in the bidding process to the Agent (including identifying any contracts that may be expiring and need to be re-bid).
3. The Applicant understands that the 28-day bidding period begins the day the FCC Form 470 is filed on-line with the SLD's web site, or the date that the applicant posts their Request for Proposal (whichever is the later date begins the 28 day window).
4. The Applicant agrees to inform the Agent of any state or local bidding restrictions and/or regulations before filing of FCC Form 470. These restrictions or regulations include, but are not limited to, newspaper advertisements, bonding requirements and/or other general media or public notification requirements.
5. The Applicant understands that during the 28 day bidding cycle that the Applicant must allow potential vendors equal opportunity to bid on the proposed services listed on FCC Form 470. The Applicant may choose to place qualifications on the bidding process, but any vendor who meets such qualifications must be allowed the opportunity to place a bid within the specified time period.
6. The Applicant understands that it is required to make cost-effective bidding decisions and that if the Applicant selects a service provider/bidder that is 2 times more expensive than the lowest bidder, USAC may deem that decision to not be cost-effective (and want their funding back).
7. The Applicant understands and agrees that it is the Applicant's sole responsibility to complete the Competitive Bidding Process and to evaluate any bids received. Under no circumstances

will the Agent evaluate bids/award contracts on behalf of the Applicant.

8. The Agent may attempt to assist the Applicant's bid evaluation process by identifying what the Agent believes to be the cost of eligible goods and services provided on your bids. The Applicant agrees that it is the ultimate responsibility of the Applicant to determine the actual price of eligible goods and services to be evaluated and to verify those amounts listed by the Agent.
9. The Applicant agrees to notify CRW of any products or services to be included on the Application that are, or will be, purchased or governed by a contract (including contracts that are expiring and need to be re-bid).
10. The Applicant understands that all contracted services or products (that is, services or products that are purchased or governed by a contract) to be listed on the Application for discounts must be covered under a contract executed in the proper time period (after the 28 day bidding cycle is over, but before the close of the application window). The Applicant further understands that funding for services contracted for before the allowable 28 day bidding has ended, or after the 471 Application window has closed, will not be funded.
11. Applicant understands and will abide by the SLD's competitive bidding rules which state that price must be the primary factor in awarding bids. The Applicant further certifies that, in accordance with the SLD's competitive bidding rules, no bidding evaluation factor will be as heavily weighted as is the "price" evaluation factor.
12. Applicant agrees to document the bid evaluation process (a list of evaluation factors and how many points each bid received for each factor) for any service requested for which more than one bid is received. Sample bid evaluation sheets are available from CRW.
13. The Applicant agrees to provide Agent copies of an average month's bill for any services not covered under a contract and to be included on the Application. This may include, but is not limited to Internet access bills, and circuit bills.
14. The Applicant agrees to provide any information necessary to file any FCC form to the Agent upon request, within five working days. This includes, but is not limited to, free and reduced lunch information, monthly bills, copies of contracts, and letters that authorize the Agent to obtain account information.
15. The Applicant agrees to retain any records related to the Application or other relevant FCC Forms for a period of ten years past the last day to receive service. This includes, but is not limited to, bids received, contracts, free and reduced lunch documentation, proof of payment for services, asset tracking info (packing slips, work orders, proof of delivery) and monthly bills that were or will be discounted by the SLD.
16. The Applicant agrees to forward to the Agent any request for information originating from the SLD or USAC within three (3) working days.
17. The Applicant agrees to provide an authorized signature and date for any necessary FCC Form that has been prepared by the Agent.
18. The Applicant understands that it is the sole responsibility of the Applicant to follow and adhere to any and all relevant FCC, USAC, or SLD rules and regulations, as well as any applicable federal, state, or local laws.
19. The Applicant agrees to authorize and grant "full rights" to employees of CRW Consulting in

USAC's EPC filing system.

20. Applicant recognizes and agrees that the Agent does not provide professional legal services nor does the Agent engage in the practice of law.
21. Applicant agrees to review draft copies of FCC Form 471 sent to the Applicant from the Agent for errors and omissions.

Responsibilities and Obligations of the Agent

1. Agent agrees to file on behalf of the Applicant any necessary FCC Form, including, but not limited to, FCC Forms 470, 471, 472, 486, 500, Service Provider Identification Number Change Letters, and Service Substitution Letters.
2. Agent agrees to notify the applicant of relevant program rule changes within a reasonable time period.
3. If desired by the Applicant, the Agent agrees to help determine the scope and details of the types of services or products to be included in the competitive bidding process. These services/products will be listed on FCC Form 470 and must undergo a minimum 28-day competitive bidding cycle.
4. Agent agrees to assist in preparing a Request for Proposal (RFP) or Invitation for Competitive Bids (IFCB) for E-rate eligible services, if desired by the applicant. This RFP/IFCB would supplement the FCC Form 470.
5. Agent agrees to review monthly bills, invoices, and/or contracts that are submitted to Agent in a timely manner for funding eligibility under the FCC rules and guidelines.
6. Agent agrees to submit, after receiving all necessary information from the Applicant, completed FCC Forms 470 and 471 to the SLD, before any relevant deadlines.
7. Agent agrees to answer on behalf of the Applicant any question or inquiry regarding the E-Rate Program or the services to be provided by Agent hereunder from the SLD, USAC, or any other such federal or state administrative agency.
8. Agent agrees to provide on-going E-rate support to the Applicant, as generally described above, and including providing reminders about upcoming deadlines, for a period starting no earlier than the execution date of this contract and ending no earlier than the end of the applicable program year (this will generally be about an 18 month time period).
9. Agent agrees to provide support in the event of a Selective Review, conducted by the SLD or their representatives covering an application filed by the Agent

PAYMENT TERMS: “Category One Applications” are defined as applications including only “Telecommunication Services” and/or “Internet Services” and/or “Voice Services” and/or Data Transmission Services” (including “Self-Provisioned Fiber, Leased Dark Fiber or Leased Lit Fiber”), or any other eligible Wide Area Network service.” Full payment to CRW for filing Category One applications on behalf of the client is in the amount of \$2500 payable within 30 days of The Applicant receiving the invoice for payment from the Agent. Additional charges for large Self-Provisioned Fiber or Leased Dark Fiber projects may apply, depending upon the size of the project and the needs of the Applicant.

“Category Two Applications” are defined as applications including “Internal Connections and/or “Basic Maintenance of Internal Connections” and/or “Managed Internal Broadband Services.” Full payment for Category Two Applications is 3% of the total funded amount featured on the Applicant’s “Funding Decision Commitment Letter.” Should no funding be awarded for the Category Two Application, the Applicant has no additional payment obligations beyond the Category One payment listed above.

Failure by the Applicant to perform the obligations and responsibilities listed on this form, and the possible loss of funding as a result thereof, does not discharge full payment obligations of the Applicant.

Payment should be mailed to: CRW Consulting, PO Box 701713, Tulsa, OK 74170-1713.

Agreed to this _____ day of _____, 2021

Applicant’s Authorized Signature



Agent’s Authorized Signature

Printed Name

Chris Webber

Printed Name

Title or Position

Owner, CRW Consulting

Title or Position

Crutcho School District C-074
Name of School District

**FAX THIS SIGNED PAGE TO: (918) 445-0049
OR EMAIL TO chris@crwconsulting.com**

B. Shawn Gable Contract 2021-2022

Crutch Public Schools and Shawn Gable, M.Ed., OTR/L, will enter an agreement for occupational therapy services, which may include supervision, under the following basic conditions:

1. Length of agreement will be for the 2021-2022 school year with OT services not to exceed \$20,000 total.
2. Rate of pay will be \$85 per hour, no separate fees for mileage
3. All checks should be made payable to Shawn Gable
4. During the term of this agreement the occupational therapist will be responsible for all state/federal tax withholdings
5. During the term of this agreement Crutch Schools will not provide any insurance benefits nor fringe
6. Either party may terminate this agreement with 14-days written notice and a detailed description of why services are being terminated

Other terms that the school system deems necessary should be sent to:

Shawn Gable
2900 Leaning Oklahoma City, OK 73120
Mobile 405.808.5180

Thank you for your consideration and I greatly look forward to working again with Crutch Public Schools.

Shawn Gable, MEd, OTR/L

_____ Shawn Gable.,M.Ed.,OTR/L

05/28/2021

_____ Superintendent

C. Jostens School Annual Renewal 2021-2022

D. OKTLE 2021-2022 Renewal



Oklahoma Teacher & Leader Effectiveness

Please mail a signed copy of this document to:

OKTLE
2801 N. Lincoln Blvd., Suite 226
Oklahoma City, OK

or

Scan and Email to: info@OKTLE.com

or

Fax to: 405-495-2610

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.

B. EES and the District desire to license the use of EES’s OKTLE, SEES, 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, 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, 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 _____

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, and/or McREL web-based Systems; or (2) District's failure to use corrections or enhancements to the OKTLE, SEES, 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, 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”

E. Keystone Renewal 2021-2022



CRUTCHO PUBLIC SCHOOL

2401 N. Air Depot
Oklahoma City, OK 73141
Phone 405-427-3771 Fax 405-427-3816
James Branscum, EdD
Superintendent/Principal



AMENDMENT TO RENEW FOOD SERVICE MANAGEMENT COMPANY CONTRACT

Crutcho Public Schools and Keystone Food Service

This amendment dated April 1, 2021 is between Crutcho Public Schools (SFA) and Keystone Food Service (FSMC).

SFA and FSMC will enter into the fifth year of the five-year contract. Keystone Food Service manages the SFA food service operations in Crutcho.

The parties now desire to amend the contract for the 2021-2022 school year.

The term of this contract shall be for one (1) year, beginning on July 1, 2021 and ending June 30, 2022.

Please be advised that the rates for the school year 2021-2022 will be as follows:

- 1. The cost to the lunch equivalency (LE) for lunch is \$3.8576
- 2. The cost to the LE for breakfasts is \$1.9288 (lunch price/2)
- 3. The cost to the LE for after school snacks is \$1.2859 (lunch price/3)
- 4. The cost to the LE for a la carte and adult meals is \$3.94
- 5. The cost to the LE for supper is \$3.8576

This amendment is effective July 1, 2021 and thereafter, unless otherwise amended. All other terms and conditions contained in the contract shall remain unchanged and in full force and effect.

Crutcho Public Schools

Title

Date

Keystone Food Service

Co-Owner
Title

4/1/2021
Date

BOARD OF EDUCATION MEMBERS

Antonia Jennings, President
Paul Keeler, Vice-President
Erika James, Clerk

F. Desiree Jones Counseling Renewal 2021-2022

G. 2021-2022 Calendar Updates

H. Learning Plan 2021-2022

I. Student Handbook 2021-2022



CRUTCHO
STUDENT/PARENT
HANDBOOK
2021-2022



CRUTCHO PUBLIC SCHOOL



WELCOME

Dear Parents and Guardians:

On behalf of the faculty and staff at Crutcho School, I am happy to welcome you to the 2021-2022 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to have academic success and develop appropriate life skills while attending Crutcho.

Please consider volunteering in some of our school led programs to encourage our students. To do this contact Mr. D Miles at dmiles@crutchoesd.org

Crutcho Faculty and Staff commit to our students to make learning joyful and meaningful through:

- 1) academic rigor and excellence
- 2) providing our students a safe and joyful learning environment
- 3) doing our best to establish a positive relationship with all students
- 4) outreach and recruitment of parent and community volunteers
- 5) providing appropriate activities and experiences

Please read the handbook carefully with your student (s). If you have any questions about our expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

We feel privileged to be a part of the Crutcho family. We thank you for your support and look forward to meeting you.

Sincerely,
James Branscum

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ATTENDANCE

Arrival and Dismissal

School starts at 7:50 a.m. The school does not assume responsibility, or the supervision of students' until 7:30 a.m. Please do not leave your child at school before 7:30 a.m. Students in grades 3 - 8 are to go directly to the cafeteria on arrival. PK - 2 students should report to the gym or their respective classrooms.

The school day ends at 2:50 p.m. Car-riders will be released by the gym doors. Day-care riders will be released on the west side of the main building. Vehicles will be given a car tag with the child's name on it which is to be displayed so the duty teacher can see the tag. Students who do not ride the bus home **MUST** have a permission form on file listing the names and contact information of adults who may or may not pick up the student. **STUDENTS WILL NOT BE RELEASED TO ANY ADULT THAT IS NOT LISTED, UNLESS ARRANGEMENTS HAVE BEEN MADE THROUGH THE OFFICE.** All students must be picked up by 3:15 p.m.

If there is a change in transportation, please contact the office at 405-427-3771 by 12:00 p.m. so that the teacher and student may be notified in a timely manner. There will be no checkouts after 2 p.m. for the safety of our students. In the event of a doctor's appointment, please have your child picked up prior to 2 p.m.

Special Note: A pattern of failure to pick up students at dismissal could constitute neglect. We are required to report child abuse and neglect to proper authorities.

Friday School

Friday is Crutch's Distance Learning Day. All students are expected and required to attend class meetings, participate and complete lessons from home. If a student does not participate, then an absence will be recorded.

Attendance

Regular attendance is vital for student success. Students should attend school all day, every day. If a child must be absent, it is the responsibility of the parent/guardian to notify the school by 8:15 a.m. Students who are ill should remain at home, not only for themselves, but for others. If a student is ill for two or more days, a doctor's note will be required for the absences to be excused. If the student checks in or out during the school day for a doctor's visit, a doctor's note must be provided for the absence to be excused.

It is board policy that we notify the parent/guardian when a student has reached the absence level of 5 days or parts of days in any class period during a semester. It is also board policy to notify the District Attorney's office of excessive absences. Truancy charges can be filed by the District Attorney once a child has been absent 10 days (or parts of days) during a semester. Students who have more than ten (10) days (or parts of days) of unexcused absences during a school year may be subject to retention as outlined in the District Promotion Policy. Class work missed due to tardiness or absences must be made up within five (5) days of the absence. It is the responsibility of the student to make up missed assignments. Parents of

younger children should request the work from the teacher and assist their child in completing and returning the work.

Neglect or Refusal to Compel Child to Attend School

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private or other school. 70 O.S. Section 10-105

Early Dismissal

Attendance is important to your child's success in school. If you must pick your child up early for medical or other reasons, he/she must be signed out by a parent/guardian in the school office. Students may only be picked up by adults that are listed in the student information system, unless prior arrangements are made through the office. If the student is checked out for a medical reason, please bring a doctor's note to school the next day so the absence can be excused. THERE WILL BE NO DISMISSAL AFTER 2:00 P.M.

Tardies from Home

The federal government has recently developed guidelines that make attendance a very critical element of public education. It is of extreme importance that students are on time each day. This will ensure maximum benefit of the instructional day, four unexcused tardies will constitute a full day unexcused absence. Students in grades PK - 4 arriving to school after 8:59 a.m., will have an absence recorded. Middle school students arriving more than 15 minutes after the start of a class period shall have a period absence recorded. Parents/guardians are responsible for making sure students arrive at school on time. If a student is repeatedly tardy (10 times during a semester), Crutchko shall file a report with the District Attorney's Office.

Tardies to Class

Students shall make every effort to report to class on time. Teachers will determine the consequence for tardiness, unless they become flagrant and defiant in nature, whereupon the incident will then become a discipline referral to the Principal's office.

BEHAVIOR/DISCIPLINE

Bullying

Bullying is a serious issue; however, bullying is not simple teasing or annoying behavior. Bullying is defined as "unwanted, aggressive behavior that involves a real or perceived threat." No student shall be expected to tolerate being bullied by another student, group of students, or adult while at school. If students believe they are being bullied, they should notify the teacher in charge immediately. They should then follow our 3 Steps to Assessing Bullying: 1. Is it truly mean? 2. Is it repeated? 3. Does it include a power imbalance? Depending on the outcome, teachers will also advise the parent/guardian to contact the principal by phone or written notice on the following day. This will ensure all incidents of bullying are investigated and dealt with in a consistent manner. A Bully Box is also placed in the library for reports of bullying. A student is subject to out of school suspension for any kind of BULLYING! For more information about

bullying visit; www.reactto bullying.org or www.iwitnessbullying.org. Per the bullying policy 70. O.S. Section 24-100.4 (A)(4)(d).

Classroom Discipline

Student discipline is designed to teach students the correct behaviors which lead to character development and responsible citizenship in the "real world". Typically, students are expected to behave in a manner that is consistent with societal standards. The teacher may notify the parent if misbehavior persists. When necessary, the teacher may refer students to the Principal.

Minor infractions of school rules and regulations may result in, but not be limited to, the following consequences:

- Financial repayment
- In-school suspension (all day) or CHOICES (25 minutes)
- School service
- Lunch detention
- Immediate change of attire
- Anti-violence seminars
- Police assistance as warranted
- Loss of privileges
- Parental Shadowing
- Corporal Punishment (with written consent front the parent/guardian AND verbal notification of the parent or guardian by phone prior to administration).

Drug-Free School

Students who possess, use, or distribute illegal drugs, including, anabolic steroids at school, shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students. In addition to suspension, students are subject to referral for prosecution under applicable laws. Article XXIV, Section 487 of the School laws of Oklahoma gives School Districts the right to issue a long-term suspension to any student proven to be in possession or under the influence of a Dangerous and/or Controlled Substance. Crutcho includes Drug Education into the curriculum in compliance with Oklahoma School Law, Article IV Section 877.

Immediate Removal

A student whose presence poses a continuing danger to persons or property, or who is continually disrupting the academic process or environment, may be immediately removed from school and placed on home suspension, pending the process hearing if the suspension is long-term. Any student who threatens harm to himself/herself and/or others will need a doctor's statement to return to school and the classroom.

