

Board of Education Regular Meeting

Monday, July 8, 2024 6:00 PM

Board of Education Independent School
District No. 4 Board Room, Board/Adm.
Bldg, Oologah-Talala Public Schools
10700 South 169 Highway Oologah,
Oklahoma 74053

Agenda

- I. ORDER OF BUSINESS
 - A. Call meeting to order
 - B. Roll call and record names of members present
 - C. Pledge of Allegiance
- II. PRESENTATIONS
 - A. Recognize and hear from visitors (public participation)
 - B. Treasurer's Report
 - C. Assistant Superintendent's Report
 - Professional Development
 - Federal Programs
 - Teaching and Learning
 - D. -Title IX Compliance Report
- III. CONSENT AGENDA (These items may be approved by one Board motion, unless any Board member desires to have a separate vote on any or all of these items).
 - A. Discussion and Consideration for approval of the following OTPS Board of Education minutes:
 - Regular Meeting June 10, 2024
 - Special Meeting June 25, 2024
 - B. Discussion and Consideration for approval of the following warrants and encumbrances:
 - General Fund Encumbrances: 1-155
 - General Fund Warrants: 4130-4472
 - Building Fund Encumbrances: 1-26
 - Building Fund Warrants: 617-701
 - Building Bond Funds Encumbrance: 1
 - C. Discussion and Consideration for approval of financial reports, (General Fund, Building Fund, Building Bond Funds, Activity Funds).
 - D. Discussion and Consideration for approval of the following activity fund transfers:
 - #104- #107
 - E. Discussion and Consideration for approval of the following fundraiser requests:
 - Booster Club Fundraisers- #1-#79
 - Activity Fund Fundraisers- #190-#195
- IV. ADMINISTRATIVE
 - A. Recommendation, Consideration, and Action on approving the following contracts for the 2024-2025 school year (These items may be approved by one Board motion, unless any Board member desires to have a separate vote on any

or all of these items):

- Oklahoma Public School Resource Center
- Alliance Mental Health
- Horizon: Digitally Enhanced Campus
- Barlow Education Management Services
- Beth Anne Manipella, PLLC
- Integrative Physical Therapy, P.C.
- Pediatric Assessment and Counseling
- Emerson College for a Clinical Affiliation
- Joy Lambert, SLP
- Oklahoma Dept of Rehabilitation Services-Transition School to Work
- Oklahoma Dept of Rehabilitation Services- Work Study Services
- CRW- for completing OCC data requests

B. Recommendation, Consideration, and Action on approving the following platforms to be used by school personnel to communicate with students regarding the topic specific to the platform:

- Edgenuity
- Aristotle
- Hudl
- Rank One

C. Recommendation, Consideration, and Action on approving the following Handbooks/ Plans for the 2024-2025 school year (These items may be approved by one Board motion, unless any Board member desires to have a separate vote on any or all of these items):

- Teaching and Learning Plan
- Student Mental Health Protocol
- Wellness Plan
- Elementary Student/Parent Handbook
- Secondary Students/Parent Handbook
- OTPS Faculty Handbook

D. Consideration and Action on appointment of Superintendent as Purchasing Agent for Oologah-Talala Public Schools, Authorized Representative for all Federal Programs including E-Rate and Child Nutrition and Designated Custodian for the general fund, building fund, bond fund, all federal programs including E-Rate, all State programs, and all other school programs and activities not listed for the 2024-2025 school year

E. Recommendation, Consideration, and Action on approving GoFan as a ticketing solution for OTPS athletics and activities

V. PERSONNEL

A. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1) and (7) of the Open Meeting Law. Items to be discussed are:

- Resignations: Madalyn Bellatti, Jessica Flegal
- Hiring: Tami Jennings-Full time substitute
- Extra Duty Contracts:

B. Vote to convene or not to convene into executive session

- C. Acknowledge Board has returned to open session.
 - D. Statement of Board President of executive session minutes compliance
 - E. Vote to accept or not accept submitted resignation(s) as listed below:
 - Madalyn Bellatti- Paraprofessional, effective June 30, 2024
 - Jessica Flegal- Paraprofessional, effective July 2, 2024
 - F. Motion and vote to employ or not employ a recommended applicant for the position/s listed below:
 - Tami Jennings as Full Time Substitute for the 2024-2025 school year
- VI. NEW BUSINESS
- VII. MOTION AND VOTE TO ADJOURN

**Oologah-Talala Public Schools
Board of Education Regular Meeting
Board of Education Independent School District No. 4 Board Room, Board/Adm. Bldg,
Oologah-Talala Public Schools 10700 South 169 Highway Oologah, Oklahoma 74053
Monday, June 10, 2024 at 6:00 PM**

MINUTES

I. ORDER OF BUSINESS

I.A. Call meeting to order

Meeting was called to order at 6:00 p.m.

I.B. Roll call and record names of members present

All members were present for the meeting including Lyle Blakley, Lauren Stauffer, Don Tice, Brent Kellogg, and Joe Koster.

I.C. Pledge of Allegiance

II. PRESENTATIONS

II.A. Recognize and hear from visitors (public participation)

There were no visitors present to speak.

II.B. Treasurer's Report

The district received approximately \$4,000,000 in the month of May. Expenditures was higher in the month of May due to the fact that three payrolls were run during this time. Dr. Wilkins is hopeful that the district's carryover will be approximately \$1,800,000, which will help to offset the cost of newly added teaching and support positions. There has been discussion that state aid may be increased for FY 25, but no specifics have been sent to districts. Dr. Wilkins stated that he prefers our district keep a carryover between \$1.6 and \$1.7 to help ensure that the district does not have to go on non-payable warrants.

II.C. Director's Report

-Safety and Security/ Technology

Rick Fisher, OTPS Technology Director, shared that there have been many projects already completed in the three weeks since school has been out. He discussed new security devices for all the doors in the district, which have already been installed at the Lower Elementary. The goal is for every exterior door in the district to have a badge reader attached to it. The technology department has also added several cameras with enhanced security features. There are some older doors that still need to be replaced, but this will be costly. Some of these doors will be purchased with the safety and security money the district receives for FY 25. New fiber has also been run to areas of the Upper Elementary that has had limited connectivity. Mr. Tice asked about how the new security features on the doors will impact individuals who need access to our buildings after hours. There are a few "guest access" options available to the district for these individuals, including remote access for opening doors from an off-campus location.

II.D. Principal's Report

No Principal's Report was presented.

II.E. Assistant Superintendent's Report

-Professional Development

-Federal Programs

-Teaching and Learning

Mrs. Adkins shared that professional development has been planned for all four sites for the start of the 2024-2025 school year. Dr. Barbara Sorrells will be presenting developmental training for both elementary schools, Dr. Chris Culver will be presenting information on adolescent engagement and behavior at the middle school, and Sarah Noble will be presenting instructional strategies to the high school staff. Nine members of our administrative team will be attending the CCOSA summer leadership conference June 12-14, and several are signed up for InspireOK in July. The state department is also offering additional training on federal programs, coaching, and special education in July, which will be attended by five administrators. Mrs. Adkins and Mr. Hotfelt are working on filing the final federal programs claims, and will begin the close out procedure once all money has been received from those claims. The only program which will have any significant

carryover funding is for school security, which is being held to help offset the cost of more expensive projects, such as new doors, in the 2024-2025 school year. An updated Teaching and Learning Plan will be presented to the board in July.

II.F. -Title IX Compliance Report

There is quite a bit of unknown information and questions regarding how new Title IX regulations will play out in the state of Oklahoma. Mrs. Adkins and Mr. Doss are following legal updates very closely and will be attending training to gain more knowledge of how to best prepare OTPS for the updated regulations. The district Title IX committee will be meeting later in the summer to update the Title IX Plan based on incoming information throughout June and July.

II.G. Superintendent's Report

-Summer Projects

-Finances

The projects for this summer are being done at an incredibly fast pace. Dr. Wilkins thanked the summer staff for the work that they have done. There are still some painting projects on-going, but all the transitioning classrooms have been moved. The middle school library is completed as well.

III. CONSENT AGENDA (These items may be approved by one Board motion, unless any Board member desires to have a separate vote on any or all of these items).

III.A. Discussion and Consideration for approval of the minutes of the Regular Board meetings on:

-April 8, 2024

-May 13, 2024

III.B. Discussion and Consideration for approval of the following warrants and encumbrances:

-General Fund Encumbrances: 411-439

-General Fund Warrants: 3251-4129

-Sinking Fund Encumbrances: 3

-Sinking Fund Warrants: 2

-Building Fund Warrants: 566-616

III.C. Discussion and Consideration for approval of financial reports, (General Fund, Building Fund, Building Bond Funds, Activity Funds).

III.D. Discussion and Consideration for approval of the following activity fund transfers:

- 89-103

III.E. Discussion and Consideration for the approval of the following Out-of-State or Overnight Field trip requests:

-OMS and OHS TSA National Conference in Orlando, FL June 25-July 1, 2024

Motion made to approve the items on the consent agenda.

Motion made by: Lyle Blakley Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Lauren Stauffer: Yes

Don Tice: Yes

IV. ADMINISTRATIVE

IV.A. Recommendation, Consideration, and Action on approving activity fund subaccount #919, MS Special Education

Motion made to approve subaccount for MS Special Education.

Motion made by: Lyle Blakley Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

IV.B. Recommendation, Consideration, and Action on approving policy regarding the use of personal electronic devices and cell phones at each school site

Motion made to approve a policy regarding use of personal electronic devices and cell phones at each site.
Motion made by: Joe Koster Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

IV.C. Recommendation, Consideration, and Action on approving Letter of Intent Between OTPS and TriArch Architecture

Motion made to approve a Letter of Intent between OTPS and TriArch Architecture.
Motion made by: Lyle Blakley Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

IV.D. Recommendation, Consideration, and Action to rescind action taken at the May 13, 2024 board meeting to employ Brad Sides for 2024-2025 school year

Motion made to rescind the hiring of Brad Sides as Upper Elementary Assistant Principal for the 2024-2025 school year.
Motion made by: Don Tice Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

IV.E. Recommendation, Consideration, and Action on approving OTPS New Teacher Induction Program beginning the 2024-2025 school year

Motion made to approve the New Teacher Induction Program beginning the 2024-2025 school year.
Motion made by: Joe Koster Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

Mr. Blakley asked for clarification regarding exactly what support is already being provided by the district and what the difference is between a mentor and an instructional coach for new teachers. Mrs. Noble clarified that she will be serving as both the director of this program and the instructional coach for new teachers at this time. She also clarified that mentor teachers can be assigned two new teachers if that is at the discretion of the principal. Mrs. Noble explained that she hopes to spend approximately 60% of her time coaching new teachers in the 2024-2025 school year.

IV.F. Recommendation, Consideration, and Action on approving a quote from OSAG for workers' compensation Insurance for the 24-25 school year

Motion made to approve a quote from OSAG for workers' compensation insurance for the 2024-2025 school year.
Motion made by: Joe Koster Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

IV.G. Recommendation, Consideration, and Action on approving a resolution of Oologah-Talala Public Schools to join Oklahoma Schools Insurance Group for the 24-25 school year

Motion made to approve a resolution to join the Oklahoma Schools Insurance Group for the 2024-2025 school year.
Motion made by: Don Tice Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

IV.H. Recommendation, Consideration, and Action on approving a quote from Neely Insurance on Property and Casualty Insurance for the 24-25 school year

Motion made to approve a quote from Neely Insurance on Property and Casualty Insurance for the 2024-2025 school year.
Motion made by: Don Tice Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

IV.I. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated January 1, 2020 between the District and Rogers County Educational Facilities Authority for the fiscal year ending June 30, 2025 as required under the provisions of the agreement.

