



SHAWNEE PUBLIC SCHOOLS

326 North Union Ave. • Shawnee, OK 74801-7099 • (405) 273-0653

To: Board of Education
From: Brent Houston, Chief Financial Officer 
Date: June 28, 2021
Subject: Encumbrance Clerk and Minute Clerk for 2021-22 FY

In accordance with Title 70, Section 5 of the Oklahoma Statutes, the Board of Education shall employ a minute clerk and encumbrance clerk for the 2021-22 FY.

Recommendation:

That the Board of Education approves Keli Kinsey as the District's minute clerk and Jessica Phillips as the District's encumbrance clerk for the 2021-22 FY.