In-School-Suspension Procedures

Crutcho's In-School-Suspension program is called ISS or CHOICES: The amount of time a student spends in CHOICES is contingent upon their age and their behavior. Students will complete their work in CHOICES, as well as reflect on their behavior and what they could have done differently.

Principal's Incentive/Award Assemblies

Assemblies will be planned throughout the school year for those students who consistently follow school guidelines and expectations, as well as for students who excel in academics. These assemblies are usually held two weeks before the end of each semester, except for the end-of-year awards which are given during the last week of school.

Sexual Harassment

Crutcho District Policy prohibits sexual harassment as defined in the Board of Education policy manual. Victims will be referred for school counseling. Perpetrators will be considered for suspension and/or reported to law enforcement. All sexual harassment complaints should be submitted in writing directly to the building principal.

Special Education Suspension

The discipline of students with special needs (on an IEP) shall be in accordance with the specific laws, policies, and regulations governing such students. Prior to suspending a special education student for more than 10 cumulative or consecutive days, the student's IEP team must convene to complete a RIP (Behavioral Intervention Plan). A Behavioral Intervention Plan must be in place, reviewed, and revised, if needed, to meet the student's needs. Complete cessation of services cannot occur for a student with disabilities.

Student Searches

The administration, upon reasonable suspicion of possession of dangerous weapons, controlled dangerous substances, or any other item that could be potentially dangerous to the student or others, shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student. The search shall be conducted by a person of the same gender as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same gender. [70 O.S. Section 24-102](#)

Suspension

To insure a proper educational climate, the administrator may suspend students. Suspension may be enacted when the student is guilty of continued misconduct and/or when other methods of disciplinary action as indicated in the above paragraph of this page have been ineffective in changing a student's adverse behavior. Suspension may be immediate, short term (10 days or less), or long term (more than 10 days).

Repeated violation of discipline rules may result in an out of-school suspension. Suspended students are not allowed to return to campus or attend extra-curricular activities until the suspension is terminated.' Students in violation of this policy are subject to arrest for trespassing, and/or additional days of suspension.

Students may be suspended for the following:

- Fighting.
- Bullying of any kind.

- Possession of a portable electronic paging (cell phone or pager) device without written administrative consent.
- Possession of stolen property.
- Insubordination (disrespect for school authorities).
- Tripping, tagging, flashing, etching or displaying gang or cult signs or symbols.
- Playing music on school campus or at a school activity whose lyrics contain profanity, violence toward individuals or groups, assault, and sexual misconduct.
- Conduct that disrupts the education process or endangers the health or safety of the student, other students, or school personnel.
- Defiance of an administrator, teacher, or school staff.
- Sexual Harassment.
- Truancy (ditching class).
- If any of the above acts occur off school premises and/or before or after school hours, and the misconduct has a direct and immediate effect on the discipline of, or welfare of the school and its employees.
- Possession of any tobacco product.
- Possession of fireworks in any form; using them on campus, bus or school activity.
- Violation of school bus rules.
- Burglary, robbery, larceny, theft.
- Possession of a firearm, dangerous weapon, or replica.
- Assault, battery, or assault and battery on a fellow student, school official, or person designated to act in that capacity.
- Vandalism or malicious mischief.
- Arson or attempted arson.
- Sexual misconduct, including but not limited to sexual harassment, rape and attempted rape.
- Participating in an unauthorized or disruptive demonstration.
- Threatening or verbally abusing a school district employee.
- Extortion or blackmail.
- Sale, distribution, use, possession, or being under the influence of marijuana or a controlled, dangerous substance.
- Sale, use, possession, or being under the influence of alcoholic beverages (beer, wine, liquor, spirits and coolers).
- Repeated use of profanity.
- Repeated disruption in class, on a school bus, or at a school activity.
- Repeated defiance of an administrator, teacher, or school employee or person designated to act in that capacity.
- Repeated violation of school rules and regulations.
- Failure to identify self to appropriate authority in a crisis situation (a disturbance that would disrupt the educational process or jeopardize the safety of individuals).
- Making a bomb threat.
- Commission of any act that would be a felony or crime of moral turpitude under state or federal law, if committed by an adult.
- Knowingly participating in the concealment of a weapon on a school campus, school bus, or at a school sponsored event; including failing to report knowledge of the possession or intent to bring a weapon to school by another student.
- Withholding evidence important to the resolution of an offense.
- Trespassing on another school campus, with or without criminal intent.
- Possession of incendiary (flammable) or hazardous materials, chemicals, explosive devices or materials to construct such devices.
- Recruitment for membership or inclusion in gang and secret societies.
- Sale, distribution, use, or possession of tobacco or tobacco related products.
- Violating rules of computer use.

All students will be expected to complete all work missed while suspended. It is the responsibility of the parent to make arrangements for collecting school work. Students shall return the work upon returning to school for full credit. Students not meeting attendance requirements due to suspensions may be required to repeat his/her grade level.

Right to Due Process

Prior to a short or long-term suspension taking effect, the student is entitled to due process. Before the suspension becomes valid, the student will be given an opportunity to tell his/her side of the story, and will be advised in writing of the following:

- The charges specifically identifying the rules allegedly violated and the length of the proposed suspension.
- The identity of any affidavit, statement, or other document the school plans to introduce as an exhibit (parents have a right to review the documents within a reasonable time before the hearing).
- The time, date, and location of the hearing.
- The procedures to be followed at the hearing.
- An explanation of the evidence summarizing the facts of the incident that form the basis of the charge.
- The right to be represented by a person of their choosing (this may be an attorney).
- The right to question or cross-examine adverse witnesses, and other documentary evidence on behalf of the student.
- The right to appeal with or without representation.

Waiver of Hearing

Should the student and parent agree with the proposed suspension, they may, in writing, waive their right to a due process hearing. Parents are encouraged to read the terms of the waiver carefully before signing. A signed waiver becomes final and is not subject to appeal,

Suspension Appeals Process

- a) If the student, or the parent of a student, who has been suspended for more than ten days is not satisfied with the decision for suspension, he/she may appeal the decision to The Board of Education **within 10 days**. The superintendent or designee will conduct an independent investigation on behalf of the Board, including interviews with all of the involved -parties. The investigation will also include a review of relevant documentary evidence. The investigator shall have the authority to resolve the issue prior to sending an investigation report to the Board, if all parties agree to the resolution.
- b) If the matter is not resolved at the investigative level, the investigator's report will be sent to the Board, who will use that report to determine the guilt or innocence of the student and the reasonableness of whether the term of the out-of school suspension was appropriate. The Board decision shall be final.

Violence Toward Staff Members

Any student who threatens or strikes a staff member, certified or support, may be suspended for a period of two weeks up to the remainder of the year. If a student who has been suspended due to violence or threats against a staff member repeats the offense, they may be suspended for the remainder of the - current year or through a portion of the following school year. If any

student strikes a staff member, certified or support personnel, the proper law enforcement authorities shall be notified.

Any adult who threatens or strikes school personnel or disrupts the educational process may be permanently banned from campus or banned until receiving written permission to return to the building by administration. Proper law enforcement authorities shall be notified.

CHILD FIND

Child Find

The Crutcho School District would like to ensure that all students with special needs within our jurisdiction are identified, located and evaluated. If you know of a child between 0-21 years of age that is possibly handicapped and has not been identified by this school district, please contact the special education department at 405-427-3771. The Crutcho School District provides equal opportunities without regard to race, color, educational program and activities.

DRESS CODE

School Dress Code

Crutcho students will wear uniforms Monday through Thursday with the following guidelines:

- Pre-Kindergarten and 4th Grade are Model School. Model school dress code is given by the model school teacher. Pre-Kindergarten model school students will wear navy blue pants and yellow polo shirts. 4th Grade Model School students may obtain the dress code from the enrollment office.
- Shirts must be a polo shirt. Shirts may be any solid color. Shirts must have sleeves (short or long).
- Khaki slacks, skirts, shorts, or jumpers must be khaki or navy ONLY. Slacks, shorts, and skirts must be worn at the waist. No SAGGING allowed. Shorts, skirts, and jumpers must be fingertip length. (NO CARGO PANTS or SHORTS).
- Shoes must be tennis shoes or flats. No sandals, open hack shoes, open toed shoes, flip-flops, athletic sliders, house shoes, or heels may be worn.
- Sweatshirts, sweaters jackets and hoodies must be solid colors and worn over a uniform shirt.

Crutcho students may wear Crutcho shirts and jeans on Thursdays:

- Crutcho shirts may be t-shirts, collared shirts, or sweatshirts.
- Jeans must be worn at the waist. No SAGGING allowed.

Hoods and hats are not allowed to be worn inside the building.

Clothing may not be revealing, contain inappropriate graphics or lettering, or disrupt the learning environment. Parents of students wearing clothing deemed inappropriate by the administration

will be asked to bring appropriate clothing to the school or take the student home for the day. If you have any questions concerning Crutchco's dress code, please contact the office.

The following actions may be used for students that are exhibiting defiance about the school dress code requirements:

- 1) Parent will be called to provide proper clothing.
- 2) Parent conference.
- 3) In-school suspension and/or parent conference.
- 4) Out-of-school suspension and/or parent conference, if deemed to be repetitive.

ENROLLMENT/WITHDRAWAL

Enrollment

A child must be four (4) years of age by September 1, in order to be assessed for possible enrollment to attend Pre-Kindergarten.

A child must be five (5) years of age by September 1, in order to attend Kindergarten.

A child must be six (6) years of age by September 1, in order to attend 1st grade.

All students entering Crutchco schools must complete the enrollment process. Parent must provide two (2) forms of proof of residency (real estate contract, certified rental/lease agreements, or current utility bill), birth certificate, and immunization record. All students entering Crutchco Schools who attended a different school the previous year must also bring their last year's report card.

Adults serving as guardians for students in the Crutchco School District are required to show proof of guardianship, either with a certified court document, adoption papers, or a transfer of guardianship through DHS or Social Security. Photo is required for both parties.

Immunization Requirements

CHILDCARE/PRE-SCHOOL/PreK-KDG through 12th

- 4 - 5 DTaP
- 1 - 4 PCV
- 3 - 4 Polio/IPV
- 2 MMR
- 1 - 4 Hib
- 3 HepB
- 2 HepA
- 2 Varicella/VAR
- 2 - 3 Rotavirus
- 2 MCV recommended at age 11 but not required.
- 2 – 3 HPV recommended at age 11 but can start at age 9.
- Flu recommended yearly but not required.

- This table lists the vaccines that are required for children to attend childcare and school. Not all recommended vaccines are required.
- Children in childcare must be up-to-date for their age for the vaccines listed.

- All measles, mumps, and rubella (WAR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday or within 4 days before the birthday to be counted as valid doses.
- If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
- If the 3rd dose of Polio is administered on or after- the child's 4th birthday, then the 4th dose of Polio is not required.
- Hepatitis B may be administered in two (2) dose series to children 11 through 15 years of age. All other ages receive three (3) does of Hepatitis B vaccine.
- A parental history of a child having varicella (chickenpox) disease is acceptable instead of varicella vaccine.
- Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten through grade twelve, but they are required for children in childcare.
- It is not necessary to restart the series of any vaccine due to longer than recommended time periods between doses.
- Children may be allowed to attend school and childcare if they have received the first dose in the series of any multi dose vaccine but must complete the series on schedule. These children are "In the process" of receiving immunizations.
- Doses administered 4 days or less before the minimum intervals or ages will be counted as valid doses. This applies to all children including those already enrolled.
- Children who do not complete the Dap series by their 7th birthday must complete the series with DTaP, whichever is appropriate.

For further immunization information, please call the Immunization Service, Oklahoma State Department of Health at 405-271-5600.

Transfers

Transfers from out of-district may be approved to accommodate a specific academic or environmental request provided space is available. An emergency transfer request out-of-district must be made to the Crutcho Board of Education.

Withdrawal Procedures

A twenty-four {48} hour notice is required prior to withdrawing a student to move to a new school. The notice will allow sufficient time for students to return books and clear outstanding financial obligations. Parents will receive a copy of the withdrawal form to use when enrolling at the new school. Enrollment at the new school requires:

- a) A copy of the withdrawal form.
- b) Immunization records.
- c) Birth certificates (for lower elementary grades and students new to the district).
- d) Three working telephone numbers.
- e) Proof of residency.

FERPA

Student Records

The Crutcho School District complies with the Family Education Rights and Privacy Act (1TRPA 34 CFR 99.22), Records may be inspected at the school from 8:00 a.m. to 2:00 pm., Monday through Friday. Complaints may be filed in the Office of the Superintendent. Upon request, the official records of a student may be inspected and reviewed by the student's parents or guardian. Additionally, parents or eligible students have the right to:

- Request amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
- Consent to disclose educational records, except where consent is not required to authorize disclosure.
- File complaints concerning noncompliance with the U.S. Department of Education.
- Obtain a copy of the local adopted policy at the Crutcho Elementary School administration office.
- Receive notification in their primary or home language.

The Family Education Rights and Privacy Act (FERPA) (2011.5.C. 1232g; 34 CFR Part 99) is a Federal law required by all schools that receive funds under an applicable program of the US. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students". Parents of eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of, the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of

attendance. However, schools must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

HATCH AMENDMENT

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect surveys or instructional materials if these materials or surveys are funded by the United States Department of Education. With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make sure materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as:
 - Political affiliations
 - Mental and psychological problems potentially embarrassing to the student and his/her family
 - Sexual behavior or attitudes
 - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
 - Critical appraisals of other individuals with whom respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

FIELD TRIPS

Field Trips

Students must have a signed parental permission slip completed upon enrollment/registration, to participate in an off-campus field trip. A notification will go home concerning any field trips without a signature required. Students may be charged fees or transportation costs as/if needed. Students may be excluded from a field trip as a consequence for misbehavior.

Siblings will not be permitted to accompany Crutcho students or act as field trip sponsors unless they are 18 years of age or older.

GRADING PRACTICES

Eligibility Requirements for Activities

In order to be eligible to participate in extracurricular activities, a student must have passing grades (A, B, C, D) in all subjects. During the semester, student's grades will be monitored each week. If a student is not passing all subjects, he/she will be placed on probation during the next one-week period. A student who has been placed on the one-week probationary period must be passing all subjects at the end of the one-week probationary period week in order to retain eligibility.

If, after a one-week probationary period, a student is not passing in all subjects in whom he/she is enrolled during the semester, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student must be passing all subjects to regain eligibility.

Extra-Curricular Participation Policy

Students participating in extra-curricular activities (i.e. sports, music, clubs, etc.) shall maintain a 2.0 cumulative grade average in his/her core subjects. Students must not have a failing grade in any course. If these requirements are not met, the student will be placed on one week of probation. If the student has not improved at the end of this period, he/she will be ineligible to participate in extracurricular activities until the academic requirements are met.

Grading Practices

Crutcho teachers and administrators believe that "All Students Can and Will Learn".

Pre-Kindergarten through 3rd grade students are graded on mastery of specific grade-level standards: 4 is Excellent Progress, 3 is Consistent Progress, 2 is Learning, and 1 is Having Difficulty.

Grades 4th through 8th use the following grading scale for core subjects:

A-90-100

B-80- 89

C=70-79

D-60 69

F=59 and below

Report Cards

Report cards are sent home with each student once every nine-week grading period. Students will also receive a progress report during the fifth week of every grading period. Fourth quarter report cards may be sent home on the last day of school or mailed.

HEALTH AND SAFETY

Administering Medication to Students

Prescription medication may be dispensed to students that have a current medication form on file. The form is available in the office or on our website, and a medication form must be completed for each medication. Prescription medication must be brought to school by the parent/guardian. Medication must be sent in the original container and the printed label needs to contain the following information:

- Student's name
- Name and strength of Medication
- Dosage and Directions for administering
- Name of Physician /Dentist
- Purpose of Medication

The administrator or a designee will dispense the medication as directed. Parent or guardian must pick up all medication within ten days of the last day of school or the medication will be discarded.

Over the counter medication may be kept in the office. A medication form must be completed and on file, giving the office personnel permission to dispense the medication as directed.

Asbestos Notice

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987.40 CFR Part 763-Asbestos Containing Materials in Schools, Crutcho Public School has been inspected and an asbestos Management Plan was developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Crutcho school office from 8:00 a.m. to 2:00 p.m. Monday through Friday.

Inspection of district facilities for asbestos has been conducted and Crutcho does not currently have any asbestos. All asbestos has been removed from Crutcho Public School. If there is any change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the building.

Emergency Care

Parents shall provide at least three accessible emergency contact telephone numbers in case a student becomes ill or has an accident at school. Phone numbers should be updated as needed. The Administrator or a designee will seek proper care for the student and attempt to notify the parent/guardian as soon as possible. In an emergency situation, if the parent/guardian cannot be contacted, emergency medical services will be called. The parent/guardian will be responsible for the emergency care expenses.

Fire, Tornado, Lock Down and Bus Evacuation Drills

Drills are held throughout the year for safety purposes. Students will follow instructions, proceed quietly to the assigned area, and remain in the assigned areas until dismissed by the teacher or principal.

Head Lice

Students are not permitted to remain at school if they have live head lice. After a student is sent home with head lice, the parents/guardians must treat the lice and remove the nits (lice eggs). The student's hair must be inspected by a school employee prior to returning to the classroom.

Physical Education

All Kindergarten - 5th grade students attending Crutch Elementary School will participate in physical education activities unless excused for medical or religious reasons. If a child is to be excused, a letter must be on file in the school office.