Motion made to renew the sublease agreement dated January 1, 2020 between the District and Rogers County Educational Facilities Authority for the fiscal year ending June 30, 2025 as required under the provisions of the agreement.
Motion made by: Don Tice Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

V. PERSONNEL

V.A. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1) and (7) of the Open Meeting Law. Items to be discussed are:

- Resignations: Tanner Miller, Carrie Taylor
- Hiring: Middle School Science Teacher, Upper Elementary Teacher (4th Grade), HS Teacher, Upper Elementary Teacher (5th Grade), MS Special Education Teacher, HS Alternative Education Teacher, Upper Elementary Assistant Principal, Upper Elementary Teacher (5th Grade)
- Extra Duty Contracts: JH Head Cheer Coach, HS Assistant Football Coaches, HS Assistant Baseball Coach
- Support Salary Schedule for the 2024-2025 school year
- Special Education Teachers' Salary for the 2024-2025 school year
- Temporary Certified Teachers Contracts for the 2023-2024 school year

V.B. Vote to convene or not to convene into executive session

Motion made to convene into executive session.
Motion made by: Don Tice Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

The board entered into executive session at 7:16 p.m.

V.C. Acknowledge Board has returned to open session.

The board returned to open session at 7:45 p.m.

V.D. Statement of Board President of executive session minutes compliance

While in executive session, all members of the board were present along with Dr. Wilkins.

V.E. Vote to accept or not accept submitted resignation(s) as listed below:

-Tanner Miller, OLE Assistant Principal effective June 10, 2024

-Carrie Taylor, Elementary Teacher, effective end of school year (Retiring)

Motion made to accept the resignations of Tanner Miller and Carrie Taylor.

Motion made by: Joe Koster Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Lauren Stauffer: Yes

Don Tice: Yes

V.F. Motion and vote to employ or not employ a recommended applicant for the position/s listed below for the 2024-2025 school year:

-Middle School Science Teacher on a Temporary Contract

-Upper Elementary Teacher (4th Grade) on a Temporary Contract

-HS Teacher on a Temporary Contract

-Upper Elementary Teacher (5th Grade) on a Temporary Contract

-MS Special Education Teacher on a Temporary Contract

-HS Alternative Education Teacher on a Temporary Contract

-Upper Elementary Assistant Principal

-Upper Elementary Teacher (5th Grade) on a Temporary Contract

Motion made to employ the recommended applicants as follows: Emily Allen as Middle School Science Teacher, Heather Forrest as Upper Elementary Teacher (4th grade), Kyle Adler as High School Teacher, Jordan Logue as Upper Elementary Teacher (5th grade), Staci Streater as Middle School Special Education Teacher, Ryan Woolard as High School Alternative Education Teacher, Kylie Everwood as Upper Elementary Assistant Principal and Shauna Johnston as Upper Elementary Teacher (5th grade).

Motion made by: Lyle Blakley Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes

Brent Kellogg: Yes

Joe Koster: Yes

Lauren Stauffer: Yes

Don Tice: Yes

V.G. Motion and vote to approve or not approve the extra duty assignments/contracts as listed below:

-Head MS Cheer Coach

-HS/JH Assistant Football Coach, HS Assistant Baseball Coach

-HS Assistant Football Coach

Motion made to employ Chelsea Hotfelt as Head Middle School Cheer Coach, Kyle Adler as High School/Junior High Assistant Football Coach and High School Assistant Baseball Coach, and Ryan Woolard as High School Assistant Football Coach.

Motion made by: Don Tice Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

V.H. Motion and Vote on approving Support Salary Schedule for the 2024-2025 school year

Motion made to approve the support salary schedule for the 2024-2025 school year as presented.
Motion made by: Lyle Blakley Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

V.I. Motion and Vote on approving the special education above base percentage to 7%

Motion made to approve the special education above base percentage to 7%.
Motion made by: Joe Koster Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

V.J. Motion and vote to accept Temporary Certified Employee Contracts for the 2023-2024 school year for the following:

-Brandee Frost
-Jessica Flegal

Motion made to accept Temporary Certified Employee Contracts for the 2023-2024 school year with Brandee Frost and Jessica Flegal.

Motion made by: Joe Koster Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

V.K. Motion and Vote to approve revised Leave of Absence for Brandy Albert

Motion made to approve the revised Leave of Absence for Brandy Albert.
Motion made by: Lyle Blakley Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

VI. NEW BUSINESS

There was no new business.

VII. MOTION AND VOTE TO ADJOURN

Motion made to adjourn at 7:51 p.m.
Motion made by: Lyle Blakley Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Lauren Stauffer: Yes
Don Tice: Yes

**Oologah-Talala Public Schools
SPECIAL BOARD MEETING
Board of Education Independent School District No. 4 Board Room, Board/Adm. Bldg,
Oologah-Talala Public Schools 10700 South 169 Highway Oologah, Oklahoma 74053
Tuesday, June 25, 2024 at 12:30 PM**

MINUTES

I. Call meeting to order at 12:31 p.m.

II. Roll call.

All members were present for the meeting, excluding Lauren Stauffer.

**III. Recommendation, Consideration, and Action on approving the following OTPS policies:
-DHAC- Staff Members and Electronic or Digital Communications**

Motion made to approve the following OTPS policies: DHAC - Staff Members and Electronic or Digital Communications.
Motion made by: Joe Koster Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Don Tice: Yes

There were many questions about the application of this new law, and the district will be closely following any updates from the state or legal experts. Mr. Blakley questioned whether or not the law which has mandated this policy reaches too far, and he asked Mr. Tice about what OSSBA's position regarding the law is. Dr. Wilkins discussed the relationship between the intent of the law and the implications of it for schools, and he emphasized the district's commitment to complete compliance with its requirements. Mr. Tice mentioned that bills are often modified as the legislative process works itself out, and that he wouldn't be surprised if this bill was modified for the sake of clarity in the future.

IV. Recommendation, Consideration, and Action on approving the following platforms for digital communication between staff members and students:

**-Remind
-School email system
-Google Classroom**

Motion made to approve Remind, Google Classroom, and school email system for digital communication between staff members and students.

Motion made by: Don Tice Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Don Tice: Yes

V. Proposed executive session to discuss Resignations, Hiring of Personnel and/or Extra Duty Assignments. Pursuant to 25 O.S. Sect. 307(B)(1) and (7) of the Open Meeting Law. Items to be discussed are:
-Resignations: James Sweeney, Guyla White, Sonja Giertz
-Hiring: Lower Elementary Assistant Principal, Strength and Conditioning Teacher, HS Science Teacher, Custodians at OLE and OUE

VI. Vote to convene or not to convene into executive session

Motion made to convene into executive session.
Motion made by: Don Tice Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Don Tice: Yes

VII. Acknowledge Board has returned to open session

VIII. Statement of Board President of executive session minutes compliance

While in executive session, all board members, excluding Lauren Stauffer, were in attendance, along with Dr. Wilkins and Mrs. Adkins.

IX. Vote to accept or not accept submitted resignation(s) as listed below:

-Guyla White, teacher assistant, effective June 19, 2024
-James Sweeney, HS teacher, effective June 13, 2024
-Sonja Giertz, HS Admin Assistant, effective July 18, 2024

Motion made to accept the submitted resignations of Guyla White, Matt Sweeney, and Sonja Giertz.
Motion made by: Joe Koster Motion 2nd by: Lyle Blakley.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Don Tice: Yes

X. Motion and vote to employ or not employ a recommended applicant for the position/s listed below for the 2024-2025 school year:

-Lower Elementary Assistant Principal
-Strength and Conditioning Teacher on a temporary contract
-HS Science Teacher on a temporary contract
-Lower Elementary Full Time Custodian
-Upper Elementary/ Cafeteria Full Time Custodian

Motion made to employ the following applicants for the 2024-2025 school year: Ashley Radcliffe as Lower Elementary Assistant Principal, Wade VanPelt as Strength and Conditioning teacher, Kadie Moody as High School Science teacher, Chantel Chastain as Lower Elementary Full Time Custodian, and Leah Ranier as Upper Elementary Cafeteria Full Time Custodian.
Motion made by: Lyle Blakley Motion 2nd by: Don Tice.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Don Tice: Yes

XI. Adjournment

Motion made to adjourn at 12:54.

Motion made by: Lyle Blakley Motion 2nd by: Joe Koster.