PARENTS/LEGAL GUARDIANS

Inclement Weather

Any school closures and/or early dismissals due to inclement weather will be announced by robo calls, Facebook announcement, website announcement and/or by local television channels. It is the parent/guardian responsibility to sign up for announcement services and to stay aware in cases of inclement weather.

Class Visit/Observation

Parents are always welcome at Crutch and encouraged to visit their children's classes. Please follow these guidelines to ensure student safety and uninterrupted learning. Parents will need a valid I.D. to come inside the building for the safety of our students and staff.

Guidelines:

1. Please make arrangements in advance and specify the date and time for your visit.
2. If you are unable to meet at the agreed upon time, please notify the school.
3. The teacher will have a designated place for you to sit. Please remain there until your visit is over.
 - a. Remember that you are to observe only. Specific concerns should be addressed at a follow-up conference.

4. Please exit quietly so learning will not be disrupted.
 - a. Only adults will be admitted for class visitation, and no more than one adult visitor at a time will be permitted in a class.
5. Any parent who wishes to visit a classroom but has not made prior arrangements must first visit the building principal.

Parents/Patrons are expected to conduct themselves in an orderly fashion when conducting school business or visiting the school. Remember, you are your child's first teacher and children often pattern their conduct and attitudes after their parents.

Parent/Teacher Conference

Parents are expected to participate in at least one scheduled conference with their child's teacher(s) prior to the end of the third quarter. Four parent conference days are scheduled each year.

Conferences are scheduled on Thursday evenings and Friday mornings in September and in February.

Parents are encouraged to schedule a conference any time they have questions or concerns. Parents who desire a conference should contact the teacher to arrange a date and time for the conference. This allows the teacher time to prepare materials and gather data that will make the conference more productive. If a parent is not successful in scheduling a conference for any reason, they should contact the principal at 405-427-3771 for assistance.

School Property

Students are responsible for the proper use and care of school property, such as textbooks, library books, desks, playground equipment, and any other equipment issued to enhance the student's educational experience. The parent/guardian of a student is responsible for the replacement or repair of damaged or lost school property when it is determined the damage is the result of the student's actions or negligence.

Visitors

For the safety of our students and staff members, all persons entering the building must report directly to the school office to sign-in and receive a visitor's badge. Visitors are required to have a valid I.D. to sign into our system. Visitors must sign out in the office when leaving.

Parent's Bill of Rights

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. 25 O.S. Section 2001.

STUDENT RETENTION

Student Retention Policy

Any student who has made unsatisfactory academic progress and achievement in the areas of literacy and math shall be carefully evaluated before promotion to the next grade. The age, physical development, emotional maturity, social adjustment, and attitude of the child will also be considered in each case. Parents will receive notification of the possible need to retain at the earliest sign of difficulty and will be notified no later than the end of the second conference. Students who are not reading on grade level by the end of third grade WILL BE RETAINED unless they qualify for one of the exemptions available.

RULES AND PROCEDURES

Bus Rules and Procedures

A fleet of modern and well-maintained school buses is provided for the transportation of all students living in the district. Crutcho Elementary is NOT required to provide transportation for any students because of the short distance between the school and housing. Riding the bus is a privilege, and failure to follow the bus rules may result in suspension of bus privilege, even on the first offense.

The following rules should be observed:

1. Students must ride in their assigned bus at all times.
2. Students must remain at their assigned bus stop and not attempt to load or unload at alternate stops, except with permission from the administration.
3. The office must be contacted if before or after school care necessitates the assignment of more than one stop.
4. Hands, head, and all objects are to be kept inside the bus at all times.
5. Loud talking and laughing or unnecessary confusion may divert the driver's attention which could result in a serious accident.
6. Damage to the bus must be paid for by the offender.
7. Students should never tamper with the bus or bus equipment.
8. All books, backpacks, coats and other items are to be kept with the student and taken when the student exits the bus. Lost items are not the school's responsibility.
9. Bus riders are to remain seated at all times.
10. Horseplay is not permitted around or on the school bus.
11. Bus riders are expected to be courteous to other students, the bus driver, and the driver's assistants.
12. Students should be silent when the bus is approaching a railroad crossing,
13. In the case of a road emergency, children are to remain on the bus until they receive directions from the bus driver.
14. Bus pickup times should not vary more than five minutes each day. Drivers are not required to wait for students who are not in sight.
15. Parents are responsible for supervision of their children at the bus stop. The school cannot take disciplinary action against students for fighting at the bus stop. Parents are encouraged to work together to resolve conflicts. If the issue is not resolved, parents should contact the police for assistance.

Unloading the Bus Safely

1. When crossing the street, go at least ten (10) feet in front of the bus, stop, check traffic, and watch for the bus driver's signal, then cross the street. THE BUS DRIVER CANNOT SEE YOU IF YOU ARE CLOSE TO THE FRONT OF THE BUS.
2. Students living on the right side of the street should immediately leave the bus and stay clear of traffic.
3. The driver will not discharge riders at places other than the regular bus stop except by proper authorization from the parent or school official,
4. Parents are not allowed on the bus. If parents need to discuss an issue concerning the bus, they are to make an appointment and discuss the concern at school.

Cafeteria

Cafeteria procedures are:

1. Students are to enter the cafeteria and sit at their assigned table. Tables will be called to get in line by the cafeteria teacher. Only 5 students at a time should be in the serving area.
2. Students may talk quietly to those students near them while eating, unless other instructions are given.
3. Students are to remain seated at all times.
4. Students will be given a signal to clean their area and dump their trays.
5. After dumping trays, students will move to another table and wait for their teachers to arrive.
6. Glass containers are not allowed in the cafeteria.
7. Students should not share their food.
8. Students may be given additional directions to follow when necessary.

General Rules and Procedures

- In accordance with Oklahoma Law, Tobacco in any form or tobacco products of any kind shall not be used or possessed while on school premises, attending a school-sponsored event, on or outside of school grounds or attending school sponsored events on or outside school premises. In addition, Tobacco products shall not be used while in transport to or from an event in school vehicles.
- Students shall not leave school at any time without permission and office notification.
- Students shall not be permitted to leave any classroom without permission.
- Students shall not use inappropriate language.
- Any student(s) in possession of a weapon or weapon replica will be suspended. The weapon(s) will be confiscated and surrendered to the proper authority.
- Proper conduct and care is expected of each student utilizing school facilities or materials (i.e. books, chairs, desk, and bus). Any person **defacing, destroying, or losing school property** shall be held financially responsible.
- Toys, electronic devices, etc., shall not be brought to school. Items will be confiscated until the parent/guardian retrieves them from the teacher or administrator. The school is not responsible for lost, broken, or stolen items.
- Excellent restroom behavior is expected at all times. Students should inform a staff member if there is a problem in the restroom facility.

- Students shall always conduct themselves with courtesy and respect for everyone.
- Students shall never use the property of others without their permission.
- Students should knock before entering a room and use courtesy when entering or leaving a classroom.
- Running is not allowed in the building.
- Noise levels should remain low inside the building so learning will not be disturbed.
- Hall passes are required for students that are unescorted by teachers.
- Food items can only be consumed in the cafeteria unless authorized by school personnel to utilize another site. **Gum and Sunflower seeds are not allowed in the building.**
- Students shall follow the direction(s) of Crutcho administration and staff at all times.
- Uniforms are to be worn properly at all times, unless other authorization is granted by the school administration that waives the mandated dress code for special events.

Playground Rules and Procedures

Playground boundaries, rules, and procedures are designed to keep children safe while on the playground and will be discussed with the students at the beginning of each school year. Playground rules and procedures will also be reviewed on a routine basis. Children are encouraged to play and exercise while on the playground as long as their activities are safe for themselves and for others.

The following activities will NOT be permitted:

- Forward or hack flips
- Contact sports (football, karate, wrestling, etc.)
- Throwing objects, such as rocks and sticks'
- Inappropriate language
- Climbing fences and gates
- Climbing up the slide
- Standing in the swings
- Standing on top of equipment, unless designed for standing
- Jumping off equipment
- Any other potentially dangerous activity

STUDENT INFORMATION

Electronic Devices

Cell phones and other electronic devices are not allowed at Crutcho Public School during school hours (from 7:50-2:50 daily).

In order for a student to bring any wireless device to school, a wireless device contract must be signed. If students bring their devices to school, they must put them in their lockers before first hour begins and leave them for the remainder of the school day. If you need to reach your child during the school day, please call the office at 405-427-3771 and we will give your child your message.

Any device seen or heard during the school day will be confiscated for parent pick-up.

We will not release confiscated devices to students. Thank you for your cooperation.

Personal Property

Students are responsible for the care and safety of their own personal property, such as coats, backpacks, etc. The student's name should be placed on all personal items. The school district is not responsible for a student's lost, stolen, or damaged personal property. Middle school students will be issued a locker to store books and personal items; however, students should presume no right to privacy for any items stored within the lockers. Lockers may be searched by school officials or designee at any time.

Students should not bring money, toys, or pets to school at any time, unless requested by the school. When sending money, please enclose the money in a sealed envelope with the child's name on it and the reason for the money. Direct your child to deliver the envelope to the teacher upon arrival. Crutchco is not responsible for any money that is lost or stolen. Unless requested by the teacher, please **do not allow your** child to bring toys or pets to school.

Student Privacy: SPECIAL NOTICE

Students shall not have any reasonable expectation of privacy from school administrators or teachers in the contents of laptops, school lockers, desks, and **other property** in order to properly supervise the welfare of pupils. Laptops, school lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such a search.

Student Supplies

Parents are required to furnish their child's personal school supplies as listed on the Crutchco Public School Supply list. Parents should make every effort to honor teacher requests for additional supplies throughout the year. Students with an IEP are also required to provide additional supplies.

Use of School Telephone

Students will be permitted to use the school phone when necessary. Students must have permission from a staff member to use the phone. Students will not be called to the telephone during the instructional day without prior approval from the principal. Students will not be permitted to receive or make long distance calls from Crutchco.

Notice of Non-Discrimination

It is the policy of Crutchco Public School District No. C-074 not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section SCA of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Civil rights compliance inquiries related to the Crutchco Public School District No. C-074-52 may be directed to Dr. James Branscum, Superintendent, 2401 North Air Depot Blvd., Oklahoma City, Oklahoma 73141. Phone 405-427-3771.

Student/Teacher/Parent School-Wide Agreement

Mission Statement: Crutch Elementary mission is to provide a quality educational experience for every student, every day, without exception.

Crutch Pledge: As Crutch Tigers, we pledge to be responsible for our work, respectful to our teachers and classmates, live a healthy lifestyle so we can be the best citizen for our school, city, state, country, and world.

Belief Statement: Crutch is committed to the belief that all children can learn and acknowledge that all of us - teachers, administrators, parents, and students - working together can make positive difference in each student's achievement. Crutch will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school daily.
- Come to school each day with pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments on time.
- Study at home or read a book during study time in the evenings as often as possible, away from TV and other distractions.
- Follow school rules.
- Have fun at school and be kind to everyone.

Signature _____

Date _____

Parent/Guardian Agreement

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Ensure that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain a positive learning environment with minimal behavior challenges from my child.
- Establish a daily time for homework to be completed and review it regularly.
- Provide a quiet well-lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child, and let my child see me read.

Signature _____

Date _____

Teacher Agreement

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide assistance to parents so that they can help with the assignments when necessary.
- Provide current information to students and parents regarding student's academic progress.
- Appropriately pace students according to individual abilities and needs as learners.
- Provide homework assignments for students, according to classroom objectives and district policy.

Signature _____

Date _____

Principal Agreement

I support this form of parental involvement. Therefore, I shall strive to do the following:

- Encourage teachers to provide differentiated instruction to meet the needs of all students.
- Provide an environment that allows for open and effective communication between the teacher, parent, and student.

Signature _____

Date _____

**Please sign this form and return to the school tomorrow! Thank YOU!
It's going to be a GREAT year!**

Crutchco Public School
2401 N. Air Depot Blvd
Oklahoma City, OK 73141
Phone: (405) 427-3771 Fax: (405) 427-3816

James Branscum, Superintendent

Student's Name (please print)

Has reviewed the contents of the Crutchco Student/Parent Handbook.

Student's Signature

Date:

Parent/Guardian's Name (please print)

Acknowledge receipt of the Crutchco Student/Parent Handbook,

Parent/Guardian's Signature

Date:

Questions/Comments

Please sign this form and return it to school tomorrow!



CRUTCHO TEACHER HANDBOOK

CRUTCHO PUBLIC SCHOOL



**Dr. James Branscum
Superintendent/Principal
Harvey Bethany
District Administrator
Melvin Perry
Associate Superintendent**

INTRODUCTION

As we prepare to embark upon the GREATEST year in Crutch School HISTORY, our goal for teachers is that of an “A”. This handbook is designed to acquaint teachers with basic school procedures and requirements so that you are aware of what you will be held accountable for as it pertains to the overall operation of Crutch Public School and making achieving an “A” our reality!

ABSENCES/ATTENDANCE

Regular attendance by all staff is critical to the daily success of our children. Staff attendance also impacts our school report card grade. Therefore, EXCEPTIONAL attendance is vital. However, whenever a teacher finds it necessary to be absent, he/she will personally advise Mr. Bethany (405-445-9705) as soon as possible and preferably before 6:00 a.m. the morning of the absence. You should also verify that your leave has been approved and a substitute has been secured the day before your absence. Failure to report your absences as per the above specifications may result in your absence being reported as unpaid/unexcused. Any staff member reporting late or leaving early shall personally notify the District Administrator, Harvey Bethany.

All staff members are expected to complete a leave form for any type of absence. The leave form should be submitted no later than the day you return to school. Substitutes may not receive proper compensation if leave forms are not submitted in a timely manner. Please ensure that all materials are easily accessible to anyone who might need to take charge of your classroom if you are absent.

ABSENCE OF ADMINISTRATION

In the absence of the building administrators, a teacher may be placed in charge to deal with emergency situations. The faculty will be advised accordingly with an announcement on Infinite Campus and/or e-mail.

ASSESSMENTS

The ability to track and monitor student learning is paramount to academic success. This is to be accomplished through frequent assessments. All teachers will be expected to provide a weekly report documenting student progress towards mastery of district objectives. Additional technical assistance will be provided to assist you with this process.

Teachers for grades Pk-3 will be expected to monitor literacy skills in all students. Initial literacy assessments shall be administered during the first three weeks of school. Students shall be reevaluated at least once each quarter. This data will be used to determine which students will require a reading sufficiency plan as mandated by the state.

Cynthia Burger will serve as the Literacy Coordinator. She will be responsible for the following:

Reading Sufficiency Coordinator:

- Advise teachers as to due dates for submitting testing data.
- Providing technical assistance for teachers in administering the tests.
- Compiling district Reading Sufficiency Data.
- Assisting the Superintendent with submission of required data to the SDE.
- Providing supplemental literacy lessons for students.
- Demonstrating literacy lessons for teachers.
- Maintaining Reading Sufficiency resource materials.

CLASSROOM CARE

Teachers should maintain neat and orderly classrooms. Teaching materials should be routinely put away at the end of the day. Students should be encouraged to keep the floors clear of trash and debris. Learning materials should be stored in an orderly fashion.

Teachers are encouraged to create a warm inviting atmosphere that is conducive to learning and pleasing to the eye (free of clutter).

Evacuation procedures should be clearly posted and emergency exits should remain clear of obstacles. Classroom doors shall remain locked at all times for safety reasons. Thermostats should be set between 73 and 78 degrees while running the air conditioner and between 68 and 73 degrees while running the heat. Computers and other electrical equipment should be turned off for the weekend or holidays. Lights should be turned out when the classroom is unoccupied.

Teachers should report all maintenance issues using the work order forms found in the teacher mail room. Any issue that poses a safety concern should be brought to the immediate attention (by telephone or in person) of the building principal and followed up with a written request.

EMERGENCY SCHOOL CLOSING

The decision to close school will be made by the Superintendent. Notification will be made to teachers and support staff through the Media and by use of a phone tree. Please contact the person listed below your name on the list for school closing contacts.

EMERGENCY DRILLS

It is the responsibility of all staff members to secure and post Emergency Drill Procedures in their classroom. This information shall also be included in the substitute folder. All drill procedures should be reviewed with students. Fire Drills will be conducted on a regular basis according to state law. A bus evacuation drill shall be conducted during the first two weeks of each semester. Additionally, tornado drills will

be conducted several times per year. New legislation now mandates two lock down drills each school year. Teachers not clear on any emergency drill procedure should see an administrator for assistance.

FIRE DRILL

The signal for fire evacuation is a shrill series of electronic sirens. Upon hearing the siren; students, staff, and teachers should file out of the classroom in an orderly fashion to the nearest exit. The classroom door should be shut and unlocked, and the lights should be turned off. Teachers should take their roster with them to account for all students when they have assembled outside. Teachers should display a red or green card to indicate missing students (**red**) or all students present (**green**) respectively after taking roll. Names of missing students should be given to the administrator in charge. No one should reenter the building until they receive notification from an administrator indicating “all clear” to return to the building. **UNDER NO CIRCUMSTANCE SHALL YOU IGNORE FIRE ALARMS. STUDENTS SHALL BE ESCORTED TO THE APPROPRIATE LOCATION EVERY TIME THE ALARM IS SOUNDED.**

INTRUDER DRILL/ LOCKDOWN DRILL

In the event of a lockdown, all rooms are locked with students and personnel secured and sheltered in place awaiting further instructions. No students may leave the rooms unless cleared by administration and possibly escorted by an adult. Under the conditions of an intruder entering the building, teachers are to immediately secure students in the classrooms. Any students outside the door should also be secured in your classroom. Do NOT send students to their classroom; pull them into the nearest classroom. Determine in advance where students can move to be the least visible to someone outside the building and in the hall. Students should be as low to the floor as possible. Students should avoid eye contact with any intruder and remain as quiet as possible. Students and staff should stay quiet until an “all clear” announcement is made.