Motion Passed

Lyle Blakley: Yes
Brent Kellogg: Yes
Joe Koster: Yes
Don Tice: Yes

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 155, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	10099	AT&T	000-BLANKET PHONE SERVICE	6,000.00
11	2	07/01/2024	78946	CNA SURETY	000-Sup Bond	350.00
11	3	07/01/2024	10570	ROSENSTEIN FIST AND RINGOLD	000-BLANKET LEGAL SVCS	7,500.00
11	4	07/01/2024	78111	KEVIN RISLEY TRASH SERVICE	000-BLANKET TRASH SVC	21,000.00
11	5	07/01/2024	10705	US POSTAL SERVICE	000-PO BOX RENTAL	150.00
11	6	07/01/2024	60268	CONSTELLATION NEWENERGY	000-BLANKET NATURAL GAS	25,000.00
11	7	07/01/2024	10480	OKLAHOMA NATURAL GAS	000-BLANKET NATURAL GAS	20,000.00
11	8	07/01/2024	10533	PUBLIC SERVICE CO / AEP	000-BLANKET ELECTRIC FOR DISTRICT	150,000.00
11	9	07/01/2024	10573	RURAL WATER DIST #4	000-BLANKET WATER/SEWER	35,000.00
11	10	07/01/2024	11426	OKLAHOMA STATE DEPT HEALTH	000-POOL LICENSE	75.00
11	11	07/01/2024	60360	OOLOGAH NEWS LEADER	000-LEGAL NOTICES, ADS, ETC	800.00
11	12	07/01/2024	28842	OSSBA Employment Services	000-BLANKET UNEMPLOYMENT	15,000.00
11	13	07/01/2024	11762	PIKEPASS CENTER	000-BLANKET TOLLS	2,000.00
11	14	07/01/2024	10359	J.D. YOUNG	000-BLANKET COPIER MAINT/SPPLY	25,000.00
11	15	07/01/2024	38022	SECURITY BANK	000-DISTRICT COPIER LEASE	31,853.16
11	16	07/01/2024	69890	SPARK SERVICES	000-CALLING PLAN/LICENSE	8,700.00
11	17	07/01/2024	60465	QUADIENT LEASING USA INC	000-POSTAGE MACHINE LEASE	2,364.12
11	18	07/01/2024	60466	QUADIENT FINANCE USA INC	000-BLANKET POSTAGE	5,000.00
11	19	07/01/2024	20779	OMECORP LLC	000-POSTAGE MACHINE SUPPLIES	800.00
11	20	07/01/2024	12578	OFFICE DEPOT	000-BLANKET TONER/SUPPLIES	2,500.00
11	21	07/01/2024	60254	SPC OFFICE PRODUCTS	000-BLANKET OFFICE SUPPLIES	1,000.00
11	22	07/01/2024	19664	AMAZON.COM	000-BLANKET SUPPLIES	500.00
11	23	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	000-BLANKET ADMIN SUPPLIES	600.00
11	24	07/01/2024	19230	BARLOW EDUCATION MANAGEMENT SVCS	000/006-FEDERAL PROGRAMS	7,000.00
11	25	07/01/2024	11193	OOLOGAH-TALALA SCHOOLS	000-Supplemental Payrolls	100,000.00
11	26	07/01/2024	10221	OKLA STATE SCHOOL BOARD ASSOC	000-ASSEMBLE SUBSCRIPTION	3,000.00
11	27	07/01/2024	20665	OKLAHOMA SCHOOL ASSURANCE GROUP	000-WORKER'S COMP INS GROUP	45,375.00
11	28	07/01/2024	10221	OKLA STATE SCHOOL BOARD ASSOC	000-MEMBERSHIP 24/25 SY	3,116.00
11	29	07/01/2024	10221	OKLA STATE SCHOOL BOARD ASSOC	000-POLICY SERVICES	1,200.00
11	30	07/01/2024	29928	EMPLOYEE EVALUATION SYS INC	000-EVAL SYSTEM 24/25 SY	5,615.75
11	31	07/01/2024	29201	FRONTLINE TECHNOLOGIES GROUP LLC	000-ABSENCE & TIME SOLUTION	18,092.80
11	32	07/01/2024	12432	ORGANIZATION OF RURAL OK SCHOOLS	000-MEMBERSHIP 24/25 SY	800.00
11	33	07/01/2024	20667	OSIG	000- PROPERTY CASUALTY INS	580,416.00
11	34	07/01/2024	20667	OSIG	000-DEDUCTIBLES	50,000.00
11	35	07/01/2024	69666	BLEDSON, HEWETT & GULLEKSON	000-AUDIT SERVICES	15,000.00
11	36	07/01/2024	10486	OKLA SCHOOL ADVISORY COUN	000-MEMBERSHIP 24/25 SY	500.00
11	37	07/01/2024	10341	HOUSE OF TROPHIES	000-NAME PLAQUES ETC	500.00
11	38	07/01/2024	70172	PREMIER SIGNS & DESIGN LLC	000-BUSINESS CARD, ETC	2,000.00
11	39	07/01/2024	60324	BLUE PARASOL GROUP LLC	000-CC PROCESS FEES LR	2,500.00
11	40	07/01/2024	70143	CARDCONNECT LLC	000-CC PROCESS FEES	4,000.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 155, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	41	07/01/2024	12512	ROGERS COUNTY	552-SRO ROCO 24/25SY	30,150.00
11	42	07/01/2024	10126	CCOSA	000-Admin Training	2,500.00
11	43	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	000-Idemia Background Checks	3,000.00
11	44	07/01/2024	29941	OK PUBLIC SCHOOL RESOURCE CENTER	000-MEMBERSHIP 24/25 SY	2,500.00
11	45	07/01/2024	12857	MUNICIPAL ACCOUNTING SYSTEMS INC	000-SYLOGIST ACCOUNTING	19,838.60
11	46	07/01/2024	10221	OKLA STATE SCHOOL BOARD ASSOC	000-BLANKET FOR TRAINING	2,500.00
11	47	07/01/2024	70219	SERGEANT LABORATORIES, INC	070-ARISTOTLE	14,909.28
11	48	07/01/2024	70220	INCIDENT IQ LLC	070-INCIDENT IQ	11,809.84
11	49	07/01/2024	29502	SHI INTERNATIONAL CORP	070-MICROSOFT RENEWAL	15,539.22
11	50	07/01/2024	69798	APPTEGY INC	070-THRILLSHARE	11,750.00
11	51	07/01/2024	20848	CRW CONSULTING SERVICES	070-E RATE CONSULTING	3,500.00
11	52	07/01/2024	60243	TRAFERA LLC	070-GOOGLE LICENCES	9,500.00
11	53	07/01/2024	29201	FRONTLINE TECHNOLOGIES GROUP LLC	070-AESOP	6,150.84
11	54	07/01/2024	10359	J.D. YOUNG	070-PAPER CUT RENEWAL	1,500.00
11	55	07/01/2024	12857	MUNICIPAL ACCOUNTING SYSTEMS INC	070-STUDENT INFO SYSTEM	19,339.70
11	56	07/01/2024	60238	NOTABLE INC	070-KAMI	6,632.50
11	57	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	070-CLEVER INTERGRATION	2,946.00
11	58	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	070-TECH INVENTORY	398.22
11	59	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	070-DIGITAL SIGNAGE	764.26
11	60	07/01/2024	19664	AMAZON.COM	070-BLANKET TECH SUPPLIES	20,000.00
11	61	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	070-BLANKET TECH SUPPLIES	20,000.00
11	62	07/01/2024	20848	CRW CONSULTING SERVICES	070-E/RATE SERVICES	250.00
11	63	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	070-EMPLOYEE FORMS	1,000.00
11	64	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	000-BRD ROOM CAMERA SUPPLIES	2,000.00
11	65	07/01/2024	11480	FROMAN OIL CO.	040-Blanket Fuel	30,000.00
11	66	07/01/2024	11480	FROMAN OIL CO.	040-Tank Rental	390.00
11	67	07/01/2024	79948	MONARCH	040-GPS	8,578.00
11	68	07/01/2024	20064	DUNLAP GLASS	040-Blanket Glass & Windsheild Repair	2,000.00
11	69	07/01/2024	20521	DUNLAP WRECKER SERVICE	040-Blanket Wrecker Service	2,000.00
11	70	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	040-Blanket Parts & Supplies	30,000.00
11	71	07/01/2024	60241	TRANSFINDER	040-Route & Student Software/Support	6,850.00
11	72	07/01/2024	60241	TRANSFINDER	040-Route Navigation Software/Hardware	9,000.00
11	73	07/01/2024	30050	ROSS TRANSPORTATION INC	040-Blanket Parts & Supplies	6,000.00
11	74	07/01/2024	10305	T & W TIRE	040-Blanket Tire & Service	18,000.00
11	75	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	040-Blanket Misc Fuel	400.00
11	76	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	040-Physicals & Drug Screens	4,500.00
11	77	07/01/2024	10338	HOLMAN SEED FARMS	060-Grounds Supplies	1,000.00
11	78	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	060-Grounds District Wide Supplies, Parts	5,000.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 155, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	79	07/01/2024	19231	LOWE'S HOME CENTER INC	060-Grounds supplies and parts	1,000.00
11	80	07/01/2024	69482	PEDIATRIC ASSESSMENT & COUNSELING	006-Blanket testing services	30,000.00
11	81	07/01/2024	29285	BETH ANNE MANIPELLA, OTR/L	006-Blanket OCC therapy services	20,000.00
11	82	07/01/2024	28979	INTEGRATIVE PHYSICAL THERAPY PC	006-Blanket PT services	10,000.00
11	83	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	006-Disinfecting wipes	150.00
11	84	07/01/2024	12578	OFFICE DEPOT	006-Office supplies	500.00
11	85	07/01/2024	69851	CONTINUED.COM	006-Annual memberships	225.00
11	86	07/01/2024	69575	AMERICAN SPEECH-LANGUAGE	006-License renewals	525.00
11	87	07/01/2024	28329	CRISIS PREVENTION INSTITUTE	006-Annual membership	250.00
11	88	07/01/2024	12060	AUDIOLOGY OF TULSA	006-Audiometer calibration	250.00
11	89	07/01/2024	85132	SHERRY L HUTCHINSON	006-CPI Instruction	100.00
11	90	07/01/2024	18038	ROGERS STATE UNIVERSITY	006-CPR cards	200.00
11	91	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	006-Speech testing supplies	650.00
11	92	07/01/2024	19664	AMAZON.COM	006-Speech testing	225.00
11	93	07/01/2024	10126	CCOSA	006-TLE Renewal S Hutchinson	90.00
11	94	07/01/2024	60273	KIMBERLY PUGH	006-Mileage reimbursement	3,000.00
11	95	07/01/2024	18038	ROGERS STATE UNIVERSITY	000-CPR trainer cert renewals	200.00
11	96	07/01/2024	10126	CCOSA	000-TLE new admin K Easterwood	175.00
11	97	07/01/2024	32071	MACGILL DISCOUNT SCHOOL NURSE	000-Nurse supplies	500.00
11	98	07/01/2024	12578	OFFICE DEPOT	110-UE office supplies	750.00
11	99	07/01/2024	19664	AMAZON.COM	110-UE Classroom supplies	500.00
11	100	07/01/2024	19664	AMAZON.COM	412-TSA Classroom computer parts	2,900.00
11	101	07/01/2024	79928	OKACTE	412-CT Ok Summit 8/1-2/24, Tulsa	325.00
11	102	07/01/2024	69519	MATHESON TRI-GAS INC	412-Gas Rental/Refill	3,000.00
11	103	07/01/2024	70134	THOMPSON BROS SUPPLY INC	412-Shop supplies	2,500.00
11	104	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	412-Greenhouse Supplies	1,000.00
11	105	07/01/2024	19664	AMAZON.COM	412-Class Supplies	3,000.00
11	106	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	412-Ok Summit Conf 8/1-2, Tulsa	1,000.00
11	107	07/01/2024	78214	OKLAHOMA FFA ASSOCIATION INC	412-FFA membership etc	3,000.00
11	108	07/01/2024	12025	STEEL SERVICE COMPANY	412- Shop Supplies	3,000.00
11	109	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	412-Region 2 Deposit	1,500.00
11	110	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	412-CT Ok Summit 8/1-2/24, Tulsa	500.00
11	111	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	412-Misc Classroom Supplies	1,000.00
11	112	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	412-New Tchr Conf registration etc	1,000.00
11	113	07/01/2024	19664	AMAZON.COM	412-CLASSROOM SUPPLIES	1,500.00
11	114	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	412-OK SUMMIT CT CONF 8/1-2, Tulsa	400.00
11	115	07/01/2024	20366	BUSINESS PROF OF AMERICA	412-AFFILIATION FEES	400.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 155, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	116	07/01/2024	69925	IE CLASS INC	412-Annual Curriculum Subscription	350.00
11	117	07/01/2024	20590	BUSINESS EDUCATION PUBLISHING	412-Annual Curriculum Site License	2,495.00
11	118	07/01/2024	79972	DAKTECH	469-12 DISCOVERY DESKTOP H610 (LOTTERY GRANT)	14,508.00
11	119	07/01/2024	79917	COMPANION CORPORATION	333-LIBRARY SOFTWARE	5,870.00
11	120	07/01/2024	13069	THOMPSON BOOK & DEPOSITORY	333-MS Science textbooks	3,100.00
11	121	07/01/2024	29938	REALLY GREAT READING CO LLC	333-PK-5 literacy program	20,000.00
11	122	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	030-NHS membership renewal	385.00
11	123	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	030-NJHS subscription renewal	385.00
11	124	07/01/2024	11875	DIDAX INC	000-math manipulatives	650.00
11	125	07/01/2024	19664	AMAZON.COM	000-math manipulative	350.00
11	126	07/01/2024	28505	PROGRESS LEARNING LLC	000-24/25 HS and MS Renewal	4,596.90
11	127	07/01/2024	79921	NWEA	000-24/25 SY Renewal	17,942.50
11	128	07/01/2024	60473	CONNECTED KIDS	130-PD for Back to School	1,500.00
11	129	07/01/2024	29507	AGILE SPORTS TECHNOLOGIES	065-Hudl AD Package	11,100.00
11	130	07/01/2024	18014	ALERT SERVICES, INC.	065-Sports Medicine	2,000.00
11	131	07/01/2024	69919	CMC NEPTUNE LLC	065-Music for Sports	3,000.00
11	132	07/01/2024	33384	RANK ONE SPORT	065-Subscription	1,000.00
11	133	07/01/2024	70139	GIPPER MEDIA, INC	065-Media Package	1,500.00
11	134	07/01/2024	10126	CCOSA	000-TLE New Admin S Radcliffe	175.00
11	135	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	000-OSSBA CONF HOTEL/TRAVEL	5,400.00
11	136	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	000-OSDE ADMIN CONF	925.00
11	137	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	000-SYLOGIST CONF HOTEL/MISC	1,500.00
11	138	07/01/2024	29012	SCHOOL NUTRITION ASSOC OF OKLAHOMA	385-SNA Summer Conference Fees	360.00
11	139	07/01/2024	18046	OKLAHOMA STATE DEPT HEALTH	385-CN Food Services License	250.00
11	140	07/01/2024	11314	STATE OF OKLAHOMA	385-CN Commodities	2,500.00
11	141	07/01/2024	60378	SOUTHWEST FOODSERVICE EXCELLENCE	385-CN FOOD SERVICE	200,000.00
11	142	07/01/2024	60446	TRIAD SERVICE CO	385-CN Refrigeration Service	1,500.00
11	143	07/01/2024	79776	SLAYDEN MECHANICAL SERVICES	385-CN HVAC Rerfrigeration Services	2,500.00
11	144	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	385-CN Supplies/Services	500.00
11	145	07/01/2024	69487	JOHNSON CHEMICALS	385-CN Chemicals for Cafeteria	1,500.00
11	146	07/01/2024	33122	HOME DEPOT PRO-INSTITUTIONAL	385-CN Supplies	500.00
11	147	07/01/2024	10335	HOBART CORP.	385-CN Equip Repair Svcs	2,500.00
11	148	07/01/2024	12373	CURTIS RESTAURANT SUPPLY	385-CN Equipment	2,500.00
11	149	07/01/2024	19664	AMAZON.COM	385-CN Supplies	500.00
11	150	07/01/2024	20719	ADVANCE ELECTRICAL SERVICES INC	385-CN Electrician Services and Supplies	2,500.00
11	151	07/02/2024	12857	MUNICIPAL ACCOUNTING SYSTEMS INC	000-SYLOGIST CONF REGIS	570.00
11	152	07/02/2024	60240	JPMORGAN CHASE BANK, N.A.	412-CT Ok Summit 8/1-2/24, Tulsa	400.00
11	153	07/02/2024	19664	AMAZON.COM	412-Blanket Class Supplies etc	1,000.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 155, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	154	07/02/2024	20629	ADOBE SYSTEMS INCORPORATED	412-Renew Software Licenses	2,496.00
11	155	07/02/2024	20366	BUSINESS PROF OF AMERICA	412-BPA Affiliation Fees	400.00
Non-Payroll Total:						\$1,949,027.69
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,949,027.69

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 26, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2024	19195	BRENNTAG SW	000-BLANKET POOL CHEMICALS	7,000.00
21	2	07/01/2024	20719	ADVANCE ELECTRICAL SERVICES INC	035-Electrical Work District Wide	10,000.00
21	3	07/01/2024	60455	REFORMED PLUMBING LLC	035-District Wide Plumbing Service	3,500.00
21	4	07/01/2024	69669	SWEET & SONS PLUMBING AND DRAIN	035-District Wide Plumbing Services	3,500.00
21	5	07/01/2024	79776	SLAYDEN MECHANICAL SERVICES	035-District Wide HVAC Service	5,000.00
21	6	07/01/2024	19969	MIDTOWN RENTAL SALES & SERVICE	035-District Wide Equipment Rental	1,500.00
21	7	07/01/2024	60240	JPMORGAN CHASE BANK, N.A.	035-District Wide Parts, Supplies, Service	10,000.00
21	8	07/01/2024	79937	O'CONNOR CO INC	035-District Wide Supplies and parts	2,000.00
21	9	07/01/2024	19137	JOHNSTONE SUPPLY OF OWASSO	035-District Wide Supplies and Parts	2,000.00
21	10	07/01/2024	60446	TRIAD SERVICE CO	035-District Wide Refrigeration Serv/Supplies	1,500.00
21	11	07/01/2024	19999	TRI STAR ROLL-OFFS	035-District Wide Disposal	1,000.00
21	12	07/01/2024	12666	SHERWIN WILLIAMS	035-District Wide supplies	1,500.00
21	13	07/01/2024	19994	MURRAY WOMBLE INC	035-District Wide Parts, Supplies	2,500.00
21	14	07/01/2024	10397	LOCKE SUPPLY	035-District Wide Supplies, tools, parts	2,500.00
21	15	07/01/2024	19231	LOWE'S HOME CENTER INC	035-District Wide Parts, Tools, Supplies	2,500.00
21	16	07/01/2024	19664	AMAZON.COM	035-Maint. Supplies and Parts	1,500.00
21	17	07/01/2024	30094	YORK INTERNATIONAL CORP.	035-HVAC Parts and Supplies	2,000.00
21	18	07/01/2024	69801	FIRETROL PROTECTION SYSTEMS INC	035-District Wide Repair and Supplies	2,500.00
21	19	07/01/2024	69801	FIRETROL PROTECTION SYSTEMS INC	037-Fire System/Extinguisher Yearly Inspection	9,994.00
21	20	07/01/2024	60327	CAMFIL USA INC	037-HVAC Semi Annual Filter Replacement	6,800.00
21	21	07/01/2024	28169	OKLAHOMA DEPT OF LABOR	037-Inspection/Certificates	1,500.00
21	22	07/01/2024	70080	TREAT'S SOLUTIONS, INC.	045-Custodial Supplies District Wide	10,000.00
21	23	07/01/2024	60377	BRADY INDUSTRIES OF KANSAS LLC	045-District Wide Custodial Supplies	10,000.00
21	24	07/01/2024	33122	HOME DEPOT PRO-INSTITUTIONAL	045-Custodial Supplies District Wide	5,000.00
21	25	07/01/2024	70133	PEST OFF EXTERMINATIORS LLC	000-District Wide Exterminator Service	4,730.00
21	26	07/01/2024	78147	BANCFIRST	000-RENT PAYMENT	1,500.00

Non-Payroll Total:	\$111,524.00
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Payroll Total:	\$0.00
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Balance Forward:	\$0.00
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Report Total:	\$111,524.00
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Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 1, Fund Codes: 38

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	07/01/2024	78147	BANCFIRST	000-ACQUISITION PYMNT	1,291,650.00
Non-Payroll Total:						\$1,291,650.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,291,650.00

Oologah-Talala Public Schools

Payment Register

Options: Year: 2023-2024, Fund: GEN FUND-FOR OP, Date Range: 6/1/2024 - 6/30/2024, Print Payroll Payments: True, Print Details: False

Year	Fund	No	Date	Vendor	Date Type	Date Registered	Clearing Date	Clearing No	Amount
2024	11	4130	06/06/2024	AMAZON.COM		6/30/2024	6/30/2024	14	\$3,606.43
2024	11	4131	06/06/2024	AT&T		6/30/2024	6/30/2024	14	\$436.02
2024	11	4132	06/06/2024	BARLOW EDUCATION MANAGEMENT		6/30/2024	6/30/2024	14	\$1,132.00
2024	11	4133	06/06/2024	CONSTELLATION NEWENERGY		6/30/2024	6/30/2024	14	\$3,466.35
2024	11	4134	06/06/2024	CRISIS PREVENTION INSTITUTE		6/30/2024	6/30/2024	14	\$1,949.00
2024	11	4135	06/06/2024	FROMAN OIL CO.		6/30/2024	6/30/2024	14	\$8,348.50
2024	11	4136	06/06/2024	OFFICE DEPOT		6/30/2024	6/30/2024	14	\$1,997.81
2024	11	4137	06/06/2024	OKLA STATE SCHOOL BOARD ASSOC		6/30/2024	6/30/2024	14	\$60.00
2024	11	4138	06/06/2024	PEDIATRIC ASSESSMENT & COUNSELI		6/30/2024	6/30/2024	14	\$5,158.64
2024	11	4139	06/06/2024	PITNEY BOWES INC		6/30/2024	6/30/2024	14	\$393.81
2024	11	4140	06/06/2024	ROGERS COUNTY		6/30/2024	6/30/2024	14	\$1,785.00
2024	11	4141	06/06/2024	THOMPSON BROS SUPPLY INC		6/30/2024	6/30/2024	14	\$399.81
2024	11	4142	06/07/2024	JPMORGAN CHASE BANK, N.A.		6/30/2024	6/30/2024	14	\$7,125.22
2024	11	4143	06/11/2024	OKLAHOMA NATURAL GAS		6/30/2024	6/30/2024	14	\$1,213.54
2024	11	4144	06/11/2024	CARDCONNECT LLC		6/30/2024	6/30/2024	14	\$538.16
2024	11	4145	06/11/2024	RURAL WATER DIST #4		6/30/2024	6/30/2024	14	\$4,316.22
2024	11	4146	06/11/2024	LOWE'S HOME CENTER INC		6/30/2024	6/30/2024	14	\$51.26
2024	11	4147	06/11/2024	BLUE PARASOL GROUP LLC		6/30/2024	6/30/2024	14	\$329.22
2024	11	4148	06/11/2024	SOUTHWEST FOODSERVICE EXCELLE		6/30/2024	6/30/2024	14	\$32,303.11
2024	11	4149	06/11/2024	DON TICE		6/30/2024	6/30/2024	14	\$96.86
2024	11	4150	06/11/2024	SCHOOL SAFE ID, LLC		6/30/2024	6/30/2024	14	\$6,449.90
2024	11	4151	06/11/2024	STEPHEN H. MCDONALD & ASSOC		6/30/2024	6/30/2024	14	\$25,250.00
2024	11	4152	06/14/2024	AMERICAN FIDELITY ASSURANCE CO	R	6/30/2024	6/30/2024	14	\$125.00
2024	11	4153	06/14/2024	AMERICAN FIDELITY ASSURANCE CO	R	6/30/2024	6/30/2024	14	\$566.67
2024	11	4154	06/14/2024	AMERICAN FIDELITY ASSURANCE CO	R	6/30/2024	6/30/2024	14	\$3,351.50
2024	11	4155	06/14/2024	ELECTRONIC TAX DEPOSIT	R	6/30/2024	6/30/2024	14	\$41,720.78
2024	11	4156	06/14/2024	FIDELITY LIFE ASSOCIATION	R	6/30/2024			\$38.46
2024	11	4157	06/14/2024	EMPLOYEE DEPOSIT ACCOUNT	R	6/30/2024	6/30/2024	14	\$1,880.00
2024	11	4158	06/14/2024	LEGALSHIELD	R	6/30/2024			\$76.75
2024	11	4159	06/14/2024	OEGI	R	6/30/2024	6/30/2024	14	\$57.58
2024	11	4160	06/14/2024	OEGI	R	6/30/2024	6/30/2024	14	\$13,963.32
2024	11	4161	06/14/2024	OOLOGAH-TALALA LUNCH FUND	R	6/30/2024	6/30/2024	14	\$219.95
2024	11	4162	06/14/2024	RCB BANK	R	6/30/2024	6/30/2024	14	\$139,178.93
2024	11	4163	06/14/2024	TEACHERS RETIREMENT SYSTEM	R	6/30/2024	6/30/2024	14	\$18,616.90
2024	11	4164	06/14/2024	TEACHER RETIREMENT	R	6/30/2024	6/30/2024	14	\$11,938.34
2024	11	4165	06/14/2024	STATE ELECTRONIC TAX DEPOSIT	R	6/30/2024	6/30/2024	14	\$5,931.00
2024	11	4166	06/14/2024	TEXAS LIFE INSURANCE	R	6/30/2024			\$833.43
2024	11	4167	06/14/2024	KENDRA L ADKINS	PD	6/30/2024			\$0.00
2024	11	4168	06/14/2024	SARAH A AUSTIN	PD	6/30/2024			\$0.00
2024	11	4169	06/14/2024	CARLY BATSON	PD	6/30/2024			\$0.00
2024	11	4170	06/14/2024	KAYSHA LYNETTE BELL	PD	6/30/2024			\$0.00
2024	11	4171	06/14/2024	JAMES J CLUCK	PD	6/30/2024			\$0.00
2024	11	4172	06/14/2024	MELINDA A DALE	PD	6/30/2024			\$0.00
2024	11	4173	06/14/2024	DRU SHERMAN DIXON	PD	6/30/2024			\$0.00
2024	11	4174	06/14/2024	KELLI D DIXON	PD	6/30/2024			\$0.00
2024	11	4175	06/14/2024	SCOTT A DOSS	PD	6/30/2024			\$0.00
2024	11	4176	06/14/2024	LESLIE A DUNAVENT	PD	6/30/2024			\$0.00
2024	11	4177	06/14/2024	RICHARD EUGENE FISHER	PD	6/30/2024			\$0.00
2024	11	4178	06/14/2024	AMBER N FITZGERALD	PD	6/30/2024			\$0.00
2024	11	4179	06/14/2024	MELISSA D GIBSON	PD	6/30/2024			\$0.00
2024	11	4180	06/14/2024	SONJA R GIERTZ	PD	6/30/2024			\$0.00
2024	11	4181	06/14/2024	KEVIN L HOGUE	PD	6/30/2024			\$0.00
2024	11	4182	06/14/2024	SHARON L HOLMES	PD	6/30/2024			\$0.00