TORNADO DRILL

The tornado drill alert will consist of an announcement to move to the Tornado Sheltering area to take cover for a tornado watch. All sheltering will take place in the school basement. At this signal, teachers should escort their class to the designated area. Students should assemble on the floor. Students and teachers should remain quiet and listen for further instructions. Students should keep their legs tucked in to allow others to walk up and down the halls safely as needed. Students will be asked to assume a “duck and cover position” at an appropriate time during the drill or emergency. (Students need not assume the “duck and cover” position unless imminent danger exists). Imminent danger shall be defined as the issuance of a tornado warning by the weather station or the sounding of tornado sirens in the area. Students and teachers should remain in this position until instructed by intercom or by administration to return to class.

GRADING

Teachers should refer to Infinite Campus and the student handbook for the grading scale. Teachers are expected to record a minimum of three grades per week for each content area they teach. All teachers will be expected to record their grades in Infinite Campus. Grades SHALL be updated at least once per week. Whenever possible, please enter grades on a daily basis. Students should receive clear and specific feedback on their work in a timely manner.

All students will receive a progress report in the fifth week of each quarter and a report card for each quarter. Please refer to the school calendar located in this guide for grade posting deadlines. Notification as to due dates for submitting grades will be posted on Infinite Campus.

GREVIANCE PROCEDURE

District employees have the right to use the negotiated grievance procedure to remedy what they believe to be violations, misinterpretations, misapplications of Board Policy or administrative regulations. (A copy of District Board Policy is available for review in the Treasurer's office). The Board policy is that there will be no reprisals against employees who use this procedure to correct issues of contention. Employees covered by the collective bargaining agreement should seek resolution through their representative. Please review the negotiated agreement in regard to the appropriate course of action for grievance resolution.

HANDOUTS

All materials sent home with students from an outside agency must be approved by the building principal. Any bulletin you find in your mailbox has already been submitted and approved. Students' work, flyers, and newsletters shall be sent home school-wide on Tuesdays through the TUESDAY FOLDER. The first folder will go home on the second Tuesday after school begins. The newsletters contain valuable information for parents and students and should be sent home weekly by ALL teachers.

HARRASSMENT

All employees must avoid offensive, inappropriate, or racially discriminating behavior at work. Included in this category are inappropriate or offensive behaviors towards another person's disability. Examples of prohibited conduct include but are not limited to; lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; slurs or other verbal, graphic, or physical conduct relating to an individual's sex; or any display of sexually explicit text, photographs or cartoons. Sexual harassment is not limited to requests for sexual favors, and the complainant need not have suffered economic loss as a result of the harassment. The victim may be male or female and need not be of the opposite gender. The harasser may be any other District employee, regardless of supervisory rank or lack thereof, an agent of the District, or a

person not employed by the District. The victim does not have to be the person harassed in order to be directly affected by the offensive conduct. The harasser's conduct must be unwelcome.

The victim/complainant should directly inform the offender that the sexual, racial or other offensive conduct indicated is unwelcome and must stop. If the behavior continues, the complainant should contact the Superintendent of Crutch Public School to obtain information or appropriate forms to file a complaint. Complaints of harassment will be promptly and carefully investigated and documented.

INTERCOM

Intercom announcements may be made during the day if deemed necessary by an administrator. If announcements are interrupting your instruction, please advise the superintendent so that it can be corrected. All students and teachers shall participate in the morning exercises, unless exempted with a written request from the parent. No staff member shall make school wide announcements without prior authorization from administration. Permission will only be granted when the interruption is deemed necessary. Teachers can request an announcement be recorded on Infinite Campus by contacting the building principal or superintendent.

Teachers should advise the office anytime their class will deviate from the standard schedule to assist office personnel in locating your class easily. Each classroom is equipped with a telephone. This phone should be used to contact the office in the event of an emergency. In the event your call is unanswered, please contact a building principal by cell phone.

Mr. Bethany 405-445-9705
Dr. Branscum 405-708-2442

LESSON PLANS

Lesson plans shall be submitted prior to leaving school on Thursday afternoons. Teachers will be asked to use the template provided. Keep in mind these plans will also be used to help you develop your curriculum maps and to monitor student mastery of district standards.

Content Area	Materials/Resources
Week (date)	Independent Practice
Standard/Student Objective	Assessments
Guided Practice	Bloom's Level
Instructional Strategies	Intervention Strategies/Extensions

***Note:** All teachers shall prepare a substitute folder. This folder shall include a pad for the sub to record attendance (provided by the office), discipline referrals (provided by the office), and alternate lesson plans (provided by you.) These plans should include activities, which provide review for previously taught concepts. There should be enough work to cover a two-day absence. Please ensure the work focuses on the essential outcomes expected for your students. The folder should also contain a copy of your schedule, your duty assignments, a student roster, seating chart, and any other instructions to assist the substitute in being as effective as possible. A copy of the folder should be provided to the District Administrator prior to the first day of school.

RETENTIONS

Decisions to retain a child shall be made by a team. The team will consist of the homeroom teacher, the administration, the teacher of the next grade level, and the parent. Teachers wishing to retain a child shall maintain appropriate documentation to substantiate the need for retention in both reading and math. Consideration shall be given as to whether or not retention will make a difference in the child's opportunity for future success. Most research indicates retention does not increase a child's level of success and may in fact hinder success. However, there are instances where retention may be appropriate. All professional opinions will be heard and considered.

The superintendent shall make the final decision and the Board has the right to overturn the decision should the parent file an appeal. Board policy requires the parents be notified on the third quarter report card when retention is being considered. Parents should be advised as early as possible when it is determined the child may be at risk of being retained. Every effort should be made to meet personally with parents to discuss concerns. The superintendent should be consulted at every stage of the retention process. Please use the appropriate retention forms that are found in this guide.

STAFF CONDUCT

Teachers and staff will be expected to adhere to the requirements set forth in the following documents approved by the School Board:

1. Position Description
2. Expectations for Crutcho Teachers
3. Code of Ethics and Standards

Teachers and staff will also be expected to meet the criteria described within the Crutcho Evaluation Instruments.

STUDENT ARRIVALS

PK – 8 students will begin arriving at school at 7:30 a.m. Students in grades PK-2 will report directly to the gym. Students in grades 3 - 8 will report to the cafeteria for breakfast upon arrival. All teachers should be at their post by 7:20 AM.

STUDENT ATTENDANCE

Attendance records are legal documents. *Teachers of grades PK - 4 are expected to enter attendance into the student information system prior to 8:00 in the mornings.*

PK - 4 grade teachers will also need to enter attendance in the afternoons no later than 12:00 p.m.

Middle school and elective teachers shall enter attendance during the first ten minutes of each class period.

Students who report late to class shall not be admitted unless they have a blue pass from the office. This will ensure the student's attendance records are corrected. The office staff will be responsible for changing attendance records for students arriving late or leaving early. Students will be considered tardy, if they arrive after 7:50 a.m.

Teachers should notify the administration when a fifth absence in any single quarter is recorded for a child. Teachers should also notify the administration if any suspended student is not dropped from the rolls during the suspension and returned to the rolls after the suspension.

STUDENT DISCIPLINE

The Crutcho Board of Education maintains that all personnel are responsible for developing, monitoring, correcting and maintaining appropriate control of student behavior. Discipline programming should be designed to TEACH wanted behaviors and correct conduct, which allows students to practice conduct which leads to character development and responsible citizenship.

All teachers shall develop a positive classroom discipline process and model the correct behaviors desired of students daily. Exemplarship is key! This process shall be submitted to and discussed with Mr. Bethany on or before the first day of school. The classroom discipline plan should be congruent with the student handbook and the district discipline plan.

Teachers are expected to monitor all student activities with diligence. At NO time shall students be left unsupervised. If you have an emergency, you need to call the office via the classroom telephone and request someone to cover your class.

Should you have an emergency on the playground, contact administration via text, cell phone, send the second duty teacher or a child for help. Use your professional discretion to determine what is best for each situation. Complete an incident report.

All discipline should be conducted in a private and confidential manner. No student shall be ridiculed or embarrassed in any way by school staff. Showing mutual respect is always the best practice and obsessive yelling at students will not be tolerated.

ALL reports of sexual harassment, fighting, and bullying shall be documented and submitted to the office on a discipline form using Infinite Campus.

Assignments to CHOICES temporary (In School Suspension) may be made by the classroom teacher. Students in grades PK- 4 can be assigned 30-45 minutes of CHOICES time. Students in grades 5 - 8 may be sent to CHOICES for the remaining portion of the period. The assigning teacher should call the CHOICES room (ext. 449) to advise the CHOICES teacher that the student is on the way. Additionally, the teacher will need to contact the guardian of the child being sent to CHOICES with the details as to why the child was sent there. The All CHOICES assignments will be reviewed at the weekly meeting. Alternative disciplinary action will be discussed for students that are having a tougher time learning appropriate behaviors. Classroom management challenges may also be addressed as needed.

Teachers should be consistent, fair, and handle most disciplinary challenges with a student in private. In the rare instance that a student's behavior warrants a behavior referral, the teacher shall submit the referral as described in the District Discipline Plan. Referrals will be processed in a timely manner, giving priority according to the severity of the behavior challenge and age of the student.

If a student's behavior is severe, the teacher shall notify Mr. Bethany and send the student directly to Mr. Bethany. Do NOT send students who have been fighting together unless supervised by an adult. ALL fights, racial remarks, or behavior that is sexual in nature shall warrant a written referral to be processed by the Mr. Bethany. When writing a referral, do not include the names of other students on the referral, except in the comment section. This section does not print and thus confidentiality can be maintained in this manner. (Substitutes will use a paper document to report discipline challenges.) No substitute shall have access to Infinite Campus unless previously approved by the building principal.

STUDENT REFERRALS

Counseling

Any student who requests counseling should be referred to Kate Oyerinde, Director of Student Services.

Child Welfare

All school personnel are bound by law to report directly to child welfare at 800-522-3511 any concerns of abuse or neglect. If a child reports being abused, Oklahoma law mandates you report the suspected abuse or neglect. It is not our place to evaluate or investigate the situation. This is the duty of child welfare. You ARE welcome to discuss any concerns with the building principal prior to making a report, but this is NOT required. Reports may be made anonymously; however, it is best if your report is documented. A form for making a written report is available in the office. Also,

additional training for identifying and reporting abuse will be provided during the year as mandated by law.

You will need specific demographic information when reporting to DHS. When you call, have the following information from Infinite Campus available:

- Child's name
- Social Security number
- Parents' names and race
- Telephone numbers
- Home Address
- Information regarding siblings living in the home

Gifted and Talented

ALL students are gifted and talented at something! However, at school, any child performing significantly above grade level or demonstrating talent in the areas of creativity, art, music, leadership, etc. should be referred for the Gifted and Talented program. (Teachers interested in providing after school G & T classes should submit a request via e-mail to Dr. Branscum. An additional stipend will be available for teaching an after-school class.) All teachers should provide and document extension activities for enhancing the mastery of district mandated skills. A description of these activities shall be submitted to the Gifted and Talented Coordinator. Dr. Branscum currently serves as the Gifted and Talented Coordinator.

Special Education

Students that are performing one to two levels below grade level should be referred for special education. However, prior to making such a referral; efforts to modify the curriculum and to provide additional help should be attempted. Procedures for making an evaluation referral can be found in the appendix of this guide.

STUDENT RELEASE DURING THE SCHOOL DAY

All students MUST check out through the office. If a parent comes to your class to pick up their child, please refer them to the office. No student should ever be allowed to walk home unless a building principal or the school superintendent grants special permission.

STUDENT ILLNESS OR INJURY OF STUDENT

If a student becomes ill at school, he/she should be sent to CHOICES. CHOICES staff will determine whether the child should be picked up from school. The teacher should document observed symptoms on the hall pass.

Students requiring first aid at school are to be brought to the office. Do NOT help a child up or move a child from an accident site unless the child is able to walk on his/her own. Notify the office for assistance in the case of emergencies such as broken limbs or trauma that incapacitates a student. ALL students receiving ANY type of head trauma should be referred to the office.

An accident form must be completed for any student involved in an accident. This is ESPECIALLY critical for our shelter students. A master copy is available in the Teacher Information Book. Additional copies will be available in the office. (Note: Accident forms should also be completed for injured adults.)

TEACHER DRESS

Teachers should keep in mind that students have been asked to wear school uniforms and their dress should be equally as appropriate for the school setting. The School Board has communicated their desire to see teachers dress in a professional manner (business or business casual attire.) All dress should preserve modesty. They specifically stated they would prefer to not see jeans, warm-ups, or sweat pants. Physical Education teachers shall be permitted to wear professionally appropriate attire. Denim (no rips) may be worn on Thursdays or if working on Fridays.

TELEPHONES

The office telephones shall not be used to conduct calls that do not pertain to school matters. All teachers have a telephone in their classroom. An additional phone is available in the lounge. If you receive a non-emergency call during the school day, a message will be placed in your mail box. Please check your boxes routinely. If the caller advises the office of an emergency situation, someone will be sent to cover your class while you take the call. TEACHERS, please do not use the secretarial phones for personal use as this prevents them from taking outside calls. Please use personal cell phones and classroom phones at appropriate times only. Instruction or extra duties should not be interrupted by telephone calls, texting, Facebook, etc.

Students are not to use the phone without permission from office staff and a pass from their teacher. All arrangements to go home with a friend or have a friend accompany a student home are to be made through the parent(s) or guardian(s) before students arrive at school.

WORK - DAY

The school day for all staff is from 7:20 a.m. - 3:30 p.m. Monday through Friday. Staff will also be expected to meet weekly with their Professional Learning Community (PLC) during planning time. . ALL staff members are expected to attend Meet Your Teacher Night/ Ice Cream Social, a minimum of one basketball game, one PTO meeting, graduation, and other school events as requested by the Administration.

CRUTCHO TIGER STORE

The Tiger Store is a tool that administration uses to help our PK – 4th grade students start learning the value of earning and saving money. Reward trips are utilized for 5th – 8th grade. Additional details on how these two programs are to be conducted, as well as a Tiger Store shopping schedule will be made available by Mr. D. Miles the first month of school. These programs are not optional and administration expects all teachers to participate accordingly.

FIELD TRIPS / IN SCHOOL ACTIVITY or EVENTS

All field trip and in school activity forms are to be submitted to Mr. D. Miles (District Special Projects Consultant) at least two weeks prior. He will then proceed to get you approval from administration. For best results, be sure to fill out forms as early as possible and with as much detail as possible. If Mr. Miles is not onsite that day, he may easily be reached via phone at 405-638-6119.

Faculty & Staff

Ms. Shelton	-	Pre-K
Ms. Dixon	-	Kindergarten
Mrs. Sloan	-	First Grade Teacher
Mrs. Walker	-	First Grade Teacher
Ms. Ross	-	Second Grade Teacher
Mrs. Uhl	-	Second Grade Teacher
Ms. Griffith	-	Third Grade Teacher
Ms. Herrera	-	Third Grade Teacher
Mrs. Gillion	-	Special Education PK-4
Ms. Mack	-	Fourth Grade Teacher
Mrs. Robertson	-	Fourth Grade Teacher
Ms. Franklin	-	Special Education 5-8
Mr. Chapple	-	M.S. Language Arts
Mrs. Shawver	-	M.S. Science
Mr. Evans	-	M.S. Social Studies
Ms. Dyer	-	M.S. Math
Mr. Walker	-	Physical Education
Mr. Walker	-	Acamedy
Ms. Burger	-	Reading / Instructional Coach
Ms. Alexander	-	Enrollment / Para
Ms. Cavett	-	District Administrative Executive Assistant
Mr. J Mitchell	-	Administrative Assistant
Mrs. Pugh	-	Office Manager
Ms. West	-	Attendance Clerk
Mr. D. Miles	-	Community Liaison
Mrs. Jackson	-	Paraprofessional / Reading Assistant
Mr. Wandick	-	Paraprofessional / Transportation Director
Ms. Borboa	-	Custodian
Ms. Scarborough	-	Custodian
Mr. Washington	-	Bus Driver
Mr. Talley	-	Bus Driver
Dr. James Branscum	-	Superintendent
Melvin Perry	-	Associate Superintendent
Harvey Bethany	-	District Administrator
Kate Oyerinde	-	Director of Student Services & Instruction
Mrs. Jennings	-	Board President
Mr. Keeler	-	Vice President of the Board
Mrs. James	-	Member of the Board

K. Support Staff Handbook 2021-2022



**CRUTCHO PUBLIC SCHOOL
SUPPORT STAFF
HANDBOOK**

2021-2022 EMPLOYEE SUPPORT STAFF REPORT TIMES

The District is returning to a 5 day work week for the 2021-2022 school year.

Monday through Thursday: 7:15 a.m. – 3:30 p.m.
Friday 8:00 a.m. – 12:00 p.m.

EMPLOYEE INFORMATION

All employees shall have access to their personal information kept by the district, including but not limited to job description and/or classification, credit for previous work experience and fringe benefits programs.

EMPLOYEE JOB DESCRIPTIONS

Each employee shall have a written job description.

PROBATIONARY SUPPORT EMPLOYEE

The first ninety (90) calendar days of initial employment shall be a probationary period in which the immediate supervisor shall evaluate the support employee's ability to perform the functions required of the position. At any time prior to the conclusion of the probationary period, the support employee may be recommended for termination if it is determined that the support employee is unable to perform the required functions of the position.