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Year	Fund	No	Date	Vendor	Date Type	Date Registered	Clearing Date	Clearing No	Amount
2024	11	4183	06/14/2024	KALEB ALAN HOTFELT	PD	6/30/2024			\$0.00
2024	11	4184	06/14/2024	SHERRY L HUTCHINSON	PD	6/30/2024			\$0.00
2024	11	4185	06/14/2024	SETH JUNIOR T JACKSON	PD	6/30/2024			\$0.00
2024	11	4186	06/14/2024	LYNDON A JENNINGS	PD	6/30/2024			\$0.00
2024	11	4187	06/14/2024	CINDY L LOVELACE	PD	6/30/2024			\$0.00
2024	11	4188	06/14/2024	DANNA M MCGUIRE	PD	6/30/2024			\$0.00
2024	11	4189	06/14/2024	TARYN L MEEDS	PD	6/30/2024			\$0.00
2024	11	4190	06/14/2024	TANNER RAY MILLER	PD	6/30/2024			\$0.00
2024	11	4191	06/14/2024	LESLIE NICOLE MOFFETT	PD	6/30/2024			\$0.00
2024	11	4192	06/14/2024	HILARY EILEEN MORSEY	PD	6/30/2024			\$0.00
2024	11	4193	06/14/2024	CRYSTAL N MURPHY	PD	6/30/2024			\$0.00
2024	11	4194	06/14/2024	MICHAEL C MURRAY	PD	6/30/2024			\$0.00
2024	11	4195	06/14/2024	SARAH M NOBLE	PD	6/30/2024			\$0.00
2024	11	4196	06/14/2024	REBECCA J HANEY	PD	6/30/2024			\$0.00
2024	11	4197	06/14/2024	DONNA E PARRETT	PD	6/30/2024			\$0.00
2024	11	4198	06/14/2024	JENNIFER LEA PFEIFFER	PD	6/30/2024			\$0.00
2024	11	4199	06/14/2024	JAYLENE JUKETA SERATTE	PD	6/30/2024			\$0.00
2024	11	4200	06/14/2024	WILLIAM JEFF SLATER	PD	6/30/2024			\$0.00
2024	11	4201	06/14/2024	KADIE J SMITH	PD	6/30/2024			\$0.00
2024	11	4202	06/14/2024	STACI L STREATER	PD	6/30/2024			\$0.00
2024	11	4203	06/14/2024	DWIGHT DOUGLAS TACKITT	PD	6/30/2024			\$0.00
2024	11	4204	06/14/2024	JANET E THOENEN	PD	6/30/2024			\$0.00
2024	11	4205	06/14/2024	AUSTIN B UPKY	PD	6/30/2024			\$0.00
2024	11	4206	06/14/2024	DAVID WILKINS	PD	6/30/2024			\$0.00
2024	11	4207	06/14/2024	ELECTRONIC TAX DEPOSIT	R	6/30/2024	6/30/2024	14	\$5,635.54
2024	11	4208	06/14/2024	RCB BANK	R	6/30/2024	6/30/2024	14	\$14,062.60
2024	11	4209	06/14/2024	TEACHERS RETIREMENT SYSTEM	R	6/30/2024	6/30/2024	14	\$1,691.16
2024	11	4210	06/14/2024	TEACHER RETIREMENT	R	6/30/2024	6/30/2024	14	\$1,246.10
2024	11	4211	06/14/2024	STATE ELECTRONIC TAX DEPOSIT	R	6/30/2024	6/30/2024	14	\$771.00
2024	11	4212	06/14/2024	BRIAN M BARNES	PD	6/30/2024			\$0.00
2024	11	4213	06/14/2024	STEPHANIE G BARNES	PD	6/30/2024			\$0.00
2024	11	4214	06/14/2024	CALEB ROBERT BRANSCUM	PD	6/30/2024			\$0.00
2024	11	4215	06/14/2024	BRADY J DESPAIN	PD	6/30/2024			\$0.00
2024	11	4216	06/14/2024	LAYLE J DEVILBISS	PD	6/30/2024			\$0.00
2024	11	4217	06/14/2024	SCOTT A DOSS	PD	6/30/2024			\$0.00
2024	11	4218	06/14/2024	SHANE E DOYLE	PD	6/30/2024			\$0.00
2024	11	4219	06/14/2024	SHAWN R DRIVER	PD	6/30/2024			\$0.00
2024	11	4220	06/14/2024	LESLIE A DUNAVENT	PD	6/30/2024			\$0.00
2024	11	4221	06/14/2024	STEVEN D DYER	PD	6/30/2024			\$0.00
2024	11	4222	06/14/2024	JAMES L EPPERSON	PD	6/30/2024			\$0.00
2024	11	4223	06/14/2024	MONTY MARIE HARRIS DANDERSON	PD	6/30/2024			\$0.00
2024	11	4224	06/14/2024	KALEB ALAN HOTFELT	PD	6/30/2024			\$0.00
2024	11	4225	06/14/2024	LYNDON A JENNINGS	PD	6/30/2024			\$0.00
2024	11	4226	06/14/2024	DEANNA JO KATON	PD	6/30/2024			\$0.00
2024	11	4227	06/14/2024	JONATHON P MATTHEWS	PD	6/30/2024			\$0.00
2024	11	4228	06/14/2024	JARED M MCCOMB	PD	6/30/2024			\$0.00
2024	11	4229	06/14/2024	DANNA M MCGUIRE	PD	6/30/2024			\$0.00
2024	11	4230	06/14/2024	MICHELE R OSBURN	PD	6/30/2024			\$0.00
2024	11	4231	06/14/2024	KATHRYN M OUVERSON	PD	6/30/2024			\$0.00
2024	11	4232	06/14/2024	MELANIE K PANCOAST	PD	6/30/2024			\$0.00
2024	11	4233	06/14/2024	ABBY LYNN PIHA	PD	6/30/2024			\$0.00
2024	11	4234	06/14/2024	DANIEL R PRUETT	PD	6/30/2024			\$0.00
2024	11	4235	06/14/2024	RODNEY J RHINE	PD	6/30/2024			\$0.00

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Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2024	11	4236	06/14/2024	MARIT LYNN SKJERSETH	PD		6/30/2024			\$0.00
2024	11	4237	06/14/2024	WILLIAM JEFF SLATER	PD		6/30/2024			\$0.00
2024	11	4238	06/14/2024	DAVID MICHAEL SMITH	PD		6/30/2024			\$0.00
2024	11	4239	06/14/2024	KADIE J SMITH	PD		6/30/2024			\$0.00
2024	11	4240	06/14/2024	JAMES M SWEENEY	PD		6/30/2024			\$0.00
2024	11	4241	06/14/2024	DWIGHT DOUGLAS TACKITT	PD		6/30/2024			\$0.00
2024	11	4242	06/14/2024	AUSTIN B UPKY	PD		6/30/2024			\$0.00
2024	11	4243	06/14/2024	DONALD S WARD	PD		6/30/2024			\$0.00
2024	11	4244	06/14/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$3,455.61
2024	11	4245	06/14/2024	RCB BANK	R		6/30/2024	6/30/2024	14	\$11,444.29
2024	11	4246	06/14/2024	TEACHERS RETIREMENT SYSTEM	R		6/30/2024	6/30/2024	14	\$672.26
2024	11	4247	06/14/2024	TEACHER RETIREMENT	R		6/30/2024	6/30/2024	14	\$442.27
2024	11	4248	06/14/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$378.00
2024	11	4249	06/14/2024	GRAYSON NOBLE ADKINS	PN		6/30/2024	6/30/2024	14	\$773.59
2024	11	4250	06/14/2024	MADELINE VIRGINIA ADKINS	PN		6/30/2024			\$261.35
2024	11	4251	06/14/2024	BRIAN M BARNES	PD		6/30/2024			\$0.00
2024	11	4252	06/14/2024	DAVID ALVIN BEDFORD	PD		6/30/2024			\$0.00
2024	11	4253	06/14/2024	PATRICIA J BERKLEY	PD		6/30/2024			\$0.00
2024	11	4254	06/14/2024	TIFFANY MARIE BRISTOL	PD		6/30/2024			\$0.00
2024	11	4255	06/14/2024	GARY L BROWN	PD		6/30/2024			\$0.00
2024	11	4256	06/14/2024	REBECCA L BUCHFINK	PD		6/30/2024			\$0.00
2024	11	4257	06/14/2024	TRACY L CARTER	PD		6/30/2024			\$0.00
2024	11	4258	06/14/2024	MICAH YOCHAN CHANG	PD		6/30/2024			\$0.00
2024	11	4259	06/14/2024	DONNA J CONLEY	PD		6/30/2024			\$0.00
2024	11	4260	06/14/2024	BETTY A DEEN	PD		6/30/2024			\$0.00
2024	11	4261	06/14/2024	JENNIFER J DENSLOW	PD		6/30/2024			\$0.00
2024	11	4262	06/14/2024	ELI MIRIC DESPAIN	PD		6/30/2024			\$0.00
2024	11	4263	06/14/2024	LAYLE J DEVILBISS	PD		6/30/2024			\$0.00
2024	11	4264	06/14/2024	SCOTT A DOSS	PD		6/30/2024			\$0.00
2024	11	4265	06/14/2024	LESLIE A DUNAVENT	PD		6/30/2024			\$0.00
2024	11	4266	06/14/2024	JAQUETTA A DUNKIN	PD		6/30/2024			\$0.00
2024	11	4267	06/14/2024	STEVEN D DYER	PD		6/30/2024			\$0.00
2024	11	4268	06/14/2024	CALE RYAN FISHER	PD		6/30/2024			\$0.00
2024	11	4269	06/14/2024	MONICA V FRANKLIN	PD		6/30/2024			\$0.00
2024	11	4270	06/14/2024	RYAN LEE HARRIS	PD		6/30/2024			\$0.00
2024	11	4271	06/14/2024	DEBRA A HERMAN	PD		6/30/2024			\$0.00
2024	11	4272	06/14/2024	SHAWN M HINES	PD		6/30/2024			\$0.00
2024	11	4273	06/14/2024	MICHELE RENEE HOFSCHULTE-COLVI	PD		6/30/2024			\$0.00
2024	11	4274	06/14/2024	CHELSEA RENEE HOTFELT	PD		6/30/2024			\$0.00
2024	11	4275	06/14/2024	KALEB ALAN HOTFELT	PD		6/30/2024			\$0.00
2024	11	4276	06/14/2024	EMMA KATHRYN JOHNSON	PD		6/30/2024			\$0.00
2024	11	4277	06/14/2024	LINDSAY N JOHNSON	PD		6/30/2024			\$0.00
2024	11	4278	06/14/2024	SHONNA K KUBIEN	PD		6/30/2024			\$0.00
2024	11	4279	06/14/2024	BRADEN MICHAEL LANGBEHN	PD		6/30/2024			\$0.00
2024	11	4280	06/14/2024	ANGELA L LITRELL	PD		6/30/2024			\$0.00
2024	11	4281	06/14/2024	KRYSTAL DAWN LYNCH	PD		6/30/2024			\$0.00
2024	11	4282	06/14/2024	NICOLE O MADER	PD		6/30/2024			\$0.00
2024	11	4283	06/14/2024	DANNA M MCGUIRE	PD		6/30/2024			\$0.00
2024	11	4284	06/14/2024	SHERRI GAYE MCKIBBIN	PD		6/30/2024			\$0.00
2024	11	4285	06/14/2024	MELANIE ANNE MCLAUGHLIN	PD		6/30/2024			\$0.00
2024	11	4286	06/14/2024	KAMRYN GRACE MILLER	PD		6/30/2024			\$0.00
2024	11	4287	06/14/2024	RICHARD W MILLER	PD		6/30/2024			\$0.00
2024	11	4288	06/14/2024	LESLIE NICOLE MOFFETT	PD		6/30/2024			\$0.00

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Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2024	11	4289	06/14/2024	CHARLES THOMAS NEWTON	PD		6/30/2024			\$0.00
2024	11	4290	06/14/2024	SAMUEL LOGAN NOBLE	PD		6/30/2024			\$0.00
2024	11	4291	06/14/2024	REBECCA J HANEY	PD		6/30/2024			\$0.00
2024	11	4292	06/14/2024	NATHAN KANE OSBURN	PD		6/30/2024			\$0.00
2024	11	4293	06/14/2024	MELANIE K PANCOAST	PD		6/30/2024			\$0.00
2024	11	4294	06/14/2024	SARAI PERRITT	PD		6/30/2024			\$0.00
2024	11	4295	06/14/2024	JESSICA BROOKE PORTER	PD		6/30/2024			\$0.00
2024	11	4296	06/14/2024	DEBORAH L PROCTOR	PD		6/30/2024			\$0.00
2024	11	4297	06/14/2024	GINGER FAYE REIMER	PD		6/30/2024			\$0.00
2024	11	4298	06/14/2024	RODNEY J RHINE	PD		6/30/2024			\$0.00
2024	11	4299	06/14/2024	BREANNA LYNNE ROGERS	PD		6/30/2024			\$0.00
2024	11	4300	06/14/2024	CHERI K ROGERS	PD		6/30/2024			\$0.00
2024	11	4301	06/14/2024	AMANDA L SALT	PD		6/30/2024			\$0.00
2024	11	4302	06/14/2024	CADE WESTIN SCHICK	PD		6/30/2024			\$0.00
2024	11	4303	06/14/2024	SHARON R SLINGER	PD		6/30/2024			\$0.00
2024	11	4304	06/14/2024	DWIGHT DOUGLAS TACKITT	PD		6/30/2024			\$0.00
2024	11	4305	06/14/2024	SCOTT A TALLEY	PD		6/30/2024			\$0.00
2024	11	4306	06/14/2024	LEAH CASSANDRA TAYLOR	PD		6/30/2024			\$0.00
2024	11	4307	06/14/2024	KENDRA LOUISE WAKE	PD		6/30/2024			\$0.00
2024	11	4308	06/14/2024	KIMBERLY MARIE WALKER	PD		6/30/2024			\$0.00
2024	11	4309	06/14/2024	CATHERINE ELIZABETH WHEELER	PD		6/30/2024			\$0.00
2024	11	4310	06/14/2024	KIMBERLY OMEGA WHITESIDE	PD		6/30/2024			\$0.00
2024	11	4311	06/14/2024	BRETT STEPHEN WIGGINTON	PD		6/30/2024			\$0.00
2024	11	4312	06/14/2024	SANDRA LAUREN WOOD	PD		6/30/2024			\$0.00
2024	11	4313	06/14/2024	CRYSTAL TODD WRIGHT	PD		6/30/2024			\$0.00
2024	11	4314	06/14/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$1,112.78
2024	11	4315	06/14/2024	OOLOGAH-TALALA LUNCH FUND	R		6/30/2024	6/30/2024	14	\$24.25
2024	11	4316	06/14/2024	RCB BANK	R		6/30/2024	6/30/2024	14	\$6,691.01
2024	11	4317	06/14/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$1.00
2024	11	4318	06/14/2024	CHRYSTAL LENA ANTAO	PD		6/30/2024			\$0.00
2024	11	4319	06/14/2024	MAGGIE MARIE CALCOTE	PD		6/30/2024			\$0.00
2024	11	4320	06/14/2024	CHANTEL BROOKE CHASTAIN	PD		6/30/2024			\$0.00
2024	11	4321	06/14/2024	JOELL MARIE GRISWOLD	PD		6/30/2024			\$0.00
2024	11	4322	06/14/2024	HEATHER MARIE JOHNSON	PD		6/30/2024			\$0.00
2024	11	4323	06/14/2024	DENNISE ANN JOKI	PD		6/30/2024			\$0.00
2024	11	4324	06/14/2024	SPENCER JAMES JONES	PD		6/30/2024			\$0.00
2024	11	4325	06/14/2024	ELBERTA S KAISER	PD		6/30/2024			\$0.00
2024	11	4326	06/14/2024	LANDON TAYLOR KELLOGG	PD		6/30/2024			\$0.00
2024	11	4327	06/14/2024	KRISTIN ELAINE JONES	PD		6/30/2024			\$0.00
2024	11	4328	06/14/2024	AMANDA M MOORE	PD		6/30/2024			\$0.00
2024	11	4329	06/14/2024	EMMA EILEEN PHILLIPS	PD		6/30/2024			\$0.00
2024	11	4330	06/14/2024	ANGELA POWELL	PD		6/30/2024			\$0.00
2024	11	4331	06/14/2024	TRALYNN MICHELLE REPPENHAGEN	PD		6/30/2024			\$0.00
2024	11	4332	06/14/2024	MARTHA ROBERTS	PD		6/30/2024			\$0.00
2024	11	4333	06/14/2024	STEVIE R ROBINSON	PD		6/30/2024			\$0.00
2024	11	4334	06/14/2024	NATALIE SUZANNE ROSIERE	PD		6/30/2024			\$0.00
2024	11	4335	06/14/2024	TAYLRE L THURMAN	PD		6/30/2024			\$0.00
2024	11	4336	06/14/2024	JPMORGAN CHASE BANK, N.A.			6/30/2024	6/30/2024	14	\$13,484.94
2024	11	4337	06/18/2024	AMERICAN FIDELITY ASSURANCE CO	R		6/30/2024	6/30/2024	14	\$125.00
2024	11	4338	06/18/2024	AMERICAN FIDELITY ASSURANCE CO	R		6/30/2024			\$316.67
2024	11	4339	06/18/2024	AMERICAN FIDELITY ASSURANCE CO	R		6/30/2024			\$1,513.94
2024	11	4340	06/18/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$13,673.32
2024	11	4341	06/18/2024	FIDELITY LIFE ASSOCIATION	R		6/30/2024			\$38.46

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Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2024	11	4342	06/18/2024	EMPLOYEE DEPOSIT ACCOUNT	R		6/30/2024	6/30/2024	14	\$780.00
2024	11	4343	06/18/2024	LEGALSHIELD	R		6/30/2024			\$30.90
2024	11	4344	06/18/2024	OEGI	R		6/30/2024			\$4.32
2024	11	4345	06/18/2024	OEGI	R		6/30/2024			\$5,352.06
2024	11	4346	06/18/2024	RCB BANK	R		6/30/2024	6/30/2024	14	\$49,206.57
2024	11	4347	06/18/2024	TEACHERS RETIREMENT SYSTEM	R		6/30/2024	6/30/2024	14	\$6,683.53
2024	11	4348	06/18/2024	TEACHER RETIREMENT	R		6/30/2024	6/30/2024	14	\$4,143.06
2024	11	4349	06/18/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$1,935.00
2024	11	4350	06/18/2024	TEXAS LIFE INSURANCE	R		6/30/2024			\$414.43
2024	11	4351	06/18/2024	SARAH A AUSTIN	PD		6/30/2024			\$0.00
2024	11	4352	06/18/2024	MELINDA A DALE	PD		6/30/2024			\$0.00
2024	11	4353	06/18/2024	SCOTT A DOSS	PD		6/30/2024			\$0.00
2024	11	4354	06/18/2024	AMBER N FITZGERALD	PD		6/30/2024			\$0.00
2024	11	4355	06/18/2024	MELISSA D GIBSON	PD		6/30/2024			\$0.00
2024	11	4356	06/18/2024	SONJA R GIERTZ	PD		6/30/2024			\$0.00
2024	11	4357	06/18/2024	SHARON L HOLMES	PD		6/30/2024			\$0.00
2024	11	4358	06/18/2024	SHERRY L HUTCHINSON	PD		6/30/2024			\$0.00
2024	11	4359	06/18/2024	TARYN L MEEDS	PD		6/30/2024			\$0.00
2024	11	4360	06/18/2024	TANNER RAY MILLER	PD		6/30/2024			\$0.00
2024	11	4361	06/18/2024	CRYSTAL N MURPHY	PD		6/30/2024			\$0.00
2024	11	4362	06/18/2024	SARAH M NOBLE	PD		6/30/2024			\$0.00
2024	11	4363	06/18/2024	JENNIFER LEA PFEIFFER	PD		6/30/2024			\$0.00
2024	11	4364	06/18/2024	JAYLENE JUKETA SERATTE	PD		6/30/2024			\$0.00
2024	11	4365	06/18/2024	STACI L STREATER	PD		6/30/2024			\$0.00
2024	11	4366	06/18/2024	JANET E THOENEN	PD		6/30/2024			\$0.00
2024	11	4367	06/18/2024	AUSTIN B UPKY	PD		6/30/2024			\$0.00
2024	11	4368	06/18/2024	SECURITY BANK			6/30/2024	6/30/2024	14	\$2,654.43
2024	11	4369	06/18/2024	SPARK SERVICES			6/30/2024	6/30/2024	14	\$580.00
2024	11	4370	06/18/2024	HOBART CORP.			6/30/2024	6/30/2024	14	\$863.03
2024	11	4371	06/18/2024	PIKEPASS CENTER			6/30/2024	6/30/2024	14	\$156.21
2024	11	4372	06/18/2024	CCOSA			6/30/2024	6/30/2024	14	\$5,091.00
2024	11	4373	06/18/2024	ROSENSTEIN FIST AND RINGOLD			6/30/2024	6/30/2024	14	\$195.00
2024	11	4374	06/18/2024	AMAZON.COM			6/30/2024	6/30/2024	14	\$4,688.77
2024	11	4375	06/18/2024	WALMART			6/30/2024	6/30/2024	14	\$123.77
2024	11	4376	06/18/2024	WELENA-PHAY BOREN			6/30/2024			\$30.00
2024	11	4377	06/18/2024	SHANNON STACY			6/30/2024			\$30.00
2024	11	4378	06/18/2024	JAMIE MCSPADDEN			6/30/2024	6/30/2024	14	\$30.00
2024	11	4379	06/18/2024	MELINDA GRANTHAM			6/30/2024	6/30/2024	14	\$30.00
2024	11	4380	06/18/2024	JENNIFER J STEPHENS			6/30/2024	6/30/2024	14	\$30.00
2024	11	4381	06/18/2024	MICHELE R OSBURN			6/30/2024	6/30/2024	14	\$30.00
2024	11	4382	06/18/2024	CHRISTI GILBERT			6/30/2024			\$30.00
2024	11	4383	06/18/2024	JESSICA JORDAN			6/30/2024	6/30/2024	14	\$30.00
2024	11	4384	06/18/2024	JENTRY CRUCE			6/30/2024	6/30/2024	14	\$30.00
2024	11	4385	06/18/2024	SAMANTHA D BRIGGS			6/30/2024			\$30.00
2024	11	4386	06/18/2024	CHRYSTAL LENA ANTAO			6/30/2024			\$30.00
2024	11	4387	06/18/2024	TANYA BRILEY			6/30/2024	6/30/2024	14	\$30.00
2024	11	4388	06/18/2024	JESSICA PENNER			6/30/2024			\$30.00
2024	11	4389	06/18/2024	NICOLE O MADER			6/30/2024	6/30/2024	14	\$364.20
2024	11	4390	06/18/2024	KIM HENRY			6/30/2024	6/30/2024	14	\$122.20
2024	11	4391	06/18/2024	ROCHELLE LEE THOMAS			6/30/2024	6/30/2024	14	\$33.80
2024	11	4392	06/18/2024	BROOKE GORCZYNSKI			6/30/2024	6/30/2024	14	\$25.95
2024	11	4393	06/21/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$13,958.51
2024	11	4394	06/21/2024	RCB BANK	R		6/30/2024	6/30/2024	14	\$39,684.23