EMPLOYEE DUE PROCESS RIGHTS

- A. Any disciplinary action taken against a support employee shall be in accordance with state and federal laws and the provisions of this handbook.
- B. An employee may have a representative of his/her own choosing present when disciplinary action is taken. The Administrator shall give reasonable notice of a disciplinary conference.

EMPLOYEE DISCIPLINE PROCEDURES

Employee discipline procedures are designed to give each employee a full opportunity for work success. Each employee has the right to representation during steps b, c, and d of these procedures.

The normal discipline procedure involves four (4) steps:

- A. **ORAL REMINDER** – Step one consists of a conference between the employee and the supervisor concerning the employee's performance.

- B. **WRITTEN REMINDER** – Step two consists of a letter detailing the area(s) of concern and allowing time for correction of problem(s). A copy of the letter will be given to the employee and a copy shall be placed in the employee’s official personnel file.
- C. **LETTER OF REPRIMAND** – Step three consists of a letter accompanied by a plan for improvement which details the problem(s) and steps which the employee must take towards improvement. Refusal to accept the plan of improvement will result in either resignation or dismissal. The letter shall be placed in the employee’s official personnel file.
- D. **DECISION-MAKING CONFERENCE** – Step four consists of a **conférence** between the employee and the supervisor to discuss the situation and review if successful completion of the plan for improvement has been made and whether further disciplinary action is warranted. Failure to comply with the conditions of a plan of improvement may lead to disciplinary action up to and including dismissal.

Disciplinary action may be initiated at any step depending upon the severity of the infraction.

EMPLOYEE SUSPENSION

Suspension with or without pay may be used whenever the immediate administrator deems it appropriate for just cause as provided below. Suspension with or without pay may also be used as a disciplinary action whenever the administrator is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the support employee may be suspended and removed from the immediate environment pending the outcome of any investigation, court proceeding, medical evaluation of the support employee, or exhaustion of internal appeal procedures.

After any suspension, the support employee shall receive notice of the right to a hearing by regular/certified mail or by personal delivery. Failure of the employee to request a hearing within ten (10) workdays shall be considered a waiver of the employee’s right to a hearing.

If an employee is to be suspended for a period to exceed ten (10) days the Superintendent shall initiate proceedings for termination.

EMPLOYEE TERMINATION

Any support employee may be terminated for just cause as provided below. Prior to termination, the support employee shall receive notice of the right to a hearing by certified mail. If the hearing is requested, it shall be conducted by the Crutcho Board of Education.

If the support employee wants a hearing, the support employee shall make the request in writing directly to the Clerk of the Board within ten (10) working days of said notice. Failure of the

support employee to request the hearing within ten (10) working days of such notice shall be considered waiver of the support employee's right to a hearing.

If the support employee requests a hearing, the hearing shall be conducted, if possible, at the next or next succeeding regularly scheduled meeting of the Crutch Board of Education if the request is received by the Clerk of the Board at least ten (10) working days prior to aforesaid meeting. The hearing may be conducted at a special meeting of the Crutch Board of Education. The special meeting shall be conducted no sooner than ten (10) working days and no later than thirty (30) working days after receipt of support employee's request for hearing.

The decision of the Crutch Board of Education shall be final. Nothing in the above stated policy shall be construed to prevent layoffs or demotions for lack of funds or lack of work.

JUST CAUSE FOR SUSPENSION OR TERMINATION

In order to comply with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47 the Crutch Board of Education hereby adopts the following causes for suspension or termination of support employees:

1. Absence from workstation or school premises without authorization prior to lunch periods or end of workday.
2. Excessive absenteeism.
3. Excessive tardiness.
4. Unauthorized possession of weapons on the premises at any time.
5. Falsification and/or removing without authority, district property, records or confidential information.
6. Willful abuse, misuse, defacing, destruction, or unauthorized operation of district property, including tools, equipment, machines, or property of other employees.
7. Theft, misappropriation, or sabotage of property of support employees, students, or of the district.
8. Threatening, intimidating, coercing or interfering with support employees or supervision at any time.
9. Creating disturbances on the premises at any time.
10. Reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances, or the consumption of such on the job.

11. Disregard of known safety rules or common safety practices.
12. Failure to satisfactorily perform the required duties of the position.
13. Immoral conduct or indecency including abusive and/or foul language.
14. Insubordination.
15. Violation of any administrative rule or district policy that the support employee knows or should have known.
16. Walking off the job and/or failure to report to work without notification or authorization.
17. Conviction of a felony.
18. Lack of funds and/or lack of work.
19. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
20. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry or country of origin directed toward another employee, a student or a visitor.

VIOLATIONS FOR ANY OF THE ABOVE SHALL BE SUFFICIENT GROUNDS FOR THE SUSPENSION OR TERMINATION OF THE SUPPORT EMPLOYEE.

EMPLOYEE GRIEVANCE PROCEDURES

PURPOSE

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a claim of the grievant.

DEFINITIONS

- A. A "grievance" shall be defined, for the purpose of this document, as a violation of the items within the contract.
- B. The term "grievant" shall refer to the employee(s) making the claim. Two or more employees affected by the same issue may file a consolidated (joint) grievance. Signatures of each grievant will be attached to the initial grievance form.
- C. The term "days" shall mean working weekdays, excluding holidays.

STRUCTURE AND TIME LIMITS

- A. If any of the time limits outlined herein are not met by the grievant, the grievance shall lapse.
- B. If any of the time limits outlined herein are not met by the affected administrator, in any step, the grievant may proceed to the next higher step.
- C. All documents, communications, or records dealing with the grievance shall be filed separately from the personnel file of the grievant.
- D. Both parties agree that the written records pertaining to the grievance shall be kept confidential.
- E. The grievant must be present at all stages and shall be afforded the right to representation at any conference or hearing relating to the grievance.

Options for representation afforded the grievant shall include but not limited to:

Association Representative at the grievant's building site;

Association Member at the grievant's building site;

Association Officer;

Non-association employee at grievant's building site;

Other representative of grievant's choice; or

No representation.

- F. Steps shall be followed in sequence, subject to being discontinued by grievant at any point in this procedure.

Informal Process

Within twenty (20) working days after the discovery of the occurrence or the act of omission giving rise to the grievance, the employee shall (a) promptly notify his/her immediate supervisor of the alleged violation, stating that the grievance may exist; (b) discuss the alleged grievance with the supervisor; and (c) attempt to resolve the issue. Any written record of a complaint shall be destroyed if the grievance does not go beyond Step 1.

Level One – Principal or Supervisor

- A. If the grievance is not resolved through discussion, the grievant may submit a Level One grievance form to the immediate supervisor within five (5) days after the initial discussion.
- B. The principal or supervisor shall convene a hearing with the grievant within five (5) days of receipt of the Level One grievance.

- C. The principal or supervisor shall make a decision on the grievance and communicate it in writing including reasons for the decision, to the grievant and the Superintendent within five (5) days following the Level One hearing.

Level Two – Superintendent

- A. If the grievant is not satisfied with the Level One decision, the grievant may submit the Level Two grievance to the Superintendent/Designee within five (5) days of receiving the Level One decision.
- B. The Superintendent/Designee shall convene a hearing with the grievant within five (5) days of receipt of the Level Two grievance.
- C. The Superintendent/Designee shall render a decision on the grievance and communicate it in writing, including the reasons for the decision, within five (5) days of the Level Two hearing, to the grievant and the principal or supervisor.

Level Three – Board of Education

- A. If the grievant is not satisfied with the Level Two decision, the grievant may submit a Level Three grievance to the Clerk of the Board within five (5) days of receiving the Level Two decision.
- B. The Board shall convene a hearing with the grievant at the next regular board meeting unless said meeting will occur in less than ten (10) days. The hearing shall then be scheduled for the next succeeding board meeting or for a special board meeting.

Note: A copy of each completed Grievance Report shall be received by affected Supervisor and grievant.

EMPLOYEE EVALUATION PROCESS

- A. Evaluation of employees' performance shall be an on-going process which takes place throughout the entire course of the contract period. At the beginning of the school year, supervisors shall meet with their employees to discuss expectations and job descriptions.
- B. The supervisor shall conduct at least one conference with the employee wherein the employee's strengths and weaknesses will be discussed before a formal written evaluation occurs.

1. The employee shall sign the formal written evaluation as acknowledgement of receipt and shall be provided a true copy.
 2. The written evaluation shall be placed in the employee's official personnel file. Access to the evaluation shall be limited to the administration, other employees who may require access in order to fulfill a job function, those persons authorized in writing by the employee, otherwise required by state or federal law or agency.
 3. The employee shall be entitled to submit a written response to the evaluation for inclusion in the personnel file within ten (10) working days of receipt of the evaluation.
- C. Each employee shall be formally evaluated a minimum of once per year.
- D. An employee may be placed on a plan of improvement at any time during the contract period.

EMPLOYEE LEAVE PROVISIONS

NOTE: Unless otherwise indicated, leave days may be taken in full or half day increments.

ATTENDANCE INCENTIVE

For the 2021-2022 school year, the Board shall pay a stipend of two hundred dollars \$200 to any support employee with perfect attendance for the school year, exclusive of professional or school activities.

SICK LEAVE

Sick leave is accrued at the rate of one (1) day per month of service, not to exceed the number of hours per day for which they are regularly employed, to a maximum of twelve (12) days per fiscal year. Unused sick leave shall be cumulative up to a total of sixty (60) days.

Upon retirement an employee shall be paid ten (\$10.00) for each day of unused sick leave. If an employee is RIF'ed, he/she may receive payment at the time of the RIF or defer payment no longer than twelve (12) months.

New support employee's date-of-accrual is based on each employee's anniversary date-of-hire. The support employee must notify the District Administrator, (Harvey Bethany) as soon as the support employee knows sick leave is to be used. Support employees may be required to verify illness by a doctor's statement.

Sick leave may be used for accidental injury, illness, pregnancy or temporary disability of the support employee or support employee's immediate family.

“Immediate family” shall be defined as a spouse, children, grandchildren, parents, grandparents, stepparents or any person for whom the employee is legally responsible.

The Family Medical Leave Act of 1993 (FMLA) provides a maximum of sixty (60) work days of job protected leave for certain family and medical reasons. To use this provision, support employees must have been employees of the district for at least one (1) year and must have worked 1,250 hours during the 12 months prior to the start of family medical leave. The sixty (60) work days provided through FMLA shall run concurrently with paid sick leave, emergency leave, and vacation leave until such leave is exhausted. At that time remaining days under the FMLA provision will be unpaid. For the duration of FMLA and as long as the employee maintains the district's “group health plan”, the district will pay the district's portion of the employee's health insurance premium.

In case of substantiated extended personal disability and after all sick leave, sick leave sharing days (if available), and family medical leave (if eligible) are used, a support employee will be placed on leave without pay.

After thirty (30) calendar days on leave without pay status, or upon completion of the allowable family medical leave, the support employee must request a leave of absence. All school provided benefits will cease at the time the support employee goes on leave without pay. The District will continue to pay the support employee's health insurance benefits while on approved family medical leave. Provisions will be made whereby the employee can arrange payment of all professional dues and insurance as permitted by the insurance carrier. When the support employee recovers sufficiently to perform regular duties and returns to work, the support employee shall be restored to a position of like seniority status and pay. Benefits will resume at this time.

When an employee is off work because of a work-related injury, that employee shall draw from his or her sick leave the amount of time necessary to make up the difference in what his or her regular check was and what the Workers Compensation Insurance is paying the employee. Pending a doctor's report, support employees who have earned emergency leave or sick leave may have the choice as to which leave they will use for work days missed during the first three (3) calendar days, in addition to the date of injury, for which they are not eligible to receive temporary total disability benefits.

Sick leave is not to be used for vacation time or recreational purposes.

Years of experience for sick leave accumulation shall be the number of years of continuous employment by the Crutch School District.

Sick leave at a rate of one (1) day per month on employee's monthly anniversary of date-of-hire to a maximum of twelve (12) days per fiscal year.

The first day that the support employee reports to work on or after July 1, each support employee under contract as of June 30 will be credited with one (1) day sick leave per month of service to a maximum of twelve (12) days per fiscal year.

SICK LEAVE SHARING PROGRAM

- A. A full-time employee may donate unlimited sick leave days to another employee; however, any ONE employee may only receive up to thirty (30) days shared sick leave. Shared sick leave can be used for the following reasons:
1. the donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment, pregnancy, miscarriage, childbirth and recovery there from, or physical or mental condition of the donee;
or
 2. the donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment, or physical or mental condition of a relative (spouse, child, grandchild, grandparent, stepparent, or parent) or household member (one who resides in the same home as the donee and who shares a duty to provide financial support with the employee) of the donee;
and
 3. The condition has caused or is likely to cause the donee to take leave without pay or to terminate employment.
- B. The employee may donate any amount of sick leave which does not cause the employee's sick leave balance to fall below ten (10) days.
- C. An employee may receive up to thirty (30) donated days.
- D. An employee requesting donated days must provide the Board with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.
- E. The employee receiving donated days is to receive his or her normal rate of pay.
- F. Sick leave available for use by the donee must be used prior to using shared sick leave.
- G. Shared sick leave usage records shall be maintained separately from regular sick leave records.
- H. Any donated sick leave which is not used shall be returned to the donating employee.
- I. The Board is the determining body as to whether the donee meets the criteria above and has previously abided by District leave policy.

EMERGENCY LEAVE

“Emergency” shall be defined as any immediate and/or unanticipated event of a personal or family nature, which will necessitate the absence of the support employee.

Each new support employee will be credited with one (1) day of emergency leave on employee's first month anniversary of date-of-hire and will continue to accrue emergency leave at a rate of one (1) day per month on employee's monthly anniversary of date-of-hire to a maximum of five (5) days per fiscal year. These days shall not be chargeable to sick leave and are non-accumulative.

Each support employee under contract as of June 30 will receive five (5) days emergency leave on July 1, or the first day that the support employee reports to work after July 1.

The support employee must notify the District Administrator (Harvey Bethany) as soon as the support employee knows emergency leave is to be used.

Emergency leave cannot be used for the following:

- (a) Seeking or interviewing for other employment,
- (b) Participating in political or social problem activities
- (c) Performing a service for compensation,
- (d) Participating in professional activities,
- (e) Participating in entertainment, recreation, travel or vacation,
- (f) Sick leave. An absence will be considered for emergency leave only if it does not qualify for sick leave, with the exception of an on-the-job injury.

PERSONAL BUSINESS LEAVE

Three (3) days of personal business leave will be given to each support employee at the beginning of the school year. These days are noncumulative. The support employee must notify the District Administrator (Harvey Bethany) of the intention to use personal business leave at least twenty-four (24) hours prior to its use. The use of personal business leave shall be granted upon request, except under the following conditions:

Personal business leave shall not be taken on a State or Federal holiday days or weekends or during the first or last five student days of school or the support employees last work day preceding or following a paid holiday or the support employee's spring break or after a person has submitted a resignation.

Exceptions for personal business leave may be granted by the Superintendent for special circumstances on an individual basis. The employee shall submit a written request with explanation on the leave request form. The request must be approved for review by the immediate supervisor. All requests will be reviewed for "extraordinary circumstances" or "once-in-a-lifetime" status. The request must be received by the Superintendent at least five (5) working days prior to the requested date.

Personal business leave may be used in ½ day or full day increments.

Unused personal business leave shall be converted into sick leave at the end of the fiscal year. Probationary employees shall not be granted personal business leave until they have satisfactorily completed three (3) consecutive months of employment.

BEREAVEMENT LEAVE

Five (5) days bereavement leave shall be granted to each support employee for each instance of death of the support employee's relatives listed: Spouse (or intended spouse), children, parents, grandparents or grandchildren.

Three (3) days bereavement leave shall be granted to each support employee for each instance of death of the support employee's aunts or uncles.

Three (3) days bereavement leave shall be granted to each support employee for each instance of death relatives of the support employee's spouse as listed: children, parents, grandparents or grandchildren.

Bereavement leave days are not chargeable to any other leave and are non-accumulative.

The support employee must notify the District Administrator (Harvey Bethany) as soon as he/she knows bereavement leave is to be used.

JURY DUTY

If a support employee, while on jury duty, needs a substitute, the Board will pay this substitute. Support employees will incur no loss of salary during jury duty however the amount received by the support employee for jury duty service shall be applied toward the expense of the substitute.

A support employee will be paid by the school district for only the actual number of days of jury duty for which the court has reimbursed the support employee. If the support employee is excused from jury duty for an entire day or a portion of the day, the support employee is expected to be on duty at the support employee's regular assignment. If the employee serves on jury duty for a period of time equal to at least 75% of his/her normal workday, it will be considered as a full workday. If the employee serves on jury duty for a period of less than 75% of his/her normal workday, the employee shall report for work for the period of time remaining in the workday.

MILITARY DUTY

Support employees who are either officers or enlisted members of any component of the Armed Forces of the United States, including support employees of the National guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from their employment for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

VACATION LEAVE

A. All twelve (12) month support employees shall receive two (2) weeks paid vacation after one (1) full year of service. All twelve (12) month support employees shall receive three (3) weeks' vacation after fifteen (15) years of service. If the school district closes down,

the Superintendent will determine how many vacation days will be used and deducted from each support employees leave bank.

- B. Vacation leave shall not be carried over from one year to the next. Vacation leave which is not used during the year in which it has been accrued shall be lost.
- C. Vacation days shall normally be taken during the summer at times determined by the employee. Employees may request in writing to the superintendent to utilize vacation leave at other times of the year.
- D. Employees shall schedule vacation days at least two (2) weeks in advance whenever possible.