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Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2024	11	4395	06/21/2024	TEACHERS RETIREMENT SYSTEM	R		6/30/2024	6/30/2024	14	\$3,402.30
2024	11	4396	06/21/2024	TEACHER RETIREMENT	R		6/30/2024	6/30/2024	14	\$2,506.97
2024	11	4397	06/21/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$2,263.00
2024	11	4398	06/21/2024	GRAYSON NOBLE ADKINS	PN		6/30/2024			\$1,318.45
2024	11	4399	06/21/2024	MADLINE VIRGINIA ADKINS	PN		6/30/2024			\$859.63
2024	11	4400	06/21/2024	ANGELA R BADEN	PD		6/30/2024			\$0.00
2024	11	4401	06/21/2024	BRIAN M BARNES	PD		6/30/2024			\$0.00
2024	11	4402	06/21/2024	STEPHANIE G BARNES	PD		6/30/2024			\$0.00
2024	11	4403	06/21/2024	DAVID ALVIN BEDFORD	PD		6/30/2024			\$0.00
2024	11	4404	06/21/2024	REBECCA L BUCHFINK	PD		6/30/2024			\$0.00
2024	11	4405	06/21/2024	MICAH YOHAN CHANG	PD		6/30/2024			\$0.00
2024	11	4406	06/21/2024	DONNA J CONLEY	PD		6/30/2024			\$0.00
2024	11	4407	06/21/2024	JENNIFER J DENSLOW	PD		6/30/2024			\$0.00
2024	11	4408	06/21/2024	ELI MIRIC DESPAIN	PD		6/30/2024			\$0.00
2024	11	4409	06/21/2024	LAYLE J DEVLBISS	PD		6/30/2024			\$0.00
2024	11	4410	06/21/2024	SHAWN R DRIVER	PD		6/30/2024			\$0.00
2024	11	4411	06/21/2024	STEVEN D DYER	PD		6/30/2024			\$0.00
2024	11	4412	06/21/2024	CALE RYAN FISHER	PD		6/30/2024			\$0.00
2024	11	4413	06/21/2024	KAILEE MARIE GENTRY	PD		6/30/2024			\$0.00
2024	11	4414	06/21/2024	SONJA R GIERTZ	PD		6/30/2024			\$0.00
2024	11	4415	06/21/2024	RYAN LEE HARRIS	PD		6/30/2024			\$0.00
2024	11	4416	06/21/2024	SHAWN M HINES	PD		6/30/2024			\$0.00
2024	11	4417	06/21/2024	ELIZABETH JOAN HOISINGTON	PD		6/30/2024			\$0.00
2024	11	4418	06/21/2024	COREY ADAMS JOHNSON	PD		6/30/2024			\$0.00
2024	11	4419	06/21/2024	EMMA KATHRYN JOHNSON	PD		6/30/2024			\$0.00
2024	11	4420	06/21/2024	LINDSAY N JOHNSON	PD		6/30/2024			\$0.00
2024	11	4421	06/21/2024	LORI A JONES	PD		6/30/2024			\$0.00
2024	11	4422	06/21/2024	BRADEN MICHAEL LANGBEHN	PD		6/30/2024			\$0.00
2024	11	4423	06/21/2024	KAMRYN GRACE MILLER	PD		6/30/2024			\$0.00
2024	11	4424	06/21/2024	MABLE LOUISE MURPHY	PD		6/30/2024			\$0.00
2024	11	4425	06/21/2024	CHARLES THOMAS NEWTON	PD		6/30/2024			\$0.00
2024	11	4426	06/21/2024	SAMUEL LOGAN NOBLE	PD		6/30/2024			\$0.00
2024	11	4427	06/21/2024	MICHELE R OSBURN	PD		6/30/2024			\$0.00
2024	11	4428	06/21/2024	NATHAN KANE OSBURN	PD		6/30/2024			\$0.00
2024	11	4429	06/21/2024	KATHRYN M OUVERSON	PD		6/30/2024			\$0.00
2024	11	4430	06/21/2024	DONNA E PARRETT	PD		6/30/2024			\$0.00
2024	11	4431	06/21/2024	MADDOX ELLORY KARBEN PENDLETO	PD		6/30/2024			\$0.00
2024	11	4432	06/21/2024	MAXON WILLIAM LEE PENDLETON	PD		6/30/2024			\$0.00
2024	11	4433	06/21/2024	MIA GRACE PENDLETON	PD		6/30/2024			\$0.00
2024	11	4434	06/21/2024	ABBY LYNN PIHA	PD		6/30/2024			\$0.00
2024	11	4435	06/21/2024	JOSELYN ANGELINA POWELL	PD		6/30/2024			\$0.00
2024	11	4436	06/21/2024	BREANNA LYNNE ROGERS	PD		6/30/2024			\$0.00
2024	11	4437	06/21/2024	TRACI L RUARK	PD		6/30/2024			\$0.00
2024	11	4438	06/21/2024	AMANDA L SALT	PD		6/30/2024			\$0.00
2024	11	4439	06/21/2024	CADE WESTIN SCHICK	PD		6/30/2024			\$0.00
2024	11	4440	06/21/2024	SCARLETT M SELLMAYER	PD		6/30/2024			\$0.00
2024	11	4441	06/21/2024	BRITNEY NICOLE SMITH	PD		6/30/2024			\$0.00
2024	11	4442	06/21/2024	KENDYL L SNYDER	PD		6/30/2024			\$0.00
2024	11	4443	06/21/2024	JOHNNA S STANTON	PD		6/30/2024			\$0.00
2024	11	4444	06/21/2024	LEAH CASSANDRA TAYLOR	PD		6/30/2024			\$0.00
2024	11	4445	06/21/2024	WADE W VANPELT	PD		6/30/2024			\$0.00
2024	11	4446	06/21/2024	CATHERINE ELIZABETH WHEELER	PD		6/30/2024			\$0.00
2024	11	4447	06/21/2024	BRETT STEPHEN WIGGINTON	PD		6/30/2024			\$0.00

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Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2024	11	4448	06/21/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$4,537.35
2024	11	4449	06/21/2024	RCB BANK	R		6/30/2024	6/30/2024	14	\$13,566.40
2024	11	4450	06/21/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$735.00
2024	11	4451	06/21/2024	GERALD L ANDREW	PD		6/30/2024			\$0.00
2024	11	4452	06/21/2024	CRYSTAL G GREER	PD		6/30/2024			\$0.00
2024	11	4453	06/21/2024	DEBRA K LAUGHERY	PD		6/30/2024			\$0.00
2024	11	4454	06/21/2024	MARY E PAQUETTE	PD		6/30/2024			\$0.00
2024	11	4455	06/21/2024	CARRIE J TAYLOR	PD		6/30/2024			\$0.00
2024	11	4456	06/21/2024	OKLAHOMA NATURAL GAS			6/30/2024	6/30/2024	14	\$1,062.11
2024	11	4457	06/21/2024	DIDAX INC			6/30/2024	6/30/2024	14	\$472.53
2024	11	4458	06/21/2024	AMAZON.COM			6/30/2024	6/30/2024	14	\$513.71
2024	11	4459	06/21/2024	EDUCATIONAL PRODUCTS INC			6/30/2024	6/30/2024	14	\$9,290.21
2024	11	4460	06/21/2024	JOSTENS			6/30/2024	6/30/2024	14	\$690.00
2024	11	4461	06/25/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$1,581.02
2024	11	4462	06/25/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$190.00
2024	11	4463	06/25/2024	KEVIN MICHAEL ADLER	PN		6/30/2024			\$369.40
2024	11	4464	06/25/2024	SETH JUNIOR T JACKSON	PN		6/30/2024			\$2,675.74
2024	11	4465	06/25/2024	RYAN ADAM WOOLARD	PN		6/30/2024			\$480.22
2024	11	4466	06/27/2024	AMAZON.COM			6/30/2024			\$6,373.75
2024	11	4467	06/27/2024	ARCHWAY - OKLA BOOK DEPOSITORY			6/30/2024			\$71,113.87
2024	11	4468	06/27/2024	CONSTELLATION NEWENERGY			6/30/2024			\$2,005.18
2024	11	4469	06/27/2024	DUNLAP GLASS			6/30/2024			\$495.00
2024	11	4470	06/27/2024	PUBLIC SERVICE CO / AEP			6/30/2024			\$35,997.74
2024	11	4471	06/28/2024	JPMORGAN CHASE BANK, N.A.			6/30/2024			\$12,527.36
2024	11	4472	06/28/2024	JPMORGAN CHASE BANK, N.A.			6/30/2024			\$2,384.00
Non-Payroll Total:										\$278,105.62
Payroll Total:										\$459,506.90
Balance Foward:										\$14,550,924.78
Total:										\$15,288,537.30

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Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2024	21	617	06/06/2024	AMAZON.COM			6/30/2024	6/30/2024	14	\$159.90
2024	21	618	06/06/2024	CINTAS CORP			6/30/2024	6/30/2024	14	\$706.48
2024	21	619	06/06/2024	LOCKE SUPPLY			6/30/2024	6/30/2024	14	\$147.32
2024	21	620	06/06/2024	LOWE'S HOME CENTER INC			6/30/2024	6/30/2024	14	\$360.84
2024	21	621	06/06/2024	PEST OFF EXTERMINATIONS LLC			6/30/2024	6/30/2024	14	\$645.00
2024	21	622	06/06/2024	SLAYDEN MECHANICAL SERVICES			6/30/2024	6/30/2024	14	\$2,145.00
2024	21	623	06/14/2024	AMERICAN FIDELITY ASSURANCE CO	R		6/30/2024	6/30/2024	14	\$645.83
2024	21	624	06/14/2024	AMERICAN FIDELITY ASSURANCE CO	R		6/30/2024	6/30/2024	14	\$543.64
2024	21	625	06/14/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$7,623.53
2024	21	626	06/14/2024	Family Support Payment Center	R		6/30/2024	6/30/2024	14	\$400.00
2024	21	627	06/14/2024	OEGI	R		6/30/2024	6/30/2024	14	\$13.86
2024	21	628	06/14/2024	OEGI	R		6/30/2024	6/30/2024	14	\$5,088.08
2024	21	629	06/14/2024	OKLAHOMA CENTRALIZED SUPPORT	R		6/30/2024	6/30/2024	14	\$471.38
2024	21	630	06/14/2024	OOLOGAH-TALALA LUNCH FUND	R		6/30/2024	6/30/2024	14	\$21.05
2024	21	631	06/14/2024	RCB BANK	R		6/30/2024	6/30/2024	14	\$29,045.69
2024	21	632	06/14/2024	TEACHERS RETIREMENT SYSTEM	R		6/30/2024	6/30/2024	14	\$3,957.91
2024	21	633	06/14/2024	TEACHER RETIREMENT	R		6/30/2024	6/30/2024	14	\$2,546.24
2024	21	634	06/14/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$1,075.00
2024	21	635	06/14/2024	TEXAS LIFE INSURANCE	R		6/30/2024			\$193.50
2024	21	636	06/14/2024	COLESTON W BRESHEARS	PD		6/30/2024			\$0.00
2024	21	637	06/14/2024	JOHN W DERAMO	PD		6/30/2024			\$0.00
2024	21	638	06/14/2024	BRADY J DESPAIN	PD		6/30/2024			\$0.00
2024	21	639	06/14/2024	LENI MARTINEZ DONOVAN	PD		6/30/2024			\$0.00
2024	21	640	06/14/2024	ROBERTA K GAY	PD		6/30/2024			\$0.00
2024	21	641	06/14/2024	DEBRA A HERMAN	PD		6/30/2024			\$0.00
2024	21	642	06/14/2024	RICHARD W MILLER	PD		6/30/2024			\$0.00
2024	21	643	06/14/2024	MATT W SCHLOTFELT	PD		6/30/2024			\$0.00
2024	21	644	06/14/2024	DWIGHT DOUGLAS TACKITT	PD		6/30/2024			\$0.00
2024	21	645	06/14/2024	SCOTT A TALLEY	PD		6/30/2024			\$0.00
2024	21	646	06/14/2024	NICHOLAS ANDREW VILLALOBOS	PD		6/30/2024			\$0.00
2024	21	647	06/14/2024	JAMES E WILLIAMS	PD		6/30/2024			\$0.00
2024	21	648	06/14/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$1,219.93
2024	21	649	06/14/2024	RCB BANK	R		6/30/2024	6/30/2024	14	\$7,027.97
2024	21	650	06/14/2024	TEACHERS RETIREMENT SYSTEM	R		6/30/2024	6/30/2024	14	\$202.97
2024	21	651	06/14/2024	TEACHER RETIREMENT	R		6/30/2024	6/30/2024	14	\$149.57
2024	21	652	06/14/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$39.00
2024	21	653	06/14/2024	SCOTT M BAKER	PD		6/30/2024			\$0.00
2024	21	654	06/14/2024	VICTORIA L BAKER	PD		6/30/2024			\$0.00
2024	21	655	06/14/2024	SAMANTHA D BRIGGS	PD		6/30/2024			\$0.00
2024	21	656	06/14/2024	CHANTEL BROOKE CHASTAIN	PD		6/30/2024			\$0.00
2024	21	657	06/14/2024	DEVON LUCKY DONOVAN	PD		6/30/2024			\$0.00
2024	21	658	06/14/2024	KRISTEN HOPE LITTLEFIELD	PD		6/30/2024			\$0.00
2024	21	659	06/14/2024	LESLIE NICOLE MOFFETT	PD		6/30/2024			\$0.00
2024	21	660	06/14/2024	TUCKER ALEXANDER ROGERS	PD		6/30/2024			\$0.00
2024	21	661	06/14/2024	DAVIN JOSEPH SCHONDEL	PD		6/30/2024			\$0.00
2024	21	662	06/14/2024	HALEY A SWANSON	PD		6/30/2024			\$0.00
2024	21	663	06/14/2024	KENDRA LOUISE WAKE	PD		6/30/2024			\$0.00
2024	21	664	06/14/2024	NICOLE RENEE WALLS	PD		6/30/2024			\$0.00
2024	21	665	06/14/2024	WYATT CADE WELLS	PD		6/30/2024			\$0.00
2024	21	666	06/14/2024	NATHANIEL SOO-CHUL LEE WHEELER	PD		6/30/2024			\$0.00
2024	21	667	06/14/2024	TRIAD SERVICE CO			6/30/2024			\$460.00
2024	21	668	06/14/2024	JPMORGAN CHASE BANK, N.A.			6/30/2024	6/30/2024	14	\$163.87
2024	21	669	06/21/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$2,427.37