BREAK TIME

Support employees working over three (3) hours and under five (5) hours per day shall get a fifteen (15) minute break. Support employees working five (5) to eight (8) hours per day shall get two (2) fifteen (15) minute breaks per day. Lunch break 30 minutes

Employees may leave campus during his/her lunch break. Employees will notify Principal or Superintendent when leaving and returning to campus. This may be done via text.

Failure to notify administration when leaving campus will result in reprimand and possible termination of employment.

REDUCTION IN FORCE (RIF)

When the Board determines it is necessary to reduce the total number of support employees in the school district, the student and program needs of the district will be the primary criteria in establishing priorities for those to be released.

In implementing a reduction in force, the position or positions to be eliminated will be determined by the Board first and thereafter, the following procedures will be used to determine the employee or employees to be released as a result thereof.

Employees shall be laid off within the job classification that is being reduced in the order of least to most seniority in the District. Seniority is defined as the total length of uninterrupted continuous service in the District.

Employees who are released because of a reduction in force will have priority, for one school year to fill subsequent vacancies in positions for which they are certified and qualified. Employees will be offered reemployment in reverse order of release.

Throughout the calendar year of the reduction, released employees will be placed on a recall list. Employees on this recall list will be notified by certified mail of position vacancies for which they have priority. An employee shall remain on the recall list unless the employee:

- a. does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above; or
- b. waives recall in writing; or
- c. resigns; or
- d. refuses to accept a position for which the employee was qualified and was offered to the employee by the District.

It shall be the employee's responsibility to see that the district has the employee's current address on file, and that address will be used for recall purposes.

Employees on the recall list shall be entitled to maintain participation in all District insurance programs, at their own expense, as permitted by the insurance carrier and in accordance with the applicable rules of the insurance carrier and state and federal law.

Employees recalled to work in the same job classification as they had previously worked shall be placed on the appropriate wage schedule at the level attained at the time of layoff.

MANDATORY MEETINGS

A maximum of twelve (12) paid hours in-service may be required of each bus driver, bus assistant and child nutrition employee.

All support employees will be required to participate in Blood-borne Pathogens training.

All Paraprofessionals will be required to attend faculty meetings as needed.

The support employee shall be informed before attendance at a meeting if the meeting carries points toward meeting required improvement points.

DRESS CODE

Staff should keep in mind that students have been asked to wear school uniforms and their dress should be equally as appropriate for the school setting. The School Board has communicated their desire to see staff dress in a professional manner (business or business casual attire.) All dress should preserve modesty. They specifically stated they would prefer not to see jeans, warm-ups, or sweat pants. Those assigned to cover Physical Education shall be permitted to wear professionally appropriate attire. Denim may be worn on Thursdays or if working on Fridays. However, dress according to what is practical to complete your primary duties.

STATE FLEXIBLE BENEFIT ALLOWANCE

Each employee who participates in the school district's major medical health insurance plan shall receive, as part of Total Compensation, four hundred twenty-two dollars and eighty cents

(\$422.80) per month from January 1 to December 31 in the form of a Flexible Benefit Allowance (FBA) paid by the State of Oklahoma.

Employees who DO NOT participate in the school district's major medical health insurance plan shall receive, as part of Taxable Compensation, one hundred eighty-nine dollars and sixty nine cents (\$189.69) per month in the form of a Flexible Benefit Allowance (FBA) paid by the State of Oklahoma.

WORKERS COMPENSATION

The Crutcho School District shall maintain Workers Compensation coverage on all support employees.

L. Activity Fund Manual 2021-2022

CRUTCHO TIGERS



2021-2022
Activity Fund Manual



THE LEGAL STUFF

Introduction

Section 89 of the Oklahoma Cost Accounting System book and states authorizes the School Activity Fund as follows:

A. The Board of Education of each school district shall exercise control over all funds on hand or hereafter or collected, as herein provided, from student, or other extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds subject to the requirements of this section shall be made daily or by the end of the next business day. Disbursements from each of the activity accounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the account was originally created. The Board of Education, at the beginning of each fiscal year and as needed during the year, shall approve all school activity fund sub accounts, all sub account fundraising activities, and all purposes for which the monies collected in each sub account can be expended...

B. The Board of Education of each school district may designate that any of the following revenue be deposited for the use of specific school activity accounts, or to a general activity fund within the school activity fund:

1. Admissions to athletic contests, school or class plays, carnival, parties, dances and promenades;
2. Sale of student activity tickets;
3. Concession sales, cafeteria or luncheon collections;
4. Dues, fees, and donations to student clubs or other organizations, provided that membership to such clubs or organizations shall not be mandatory;
5. Income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district. When approved by the Board of Education, student organizations or club projects may include fundraising activities, the revenues from which may be used for the purpose of purchasing goods or services otherwise considered to be general fund expenditures;
6. Deposits for or collections for the purchase of class pictures, pins, announcements, calling cards, annuals, banquets, student insurance and other such

personal items; provided the cost of such items shall not be charged against other school funds; and

7. Other income collected for the use by school personnel and other school related adult functions.

In summary, the Oklahoma Statutes mandate that the local Board of Education must be in control of all public funds collected and expended by a school district. Public funds have been defined by the Attorney General of Oklahoma to include any funds raised by students; funds raised on school property that has not been rented by a parent support group; funds raised by a parent support group that includes school personnel.

Regulations of the State Board of Education for the Administration of Activity Funds

Some regulations of the State Board that were not included in the above statutes are:

1. The Board of Education of each district may appoint a School Activity Fund Custodian for each school within the district.
2. Deposits to or transfers from any account may be authorized by the Board of Education except School Lunch, Refund and Clearing, or Petty Cash Accounts.
3. The School Activity Custodian shall not use funds in one account for another purpose unless a transfer is granted as provided by law.
4. Accounts may be established by the Board of Education of each district by whatever name or style it deems best suited to its needs for the revenue collected.
5. Purchases from Activity Funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished.

**ROLES
&
RESPONSIBILITIES**

Responsibilities of Sponsors

Sponsors for any group, club or student organizations are responsible for the following duties:

1. Attend a mandatory meeting at least annually regarding the laws, regulations, process and procedures of the Activity Fund.
2. Upon completion of the annual mandatory meeting, testify through affidavit that the policies and procedures of the Activity Fund Manual were made available and are understood by the sponsor.
3. Organize and conduct student projects and fundraisers. Ascertain that all receipts are properly accounted for and submitted to the Activity Fund Custodian in the District Administration Office. Sponsors need to turn in daily deposits to the District Administration Office during student projects. A cash reporting form must be completed, signed and dated by the sponsor and turned in along with the monies. Please do not send a student. Ensure that records maintained by Sponsors are compared with those of the District Administration Office at least monthly. Ensure that all records are maintained according to the Activity Fund Manual. These records are to be readily available for site audit at any random time throughout the school year, as well as annually by independent auditors.
4. Plan activities in advance. Determine purchasing needs and issue requisitions in time to obtain approval prior to the actual purchase. Many emergency requisitions and violations of proper purchasing procedures can be avoided by this means.
5. Inspect material received. All purchases must be shipped to the District Office at 2401 N Air Depot Blvd, Oklahoma City, OK 73141. All invoices/packing slips/statements must be turned in to the District Administration Office.
6. Sponsors are responsible for keeping copies of their own accounts. Master Books are kept in the District Administration Office with all paperwork related to that sub account. Sponsors may review the master book at any time during the District Administration office hours. Master books may not be removed from the office, though copies may be made.

Responsibilities of the Director of Finance

The Director of Finance, being responsible for their schools overall programs, is accountable for knowing and enforcing all rules governing School Activity Funds. The basic duties required of all Director of Finance are as follows:

1. To select appropriate sponsors to represent all authorized student groups and to conduct all fund-raising activities. Because the Director of Finance is an approving officer, he/she may not act as a group sponsor.
2. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
3. To inform/train all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing and cash receipting procedures.
4. To oversee expenditures and ensure that they comply with established purchasing procedures so that they do not overdraw the related School Activity Fund Account. To ensure board policies are followed.
5. To be familiar with instructions outlined in the administrative handbook for School Activity Fund Accounting. Such knowledge is necessary to prevent authorizing, committing or ordering official acts that may be in violation with School Activity Fund laws and board regulations.
6. Attend a mandatory workshop (online or in person) at least once annually regarding the laws, regulations, process and procedures of the Activity Fund.
7. Ensure that all records are maintained according to the Activity Fund Manual. These records are to be readily available for site audit at any random time throughout the school year, as well as annually by independent auditors.

**POLICY
&
PROCEDURES**

FUNDRAISERS

Before any money can be raised or a fundraiser conducted, Sponsors must complete the Fundraiser Board Approval Form and obtain all required signatures. Forms will be turned in to the District Administration Office and will be presented to the Board of Education at the next regularly scheduled meeting. Once the Board of Education has approved the fundraiser request, a copy of the form will be emailed to the Sponsor. Only after the request has been approved and the Sponsor has received the approved form, can the fundraiser be started. **All fundraisers must be approved each fiscal year.**

PURCHASE ORDERS AND PAYMENT

State law and board policy requires that purchases must be made with a purchase order. Some purchase orders require specific board approval prior to being completed by the accounting department. ***Purchases made without a purchase order will not be paid and are your PERSONAL responsibility.***

Advance Payments:

Advance payments are only issued in the form of **start up money** for the following Sub-Accounts: Athletic Department for **Gate Tickets**, **Concession Stand** and to the Library for **Book-fair**.

1. Wait for a purchase order to be created from the requisition request. You must place your requisition request for these payments at least 48 hours in advance. This is the responsibility of the sponsor.
2. Once the requisition has been approved and the purchase order created, the Custodian will cut a check made to the name of the Sponsor. The sponsor will be notified when the check is ready. At this time, the form labeled "start up money" will be signed by the Custodian and the Sponsor.
3. It is the Sponsors responsibility to take the check to the bank and obtain appropriate bills for making change.

Purchase Orders:

Determine vendor and prices and availability of product. Check your purchase amount with the balance of monies available in the sub-account.

1. The sponsor must submit a signed request to the District Administration Office with the proper form. The body of the form must include information regarding quantities, price per unit, total cost and the use or purpose of purchase. Be sure to include shipping costs. Vendor information with address and phone must be included on the form. We can only purchase from approved vendors who accept purchase orders.

2. The Director of Finance will either sign as approved or disapproved. Once the purchase order is approved, a email will be sent as confirmation.
3. The District Administration Office will complete the purchase and have the merchandise shipped to the school.
4. Once the items are received by the school, the sponsor will be notified.

CASH HANDLING PROCEDURES

Cash Handling Procedures for Activity Fund Sponsors:

1. DO NOT begin collecting cash from students, parents, general public and staff until the Activity Fund Fundraising Request been approved by the Board of Education.
2. After the Board of Education has approved your fundraising request, the collecting of cash from students, parents, general public and staff may begin. A pre-numbered receipt is to be given to people bringing money to the school site. A carbon copy should be kept. The receipt should be issued at the time money is paid. A cash reporting blank is included in this manual as well as in the packet each Sponsor received. You may copy or print any of the blank forms included in this manual. Sponsors are required to return all receipt books to the District Administration Office as part of the year-end closing procedures, at which time they will be logged back in by the Custodian.
3. DO NOT ACCEPT CHECKS. Money Orders may be accepted.
4. All cash and money orders must be turned in to the District Administration at the end of each day.
5. If collecting funds within a classroom setting, you may use a class roster if the cost is five dollars or less.
6. If collecting funds from multiple classrooms and the cost is one dollar or less, a tally sheet may be used. Please see the District Administration Office to obtain this form.

Reconciliation of Ticket Sales Form:

Used with pre-numbered tickets for admission to events, gate receipts, etc. Remember to keep your pre-numbered tickets in an envelope or ziplock bag attached and properly identified with what reconciliation and fundraiser it corresponds with.

Reconciliation Fundraiser Form:

Used for Candy, t-shirts, or other product sales for the overall fundraiser. This reconciliation is kept in addition to the sponsor ledger sheet.

Inventory Reconciliation Form:

To be completed to reconcile revenue with sales for all concessions.

All sponsors are provided with a Budget for Monthly Report Form which details each transaction (deposit and expenditure) as you receive it or spend it, tallying a balance as you go. You will balance this ledger with the Custodian records on a monthly basis.

Please contact your District Administration Office or Activity Fund Custodian with any questions or assistance. Checklists and forms are included at the back of this manual, which is on the district website at www.crutchoesd.org. You may make copies or print as needed.

RECEIPTING, DEPOSITING, GAMES AND EVENTS

Collections

1. Individual Sales:

Sponsors shall issue pre-numbered receipts to all individuals who have collected funds on behalf of the activity fund organization. In the event the sponsor is not available to issue receipts, the sponsor will provide the main office with the receipt book and collection envelope.

The receipts issued should reflect the following information:

- A. Date money received
- B. Person from whom the money is received (Person or Business Name)
- C. Amount received
- D. Identify the specific fund raiser
- E. Sponsor or office personnel signature

Student Cash Roster:

For collections received of \$5 or less by classroom teachers, the classroom teacher will maintain a class roster with the amount of money collected next to each student's name. The top of the class roster will include the date and the name of the event (Example: Candy Grams). The sponsor of the sub account will issue a receipt to "Classroom - see attached roster" to the teacher turning in the money. This is the only exception to the rule of receipting themselves. A copy of this roster will be submitted with the money for deposit with the number of the receipt given.

2. Sponsors will remit daily to the Activity Fund Custodian or District Administration Office any monies received. A completed and signed cash reporting form should accompany the money when it is remitted. The carbon copy of your cash receipts or class roster must be attached, along with any reconciliation forms (if applicable). Be sure to write down the receipts numbers on your copy of the monthly budget form. The activity fund custodian or district administration office, in the presence of the sponsor, shall count the funds received, verify the receipt sequences and the total amount; and will issue a receipt to the sponsor for the funds received. The total cash received shall correspond with the receipts issued. KEEP the cash receipt that the custodian writes to you and put it in your record book.

3. The receipts issued by the activity fund custodian should reflect the following information:

- A. Date money received
- B. Person from whom the money is received
- C. Amount received
- D. Identify the fundraiser and
- E. Identify the account number to which the funds should be credited
- F. Signature
- G. Include the sponsor receipt numbers that comprise this receipt

4. The activity fund custodian shall then deposit the funds received. All money shall be deposited on a daily or weekly as required by law.

Admissions to Athletic and Other Events:

- 1. Issue a pre-numbered ticket to each individual attending the event with alternate tickets issued for each admission fee (The tickets should be a different color for adults, children). Documentation of the beginning ticket numbers should be maintained by the activity fund custodian.
- 2. The admission fee should be collected and tickets issued by one individual.
- 3. At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved. (Reconciliation of Ticket Sales.)

Concession Sales:

- 1. A beginning and ending inventory of items should be maintained to reconcile items sold to that day's collections. Items sold should be recorded on a roster listing the type of item sold and the amount. The individuals involved should sign the reconciliation.
- 2. After the collections are counted and reconciled, the sponsor should issue a pre-numbered receipt.

M. Out of District Student Transfers

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

Approved by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

A. Minutes

Crutch Public Schools
Regular Meeting Agenda
Tuesday, May 11, 2021
Conference Room, Crutch School Building, 2401 N. AIR DEPOT BLVD. , OKLAHOMA
CITY, Oklahoma 73141
1:30 PM

1:30 PM

1. CALL TO ORDER

2. ROLL CALL AND DETERMINATION OF QUORUM

2.A. Flag Salute

2.B. Prayer

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

4. SUPERINTENDENT'S REPORT

4.A. Introductions of Guests

4.B. Celebrations/ Students of the Month

4.C. Financial

4.C.1. Treasurer's Report

4.C.2. Financial Report

4.D. Upcoming Events - See Attached Calendar

4.E. Distance Learning Program - Update

4.F. Summer School & Reading Academy Update

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

Approved by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

5.A. OSSBA Renewal 2021-2022

5.B. Homer Smith Consulting Contract 21/22

5.C. Keystone Renewal Contract 21/22

5.D. Danyawn Miles Consulting Contract 21/22

5.E. The Board of County Commissioners Contract 21/22

5.F. Teacher & Staff Appreciation Incentives

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

Approved by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

6.A. Minutes

6.B. Transfer of Funds

6.C. Encumbrances and Purchases FY 2020-2021

6.C.1. General Fund (11) P.O. #'s 109-116

6.C.2. June 3, 2021 Bond Fund (31) P.O. #'s 1-18

6.C.3. Bond Fund (38) P.O. #'s NONE

6.C.4. Building Fund (21) P.O. #'s NONE

6.C.5. Child Nutrition (22) P.O. #'s NONE

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

6.C.7. Purchase Order Increases General Fund (11) and Bond Fund (39) and Child-N Fund (22)

6.D. Activity Fund Revenue and Expenditure Report

7. EXECUTIVE SESSION 25 OS 307 (B)(1), TO DISCUSS ITEMS UNDER PERSONNEL

7.A. Melvin Perry, Promotion Associate Superintendent

7.B. Ravonne French, Resignation

7.C. Sarah Lohmeyer, Resignation

7.D. Sylva Erskine, Retirement

7.E. Gayle Chapple, New Employment 21/22

8. MOTION , DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE THE PERSONNEL

Approved by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

9. NEW BUSINESS

10. ADJOURNMENT

2:37 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 117-119

Purchase Order Register

Options: Year: 2020-2021, Fund: GENERAL FUND (FOR OPERATION), Date Range: 5/7/2021 - 6/14/2021

PO No	Date	Vendor No	Vendor	Description	Amount
117	05/18/2021	53723	MIDWEST CITY POLICE DEPARTMENT	GRAD & LAST DAY OF SCHOOL	300.00
118	05/20/2021	53724	COX COMMUNICATIONS	BLANKET	1,000.00
119	05/28/2021	53598	VIOLET FORD	PROF DEVELOPMENT	350.00
Non-Payroll Total:					\$1,650.00
Payroll Total:					\$4,951.94
Report Total:					\$6,601.94

2. Bond Fund (31) P.O. #'s 19-35

Purchase Order Register

Options: Year: 2020-2021, Fund: Building Bond Fund(s) FY 2022, Date Range: 6/3/2021 - 6/14/2021

PO No	Date	Vendor No	Vendor	Description	Amount
1	06/03/2021	53620	EPCO MECHANICAL INC	BLANKET	20,000.00
2	06/03/2021	53258	PROSPERITY BANK	BLANKET	15,000.00
3	06/03/2021	51575	WAL-MART	BLANKET	1,500.00
4	06/03/2021	4	SAM'S CLUB	BLANKET	10,000.00
5	06/03/2021	52677	LOWES HOME CENTER	BLANKET	25,000.00
6	06/03/2021	51175	OFFICE DEPOT	BLANKET	1,500.00
7	06/03/2021	53431	CAPITAL ELECTRIC CONTRACTORS	BLANKET	13,952.50
8	06/03/2021	53315	TREAT'S SOLUTIOS LLC	BLANKET	5,000.00
9	06/03/2021	53687	LEE'S FLOORING & CLEANING LLC	BLANKET	25,000.00
10	06/03/2021	53661	CAPITAL CLEANING	BLANKET	5,000.00
11	06/03/2021	51912	WALKER COMPANIES	BLANKET	10,000.00
12	06/03/2021	51119	HERMAN'S PLUMBING	BLANKET	20,000.00
13	06/03/2021	53578	TECH LOCK	BLANKET	5,000.00
14	06/03/2021	53698	ESCO LLC	BLANKET	10,000.00
15	06/03/2021	53567	R2 CONTRACTING LLC	BLANKET	188,819.91
16	06/03/2021	53688	WALTER OLIVER	BLANKET	10,000.00
17	06/03/2021	53489	STOW'S OFFICE FURNITURE	BLANKET	15,000.00
18	06/03/2021	53597	ABC ENTERPRISES, INC	BLANKET	10,000.00
19	06/03/2021	52926	APPLE, INC	BLANKET	10,000.00
20	06/03/2021	51720	DELL MARKETING	BLANKET	16,870.40
21	06/03/2021	52982	HADDOCK	BLANKET	25,000.00
22	06/03/2021	53660	BRIAN MORRIS DBA	BLANKET	2,000.00
23	06/03/2021	50063	LOCKE SUPPLY CO	BLANKET	45,313.01
24	06/04/2021	53578	TECH LOCK	BLANKET	815.00
25	06/04/2021	52555	BSN CONLIN SPORTS	BLANKET	2,000.00
26	06/07/2021	53440	ALLIED HAND DRYER	BLANKET	3,640.00
27	06/08/2021	53731	TERRASCAPES	BLANKET	15,000.00
28	06/08/2021	53494	OKLAHOMA COUNTY DISTRICT 1	BLANKET	50,000.00
29	06/08/2021	53732	FENCEOKC	BLANKET	60,000.00
30	06/08/2021	52303	CONSOLIDATED NETWORKS CORP	BLANKET	1,890.00
31	06/09/2021	53342	EASY CLOCKING	BLANKET	2,000.00
32	06/09/2021	53733	MCKISSON CONSTRUCTION	BLANKET	40,000.00
33	06/09/2021	53734	RUSSELL COX	BLANKET	20,000.00
34	06/11/2021	52584	SCHOOL OUTFITTERS	MUSIC RUG	425.00
35	06/14/2021	53735	KREATIVE CONSTRUCTION	BLANKET	1,000.00

Non-Payroll Total:	\$686,725.82
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Payroll Total:	\$0.00
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Report Total:	\$686,725.82
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3. Bond Fund (38) P.O. #'s NONE

Crutch Public School
Purchase Order Register

Options: Year: 2020-2021, Fund: Bond Fund(s) FY 2017, Date Range: 5/7/2021 - 6/14/2021

PO No	Date	Vendor No	Vendor	Description	Amount
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Non-Payroll Total:	<u>\$0.00</u>
Payroll Total:	<u>\$0.00</u>
Report Total:	<u><u> </u></u>

4. Building Fund (21) P.O. #'s NONE

5. Child Nutrition (22) P.O. #'s NONE

6. Gift Fund (81) P.O. #'s 12

Purchase Order Register

Options: Year: 2020-2021, Fund: GIFT FUND, Date Range: 5/7/2021 - 6/14/2021

PO No	Date	Vendor No	Vendor	Description	Amount
12	05/18/2021	53722	KIM HOLMAN	VIDEOGRPAHER	350.00
Non-Payroll Total:					\$350.00
Payroll Total:					\$0.00
Report Total:					\$350.00

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

Change Order Listing

Options: Fund: GENERAL FUND (FOR OPERATION), Year: 2020-2021, ReferenceDate: PO Date, Date Range: 5/7/2021 - 6/14/2021, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2020	51227	BANK OF OKLAHOMA	BLANKET	232.94
3	07/01/2020	21	CITY OF MIDWEST CITY	BLANKET	3,708.02
4	07/01/2020	9	OG&E	BLANKET	2,574.98
5	07/01/2020	52445	SYMMETRY ENERGY SOLUTIONS	BLANKET	298.71
6	07/01/2020	14	OKLAHOMA NATURAL GAS	BLANKET	205.38
9	07/01/2020	52303	CONSOLIDATED NETWORKS CORP	BLANKET	13,165.26
11	07/01/2020	52322	OKLAHOMA EMPLOYMENT SECURITY COMM	BLANKET	921.49
12	07/01/2020	22	PITNEY BOWES GLOBAL FINANCIAL SERVI	BLANKET	279.30
15	07/01/2020	52378	UMB BANK	BLANKET	900.00
20	07/01/2020	51175	OFFICE DEPOT	BLANKET	235.02
22	07/01/2020	4	SAM'S CLUB	BLANKET	111.48
23	07/01/2020	52255	AT&T MOBILITY	BLANKET	299.97
28	07/01/2020	52991	VERIZON WIRELESS	BLANKET	160.04
30	07/01/2020	53258	PROSPERITY BANK	BLANKET	1,891.71
31	07/01/2020	52642	CHATTERBOX INC	BLANKET	4,241.25
32	07/01/2020	53689	OCCUPATIONAL THERAPY	BLANKET	1,225.00
33	07/01/2020	16	XEROX FINANCIAL SERVICES	BLANKET	1,382.60
43	07/01/2020	52963	DANYAWN MILES	BLANKET	3,200.00
44	07/01/2020	53569	OKLAHOMA CONSULTING & ACCOUNTING	BLANKET	2,350.00
51	07/01/2020	51960	HOMER SMITH JR	BLANKET	1,845.00
54	07/01/2020	53570	JOSE ESPARZA	BLANKET	2,920.00
56	07/01/2020	53645	PROLAWNS OF OKLAHOMA LLC	BLANKET	860.00
60	07/01/2020	53600	MELVIN T PERRY	BLANKET	216.00
66	07/01/2020	53674	OKLAHOMA LUBE ASSOCIATES	BLANKET	250.71
70	07/01/2020	53678	DESIREE JONES	BLANKET	1,620.00
72	07/09/2020	50014	OSSEGIB	BLANKET	0.14
82	12/17/2020	50012	HORACE MANN	INSURANCE BLANKET	321.48
87	01/20/2021	53687	LEE'S FLOORING & CLEANING LLC	BLANKET	11,800.00

Non-Payroll Total: \$57,216.48

Payroll Total: \$82,239.28

Report Total: \$139,455.76

Change Order Listing

Options: Fund: Building Bond Fund(s) FY 2022, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 5/7/2021 - 6/14/2021, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:					\$0.00
Payroll Total:					\$0.00
Report Total:					

Change Order Listing

Options: Fund: CHILD NUTRITION PROGRAMS FUND, Year: 2020-2021, ReferenceDate: PO Date, Date Range: 5/7/2021 - 6/14/2021, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2020	53528	KEYSTONE FOOD SERVICE	BLANKET	80,348.46
4	07/01/2020	51111	AUTO-CHLOR SYSTEM	BLANKET	360.50
11	08/24/2020	51119	HERMAN'S PLUMBING	BLANKET	265.90
Non-Payroll Total:					\$80,974.86
Payroll Total:					\$0.00
Report Total:					\$80,974.86

8. Encumbrances and Purchases FY 2021-2022

2021/2022

GENERAL FUND

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/21	BANK OF OKLAHOMA	500.00	M PERRY	BLANKET
2	7/1/21	BOARD OF CO. COMMISSIONS	8,000.00	M PERRY	BLANKET
3	7/1/21	CITY OF MIDWEST CITY	10,000.00	M PERRY	BLANKET
4	7/1/21	OG&E	9,000.00	M PERRY	BLANKET
5	7/1/21	SYMMETRY ENERGY SOLUTIONS	1,000.00	M PERRY	BLANKET
6	7/1/21	OKLAHOMA NATURAL GAS	800.00	M PERRY	BLANKET
7	7/1/21	COX COMMUNICATIONS	2,500.00	M PERRY	BLANKET
8	7/1/21	MUNICIPAL ACCOUNTING SYS, INC	7,000.00	M PERRY	BLANKET
9	7/1/21	CONSOLIDATED NETWORKS CORP	40,000.00	M PERRY	BLANKET
10	7/1/21	CRW CONSULTING LLC	2,500.00	M PERRY	BLANKET
11	7/1/21	OKLAHOMA EMPLOYMENT SECURITY	10,000.00	M PERRY	BLANKET
12	7/1/21	PITNEY BOWES GLOBAL FINANCIAL	500.00	M PERRY	BLANKET
13	7/1/21	THE CENTER FOR EDUCATION LAW	300.00	M PERRY	BLANKET
14	7/1/21	BLEDSE, HEWETT, GULLEKSON	2,500.00	M PERRY	BLANKET
15	7/1/21	UMB BANK	300.00	M PERRY	BLANKET
16	7/1/21	OSSBA	3,500.00	M PERRY	BLANKET
17	7/1/21	CRG, INC/OCCUHEALTH	250.00	M PERRY	BLANKET
18	7/1/21	ORES	500.00	M PERRY	BLANKET
19	7/1/21	OSAG	8,100.00	M PERRY	BLANKET
20	7/1/21	OFFICE DEPOT	500.00	M PERRY	BLANKET
21	7/1/21	WAL-MART	500.00	M PERRY	BLANKET
22	7/1/21	SAM'S CLUB	500.00	M PERRY	BLANKET
23	7/1/21	AT&T MOBILITY	2,500.00	M PERRY	BLANKET
24	7/1/21	EUREKA WATER COMPANY	500.00	M PERRY	BLANKET
25	7/1/21	IDEMIA	500.00	M PERRY	BLANKET

2021/2022

GENERAL FUND

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
26	7/1/21	A-TEAM TERMITE & PEST CONTROL	1,000.00	M PERRY	BLANKET
27	7/1/21	ONENET	500.00	M PERRY	BLANKET
28	7/1/21	VERIZON WIRELESS	1,000.00	M PERRY	BLANKET
29	7/1/21	CONTRACT PAPER GROUP INC	1,000.00	M PERRY	BLANKET
30	7/1/21	PROSPERITY BANK	15,000.00	M PERRY	BLANKET
31	7/1/21	CHATTERBOX INC	20,000.00	M PERRY	BLANKET
32	7/1/21	OCCUPATIONAL THERAPY	2,500.00	M PERRY	BLANKET
33	7/1/21	XEROX FINANCIAL SERVICES	4,000.00	M PERRY	BLANKET
34	7/1/21	EDMENTUM	2,850.00	M PERRY	BLANKET
35	7/1/21	FOLLETT LIBRARY	910.00	M PERRY	BLANKET
36	7/1/21	INFINITE CAMPUS	6,500.00	M PERRY	BLANKET
37	7/1/21	OSIG	61,000.00	M PERRY	BLANKET
38	7/1/21	RENAISSANCE LEARNING INC	9,500.00	M PERRY	BLANKET
39	7/1/21	LOWES HOME CENTER	1,500.00	M PERRY	BLANKET
40	7/1/21	OK DEPT LABOR	100.00	M PERRY	BLANKET
41	7/1/21	FRONTLINE EDUCATION	1,400.00	M PERRY	BLANKET
42	7/1/21	DANYAWN MILES	8,500.00	M PERRY	BLANKET
43	7/1/21	OKLAHOMA CONSULTING & ACCOUNT	15,000.00	M PERRY	BLANKET
44	7/1/21	SCHOLASTIC COMMUNICATIONS	1,700.00	M PERRY	BLANKET
45	7/1/21	OKLAHOMA ASBO	500.00	M PERRY	BLANKET
46	7/1/21	BANCFIRST INSURANCE SERVICES	1,000.00	M PERRY	BLANKET
47	7/1/21	OKLAHOMA PUBLIC SCHOOL RESOURCE	3,500.00	M PERRY	BLANKET
48	7/1/21	CCOSA	1,000.00	M PERRY	BLANKET
49	7/1/21	HOMER SMITH JR	5,000.00	M PERRY	BLANKET
50	7/1/21	AUTOMATIC FIRE CONTROL	500.00	M PERRY	BLANKET

2021/2022

GENERAL FUND

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
51	7/1/21	OKLAHOMA STATE DEPT OF ED	100.00	M PERRY	BLANKET
52	7/1/21	JOSE ESPARZA	5,000.00	M PERRY	BLANKET
53	7/1/21	SUMMIT TRUCK GROUP	1,000.00	M PERRY	BLANKET
54	7/1/21	HARVEY BETHANY	100.00	M PERRY	BLANKET
55	7/1/21	MELVIN PERRY	100.00	M PERRY	BLANKET
56	7/1/21	ROSS TRANSPORTATION	25,000.00	M PERRY	BLANKET
57	7/1/21	SHOUTPOINT	350.00	M PERRY	BLANKET
58	7/1/21	OKLAHOMA LUBE ASSOCIATES	250.00	M PERRY	BLANKET
59	7/1/21	MIDWEST CITY BEACON	50.00	M PERRY	BLANKET
60	7/1/21	VIZAVANCE	100.00	M PERRY	BLANKET
61	7/1/21	DESIREE JONES	10,000.00	M PERRY	BLANKET
62	7/1/21	THE JOURNAL RECORD	100.00	M PERRY	BLANKET
63	7/1/21	DOROTHY HARDY	1,000.00	M PERRY	BLANKET
64	7/1/21	OK ELECTION BOARD	100.00	M PERRY	BLANKET
65	7/1/21	HORACE MANN	250.00	M PERRY	BLANKET
66	7/1/21	COSTCO	500.00	M PERRY	BLANKET
67	7/1/21	COMTEC	1,500.00	M PERRY	BLANKET
68	7/1/21	EMPLOYEE EVALUATION SYSTEM	1,000.00	M PERRY	BLANKET
69	7/1/21	SCHOOL SERVICE, INC	300.00	M PERRY	BLANKET
70	7/1/21	OSSEGIB	100.00	M PERRY	BLANKET
71	7/1/21	SCHOOL SAFE ID	500.00	M PERRY	BLANKET
72	7/1/21	MID DEL SCHOOLS	7,000.00	M PERRY	BLANKET
73	7/1/21	SUMMER SCHOOL CONFERENCE	2,000.00	M PERRY	BLANKET
74					
75					

2021/2022

BUILDING FUND

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/21	PROSPERITY BANK	\$1,000.00	M PERRY	BLANKET
2	7/1/21	SAM'S CLUB	\$5,000.00	M PERRY	BLANKET
3	7/1/21	LOWES HOME CENTER	\$1,000.00	M PERRY	BLANKET
4	7/1/21	WAL-MART	\$500.00	M PERRY	BLANKET
5	7/1/21	HERMAN'S PLUMBING	\$1,000.00	M PERRY	BLANKET
6	7/1/21	A-TEAM TERMITE & PEST CONTROL	\$500.00	M PERRY	BLANKET
7	7/1/21	TREAT'S SOLUTIONS LLC	\$2,500.00	M PERRY	BLANKET
8	7/1/21	EPCO MECHANICAL	\$2,500.00	M PERRY	BLANKET
9	7/1/21	WALTER OLIVER	\$100.00	M PERRY	BLANKET
10	7/1/21	LEE'S FLOORING & CLEANING LLC	\$10,000.00	M PERRY	BLANKET
11	7/1/21	R2 CONTRACTING LLC	\$1,000.00	M PERRY	BLANKET
12	7/1/21	CAPITAL ELECTRIC CONTRACTORS	\$1,000.00	M PERRY	BLANKET
13	7/1/21	OG&E	\$5,000.00	M PERRY	BLANKET
14	7/1/21	CITY OF MIDWEST CITY	\$5,000.00	M PERRY	BLANKET
15	7/1/21	OKLAHOMA NATURAL GAS	\$500.00	M PERRY	BLANKET
16	7/1/21	SYMMETRY ENERGY SOLUTIONS	\$500.00	M PERRY	BLANKET
17	7/1/21	OKLAHOMA ROOFING & SHEET METAL	\$1,000.00	M PERRY	BLANKET
18	7/1/21	CONSOLIDATED NETWORKS CORP	\$500.00	M PERRY	BLANKET
19	7/1/21	COMTEC ELECTRONICS	\$1,000.00	M PERRY	BLANKET
20	7/1/21	DIGI SURVEILLANCE SYSTEMS	\$1,000.00	M PERRY	BLANKET
21	7/1/21	LOCKE SUPPLY	\$1,000.00	M PERRY	BLANKET
22					
23					
24					
25					

2021/2022

CHILD NUTRITION

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/21	OK STATE DEPT OF HEALTH	\$100.00	M PERRY	BLANKET
2	7/1/21	KEYSTONE FOOD SERVICE	\$50,000.00	M PERRY	BLANKET
3	7/1/21	BROOKS GREASE SERVICE, INC	\$200.00	M PERRY	BLANKET
4	7/1/21	AUTO-CHLOR SYSTEM	\$1,000.00	M PERRY	BLANKET
5	7/1/21	AUTOMATIC FIRE CONTROL, INC	\$250.00	M PERRY	BLANKET
6	7/1/21	SAM'S CLUB	\$250.00	M PERRY	BLANKET
7	7/1/21	WAL-MART	\$200.00	M PERRY	BLANKET
8	7/1/21	PROSPERITY BANK	\$200.00	M PERRY	BLANKET
9	7/1/21	OKLA DEPT OF HUMAN SERVICES	\$600.00	M PERRY	BLANKET
10	7/1/21	A-TEAM TERMITE & PEST CONTROL	\$200.00	M PERRY	BLANKET
11	7/1/21	HERMANS PLUMBING	\$500.00	M PERRY	BLANKET
12	7/1/21	HAGAR RESTAURANT	\$1,500.00	M PERRY	BLANKET
13	7/1/21	TREAT'S SOLUTIONS	\$300.00	M PERRY	BLANKET
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25					

2021/2022

BOND FUND 31

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/21	TECH-LOCK	2,000.00	M PERRY	BLANKET
2	7/1/21	BOB HOWARD	60,000.00	M PERRY	BLANKET
3	7/1/21	AGNEW DOOR	20,000.00	M PERRY	BLANKET
4	7/1/21	CAPITAL ELECTRIC	20,000.00	M PERRY	BLANKET
5	7/1/21	APPLE, INC	10,000.00	M PERRY	BLANKET
6	7/1/21	R2 CONTRACTING	100,000.00	M PERRY	BLANKET
7	7/1/21	EPCO MECHANICAL	20,000.00	M PERRY	BLANKET
8	7/1/21	LEE'S FLOORING	25,000.00	M PERRY	BLANKET
9	7/1/21	TERRA SCAPES	15,000.00	M PERRY	BLANKET
10	7/1/21	COMTEC SECURITY	5,000.00	M PERRY	BLANKET
11	7/1/21	DIGI SECURITY SYSTEMS	20,000.00	M PERRY	BLANKET
12	7/1/21	WAL-MART	1,500.00	M PERRY	BLANKET
13	7/1/21	SAM'S CLUB	10,000.00	M PERRY	BLANKET
14	7/1/21	LOWE'S HOME CENTER	25,000.00	M PERRY	BLANKET
15	7/1/21	HERMANS PLUMBING	20,000.00	M PERRY	BLANKET
16	7/1/21	PROSPERITY BANK	15,000.00	M PERRY	BLANKET
17	7/1/21	WALTER OLIVER	10,000.00	M PERRY	BLANKET
18	7/1/21	TREATS SOLUTIONS	1,500.00	M PERRY	BLANKET
19	7/1/21	OFFICE DEPOT	1,500.00	M PERRY	BLANKET
20	7/1/21	CAPITAL CLEANING	5,000.00	M PERRY	BLANKET
21	7/1/21	WALKER COMPANY	10,000.00	M PERRY	BLANKET
22	7/1/21	ESCO, LLC	10,000.00	M PERRY	BLANKET
23	7/1/21	STOWS OFFICE FURNITURE	15,000.00	M PERRY	BLANKET
24	7/1/21	ABC ENTERPRISES INC	10,000.00	M PERRY	BLANKET
25	7/1/21	HADDOCK	25,000.00	M PERRY	BLANKET

2021/2022

BOND FUND 31

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
26	7/1/21	BRIAN MORRIS DBA	2,000.00	M PERRY	BLANKET
27	7/1/21	LOCKE SUPPLY	20,000.00	M PERRY	BLANKET
28	7/1/21	OKLAHOMA COUNTY DISTRICT 1	50,000.00	M PERRY	BLANKET
29	7/1/21	FENCEOKC	60,000.00	M PERRY	BLANKET
30	7/1/21	CONSOLIDATED NETWORKS	1,000.00	M PERRY	BLANKET
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2021/2022

BOND FUND 31

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
26	7/1/21	BRIAN MORRIS DBA	2,000.00	M PERRY	BLANKET
27	7/1/21	LOCKE SUPPLY	20,000.00	M PERRY	BLANKET
28	7/1/21	OKLAHOMA COUNTY DISTRICT 1	50,000.00	M PERRY	BLANKET
29	7/1/21	FENCEOKC	60,000.00	M PERRY	BLANKET
30	7/1/21	CONSOLIDATED NETWORKS	1,000.00	M PERRY	BLANKET
31	7/1/21	RUSSELL COX	15,000.00	M PERRY	BLANKET
32	7/1/21	DELL	10,000.00	M PERRY	BLANKET
33	7/1/21	KREATIVE	10,000.00	M PERRY	BLANKET
34	7/1/21	BOB MOORE	50,000.00	M PERRY	BLANKET
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2021/2022

GIFT FUND

PURCHASE ORDER LOG

Number	Date	Vendor	Amount	Staff	Reason
1	7/1/21	PROSPERITY BANK	\$3,500.00	M PERRY	BLANKET
2	7/1/21	WAL-MART	\$500.00	M PERRY	BLANKET
3	7/1/21	SAM'S CLUB	\$1,000.00	M PERRY	BLANKET
4	7/1/21	TOBY LYLES	\$400.00	M PERRY	BLANKET
5	7/1/21	OFFICE DEPOT	\$200.00	M PERRY	BLANKET
6	7/1/21	MYBINDING.COM	\$300.00	M PERRY	BLANKET
7	7/1/21	FACTORY DIRECT FLAGPOLES	\$200.00	M PERRY	BLANKET
8	7/1/21	WALKER COMPANIES	\$200.00	M PERRY	BLANKET
9	7/1/21	FAST STITCH	\$350.00	M PERRY	BLANKET
10					
11					
12					
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25					

D. Activity Fund Revenue and Expenditure Report

**Crutcho Public School
Revenue/Expenditure Summary**

Options: Fund: 60, Date Range: 5/1/2021 - 5/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 Superintendent Miscellaneous	\$3,649.20	\$142.59	\$0.00	\$1,085.70	\$2,706.09	\$942.20	\$1,763.89
802 Concession	\$1,672.65	\$0.00	\$0.00	\$0.00	\$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	\$949.38	\$0.00	\$0.00	\$0.00	\$949.38	\$162.06	\$787.32
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	\$2,200.10	\$0.00	\$2,194.62	\$187.25	\$0.00	\$187.25
812 Book Orders	\$0.05	\$0.00	\$0.00	\$0.00	\$0.05	\$0.00	\$0.05
814 Pre-Kindergarten	\$20.97	\$0.00	\$0.00	\$0.00	\$20.97	\$0.00	\$20.97
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	\$26.12	\$1,074.55	\$50.49	\$1,024.06
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	\$1,918.22	\$260.00	\$0.00	\$0.00	\$2,178.22	\$0.00	\$2,178.22
834 HORNETS	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
837 YEAR BOOK	\$634.99	\$280.00	\$0.00	\$0.00	\$914.99	\$227.75	\$687.24
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	\$5,652.05	\$12.90	\$0.00	\$0.00	\$5,664.95	\$100.00	\$5,564.95
Total	\$20,690.60	\$2,895.59	\$0.00	\$3,306.44	\$20,279.75	\$1,482.50	\$18,797.25

**CRUTCHO ACTIVITY FUND BANK
RECONCILIATION MAY**

CHASE BANK STATEMENT BALANCE PREVIOUS BALANCE		\$21,327.60	
TOTAL DEPOSITS		\$2,895.59	
CHECKS PAID		\$3,471.44	
UNPAID PURCHASE ORDERS FY2021		\$472.00	
CASH END BALANCE		\$20,279.75	
BANK FEES			
RETURNED CHECK			
STATEMENT BALANCE		\$20,751.75	
RECONCILED BY	Melvin Perry		





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

May 01, 2021 through May 28, 2021
 Account Number: **000000710381268**

00002972 1 AV 00.398



00002972 DRI 662 141 14921 NNNNNNNNNN 1 000000000 60 5000541 P10542

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**



14560010277000714R000100000000

CHECKING SUMMARY Chase Total Checking

	AMOUNT
Beginning Balance	\$21,327.60
Deposits and Additions	2,895.59
Checks Paid	-3,471.44
Ending Balance	\$20,751.75

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
05/06	Deposit 1842026785	\$2,550.10 ✓
05/20	Deposit 1842026786	345.49 ✓
Total Deposits and Additions		\$2,895.59

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
22 ^		05/21	\$165.00 ✓
25 * ^		05/17	207.80 ✓
26 ^		05/18	2,194.62 ✓
27 ^		05/18	45.40 ✓
28 ^		05/18	332.50 ✓
29 ^		05/17	26.12 ✓
710381268 * ^		05/17	500.00 ✓
Total Checks Paid			\$3,471.44

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.

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

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



May 01, 2021 through May 28, 2021
Account Number: 00000710381268

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 \$20,571.26)
- **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 \$22,181.62)

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

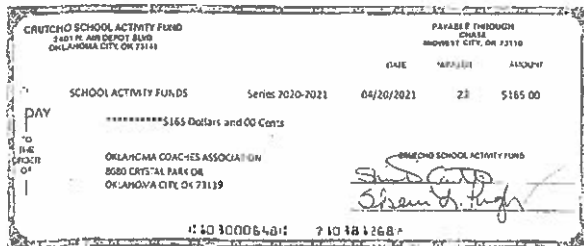


JPMorgan Chase Bank, N.A. Member FDIC

IMAGES

ACCOUNT # 00000710381268

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



105980635662 MAY 21 #000000022 \$165.00



108780665183 MAY 17 #000000025 \$207.80



May 01, 2021 through May 28, 2021
 Account Number: 000000710381268

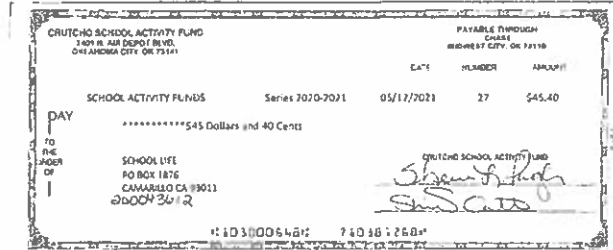
IMAGES (continued)

ACCOUNT # 000000710381268

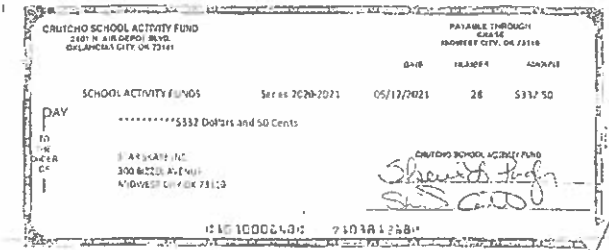
See both front and back images of cleared checks at Chase.com. If you're not enrolled in this free service, please enroll now.



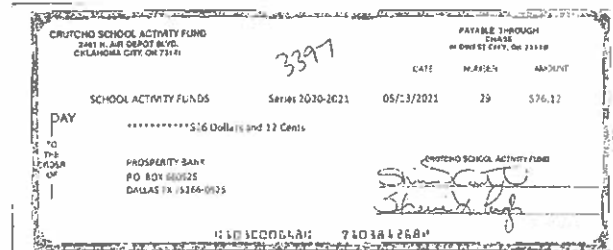
008490118190 MAY 18 #0000000026 S2,194.62



002470171832 MAY 18 #0000000027 S45.40



104180142150 MAY 18 #0000000028 S332.50



108380672526 MAY 17 #0000000029 S26.12



008780944302 MAY 17 #0710381268 S500.00



May 01, 2021 through May 28, 2021
Account Number: **000000710381268**

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Crutch Public School

Receipt Register

Options: Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 5/1/2021 - 5/31/2021, Account: CHASE, Status: All

Receipt No	Date		Received From			Program	Unit	Amount	Status
	Year	Fund	Acct Type	Acct No	Project			Amount	
16	5/6/2021		LIBRARY BOOKFAIR					\$2,200.10	Posted
	2021	60	AR	1950	811	900	105	\$2,200.10	
						2021	60 Total	\$2,200.10	
17	5/6/2021		PRINCIPAL TSHIRTS					\$210.00	Posted
	2021	60	AR	1950	832	900	105	\$210.00	
						2021	60 Total	\$210.00	
18	5/6/2021		YEARBOOK					\$140.00	Posted
	2021	60	AR	1950	837	900	105	\$140.00	
						2021	60 Total	\$140.00	
19	5/20/2021		BOX TOPS					\$12.90	Posted
	2021	60	AR	1950	845	900	105	\$12.90	
						2021	60 Total	\$12.90	
20	5/20/2021		OSP SUPERINTENDENT					\$142.59	Posted
	2021	60	AR	1950	801	900	105	\$142.59	
						2021	60 Total	\$142.59	
21	5/20/2021		YEARBOOK					\$140.00	Posted
	2021	60	AR	1950	837	900	105	\$140.00	
						2021	60 Total	\$140.00	
22	5/20/2021		PRINCIPAL TSHIRTS					\$50.00	Posted
	2021	60	AR	1950	832	900	105	\$50.00	
						2021	60 Total	\$50.00	

Year and Fund Totals:

2021 60 \$2,895.59

Total Receipts Posted = \$2,895.59

Total Receipts Not Posted = \$0.00

Crutch Public School

Payment Clearing Register

Options: Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 5/1/2021 - 5/31/2021, Account: CHASE, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
9	5/31/2021	107	AC	\$3,471.44	Posted
	2021 60	22	\$165.00		
	2021 60	24	\$500.00		
	2021 60	25	\$207.80		
	2021 60	26	\$2,194.62		
	2021 60	27	\$45.40		
	2021 60	28	\$332.50		
	2021 60	29	\$26.12		
	2021 60 Total		<u>\$3,471.44</u>		

Year and Fund Totals:

2021 60 \$3,471.44

Total Payment Clearing Posted = \$3,471.44

Total Payment Clearing Not Posted = \$0.00

Crutcho Public School

Payment Register

Options: Year: 2020-2021, Fund: SCHOOL ACTIVITY FUNDS, Date Range: 5/1/2021 - 5/31/2021, Print Payroll Payments: True

Year	Fund	No	Date	Vendor	Date Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2021	60	24	05/12/2021	DEVIN STATEN			5/12/2021	5/31/2021	9	\$500.00
2021	60	25	05/12/2021	JONES SCHOOL SUPPLY COMPANY, I			5/12/2021	5/31/2021	9	\$207.80
2021	60	26	05/12/2021	SCHOLASTIC BOOK FAIR - 30			5/12/2021	5/31/2021	9	\$2,194.62
2021	60	27	05/12/2021	SCHOOL LIFE			5/12/2021	5/31/2021	9	\$45.40
2021	60	28	05/12/2021	STAR SKATE INC			5/12/2021	5/31/2021	9	\$332.50
2021	60	29	05/13/2021	PROSPERITY BANK			5/13/2021	5/31/2021	9	\$26.12
Non-Payroll Total:										\$3,306.44
Payroll Total:										\$0.00
Balance Foward:										\$5,246.42
Total:										\$8,552.86

Outstanding Payments

Options: Fiscal Years: 2021, Funds: 60, As Of Date: 5/31/2021

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2021	60	20	4/20/2021	4/20/2021	53558	CUSTOM TEES BOLEYONE	\$472.00
Total: 2021 60							\$472.00
Total Outstanding:							\$472.00

E. Board Out of State Travel - Conference, Las Vegas

F. Consider Superintendent & Associate Superintendent as authorized representatives for all Federal and State Programs and General School District Business

G. Appoint Alexis Alexander Okine as Treasurer of Crutcho Public School 55 C074 for FY 2021-2022

H. The Board of Education recognizes the importance of recruiting and retaining employees during the 2020-2021 school year. Due to the continued efforts of staff at all levels the District was able to provide a full program of in-person and virtual learning to students and families. In recognition of the risk to personal health and the exceptional work to prioritize needs of students performed by all employees during the COVID-19 pandemic, a recommendation is made to the Board of Education for the payment of a one-time, non-recurring, COVID-19 Stipend. – See the attachment

7. EXECUTIVE SESSION 25 OS 307 (B)(1), TO DISCUSS ITEMS UNDER PERSONNEL

A. Re-Employment Certified Staff - See Attachment

B. Re-Employment Support Staff - See Attachment

C. Austen Evans - New Employment 2021/2022

D. April Mack - New Employment 2021/2022

E. Kimberly Jackson - New Employment 2021/2022

F. Markus Douglas - New Employment 2021-2022

G. Superintendent Evaluation

8. MOTION , DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE THE PERSONNEL

Approved by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

9. NEW BUSINESS

10. ADJOURNMENT

Motion to adjourn at 11:52 am by Antonia Jennings second by Erika James was approve

Erika James: Yea

Antonia Jennings: Yea

Paul Keeler: Yea

Yea: 3, Nay: 0

11:53 AM

Antonia Jennings, President

Paul Keeler, Vice President

Erika James, Clerk