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Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2024	21	670	06/21/2024	RCB BANK	R		6/30/2024	6/30/2024	14	\$10,657.37
2024	21	671	06/21/2024	TEACHERS RETIREMENT SYSTEM	R		6/30/2024	6/30/2024	14	\$509.69
2024	21	672	06/21/2024	TEACHER RETIREMENT	R		6/30/2024	6/30/2024	14	\$235.75
2024	21	673	06/21/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$350.00
2024	21	674	06/21/2024	SAMANTHA D BRIGGS	PD		6/30/2024			\$0.00
2024	21	675	06/21/2024	CHANTEL BROOKE CHASTAIN	PD		6/30/2024			\$0.00
2024	21	676	06/21/2024	DEVON LUCKY DONOVAN	PD		6/30/2024			\$0.00
2024	21	677	06/21/2024	EARNA L DOSHIER	PD		6/30/2024			\$0.00
2024	21	678	06/21/2024	LESLIE NICOLE MOFFETT	PD		6/30/2024			\$0.00
2024	21	679	06/21/2024	TUCKER ALEXANDER ROGERS	PD		6/30/2024			\$0.00
2024	21	680	06/21/2024	DAVIN JOSEPH SCHONDEL	PD		6/30/2024			\$0.00
2024	21	681	06/21/2024	HALEY A SWANSON	PD		6/30/2024			\$0.00
2024	21	682	06/21/2024	KENDRA LOUISE WAKE	PD		6/30/2024			\$0.00
2024	21	683	06/21/2024	NICOLE RENEE WALLS	PD		6/30/2024			\$0.00
2024	21	684	06/21/2024	WYATT CADE WELLS	PD		6/30/2024			\$0.00
2024	21	685	06/21/2024	NATHANIEL SOO-CHUL LEE WHEELER	PD		6/30/2024			\$0.00
2024	21	686	06/21/2024	ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$83.88
2024	21	687	06/21/2024	TEACHERS RETIREMENT SYSTEM	R		6/30/2024	6/30/2024	14	\$55.39
2024	21	688	06/21/2024	TEACHER RETIREMENT	R		6/30/2024	6/30/2024	14	\$22.58
2024	21	689	06/21/2024	STATE ELECTRONIC TAX DEPOSIT	R		6/30/2024	6/30/2024	14	\$7.00
2024	21	690	06/21/2024	JOHN W DERAMO	PN		6/30/2024	6/30/2024	14	\$138.52
2024	21	691	06/21/2024	ROBERTA K GAY	PN		6/30/2024	6/30/2024	14	\$116.52
2024	21	692	06/21/2024	JAMES E WILLIAMS	PN		6/30/2024			\$138.52
2024	21	693	06/21/2024	BRENNTAG SW			6/30/2024	6/30/2024	14	\$783.42
2024	21	694	06/27/2024	AMAZON.COM			6/30/2024			\$35.75
2024	21	695	06/27/2024	JOHNSTONE SUPPLY OF OWASSO			6/30/2024			\$223.21
2024	21	696	06/27/2024	LOCKE SUPPLY			6/30/2024			\$155.61
2024	21	697	06/27/2024	LOWE'S HOME CENTER INC			6/30/2024			\$434.97
2024	21	698	06/27/2024	PEST OFF EXTERMINATIONS LLC			6/30/2024			\$645.00
2024	21	699	06/27/2024	SHERWIN WILLIAMS			6/30/2024			\$605.32
2024	21	700	06/28/2024	JPMORGAN CHASE BANK, N.A.			6/30/2024			\$3,252.92
2024	21	701	06/28/2024	AT&T MOBILITY			6/30/2024			\$92.75
Non-Payroll Total:										\$11,017.36
Payroll Total:										\$75,007.74
Balance Foward:										\$922,202.60
Total:										\$1,008,227.70

ACTIVITY FUND TRANSFERS
JUNE 1-30, 2024

ADJ ENT #	DATE	TRANSFER FROM:	TO:	AMOUNT
104	06/11/2024	960 CO Adult Pop	925 HS Misc Activity	1,104.06 Green Country comm
104	06/11/2024	960 CO Adult Pop	911 MS Misc Activity	747.83 Green Country comm
104	06/11/2024	960 CO Adult Pop	907 UE Adult Pop	117.26 Green Country comm
104	06/11/2024	960 CO Adult Pop	902 LE Adult Pop	39.94 Green Country comm
104	06/11/2024	960 CO Adult Pop	925 HS Misc Activity	296.33 Pepsi Comm
104	6/11/2024	960 CO Adult Pop	902 LE Adult Pop	20.00 Pepsi Comm
105	06/17/2024	912 MS DONATION	923 MS TSA	7,320.00 TSA Donation
106	6/20/2024	928 HS DONATION	937 STUCCO	1,000.00 STUCCO DONATION
107	6/28/2024	819/802 BBKB	820/802 BBKB CAMP	350.00 Money transfer
Total				10,995.42

ACCOUNT NAME	FUNDRAISER - ITEMS TO BE SOLD	TIME OF YEAR FALL or SPRING	EST. PROFIT	PURPOSE FOR FUNDS
<u>TSA BOOSTERS</u>				
1	TSA BOOSTERS HS/MS Football Concessions	Fall	\$1,000	TSA & Robotics costs
2	TSA BOOSTERS Clear Event Bags	Fall	\$1,500	TSA & Robotics costs
3	TSA BOOSTERS Indian Taco Dinner	Fall & Spring	\$1,500	TSA & Robotics costs
4	TSA BOOSTERS Boren Fundraising/Country Meat Sticks	Spring	\$500	TSA & Robotics costs
5	TSA BOOSTERS Calendar Fundraiser	Fall	\$500	TSA & Robotics costs
6	TSA BOOSTERS Texas Roadhouse Bread	Spring	\$500	TSA & Robotics costs
7	TSA BOOSTERS Drink Coasters	Spring	\$400	TSA & Robotics costs
8	TSA BOOSTERS Trash Bags/Frontier Bags	Spring	\$1,000	TSA & Robotics costs
<u>STRIKE ZONE (Softball)</u>				
9	STRIKE ZONE SB Concessions	Fall	\$1,500	equipment, banquet, uniforms etc
10	STRIKE ZONE Signs, Banners, Programs, Media Guide	Fall	\$1,500	equipment, banquet, uniforms etc
11	STRIKE ZONE Team Apparel/Merchandise	Fall	\$500	equipment, banquet, uniforms etc
12	STRIKE ZONE Baked Potato Dinner	Fall	\$2,000	equipment, banquet, uniforms etc
13	STRIKE ZONE Sonic Cards	Spring 24	\$2,000	equipment, banquet, uniforms etc
14	STRIKE ZONE Half a Hog Raffle	Spring	\$2,000	equipment, banquet, uniforms etc
15	STRIKE ZONE Programs	Fall	\$1,000	equipment, banquet, uniforms etc
<u>QUARTERBACK CLUB</u>				
16	QUARTERBACK CLUB Concessions @ Football Games	Fall	\$2,000	Support the football program by program, supplies, clothing, equip, technology, merchandise, uniforms, meals, advertising, concession supplies, clinic registrations, lodging & travel, programs & items requested by head coach
17	QUARTERBACK CLUB Programs/program ads	Fall	\$8,000	Support the football program by program, supplies, clothing, equip, technology, merchandise, uniforms, meals, advertising, concession supplies, clinic registrations, lodging & travel, programs & items requested by head coach

18	QUARTERBACK CLUB	Fan Cloth	Fall	\$1,000	Support the football program by program, supplies, clothing, equip, technology, merchandise, uniforms, meals, advertising, concession supplies, clinic registrations, lodging & travel, programs & items requested by head coach
19	QUARTERBACK CLUB	Raffle	Fall	\$500	Support the football program by program, supplies, clothing, equip, technology, merchandise, uniforms, meals, advertising, concession supplies, clinic registrations, lodging & travel, programs & items requested by head coach
20	QUARTERBACK CLUB	Adrenaline Cards	Fall	\$10,000	Support the football program by program, supplies, clothing, equip, technology, merchandise, uniforms, meals, advertising, concession supplies, clinic registrations, lodging & travel, programs & items requested by head coach
21	QUARTERBACK CLUB	QBC Run 5k	Fall	\$1,500	Support the football program by program, supplies, clothing, equip, technology, merchandise, uniforms, meals, advertising, concession supplies, clinic registrations, lodging & travel, programs & items requested by head coach
22	QUARTERBACK CLUB	Telethon	Fall/Spring	\$5,000	Support the football program by program, supplies, clothing, equip, technology, merchandise, uniforms, meals, advertising, concession supplies, clinic registrations, lodging & travel, programs & items requested by head coach
<u>SPIKE CLUB (Volleyball)</u>					
23	SPIKE CLUB	Butter Braids	Fall	\$3,500	Support the needs & supplies for the Volleyball program
24	SPIKE CLUB	Community Picnic (concessions, VB round robin)	Fall	\$500	Support the needs & supplies for the Volleyball program
25	SPIKE CLUB	Support at VABC event	Fall	\$1,200	Support the needs & supplies for the Volleyball program
26	SPIKE CLUB	Volleyball Apparel	Fall/Spring	\$200	Support the needs & supplies for the Volleyball program
27	SPIKE CLUB	Silent Auction during alumni scrimmage event	Fall	\$500	Support the needs & supplies for the Volleyball program
28	SPIKE CLUB	Mini Youth Camps	Fall/Spring	\$1,200	Support the needs & supplies for the Volleyball program

<u>HAT TRICK SOCCER</u>					
29	HAT TRICK SOCCER	Sponsor Warm - Up Shirt	Spring	\$12,000	Equipment, supplies and other items
30	HAT TRICK SOCCER	Sponsor Banners	Spring	\$2,000	Equipment, supplies and other items
31	HAT TRICK SOCCER	Krispy Kreme	Spring	\$3,000	Equipment, supplies and other items
<u>TIP IN CLUB (Basketball)</u>					
32	TIP IN CLUB (Basketball)	Concessions Stand	Fall/Spring	\$15,000	Support the needs & supplies for the Basketball program
33	TIP IN CLUB (Basketball)	Calendar Sponsorship	Fall/Spring	\$3,500	Support the needs & supplies for the Basketball program
34	TIP IN CLUB (Basketball)	Meet the Mustangs Night	Fall	\$2,500	Support the needs & supplies for the Basketball program
35	TIP IN CLUB (Basketball)	Travel Gear Sponsorship (apparel, advertising space)	Fall	\$2,500	Support the needs & supplies for the Basketball program
<u>BAND BOOSTERS</u>					
36	BAND BOOSTERS	FB Visitor Side Concessions	Fall	\$5,000	Marching show supplies, EOY Banquet, senior gifts, food, band camp supplies, donation to school etc
37	BAND BOOSTERS	TNT Fireworks Stand	Spring	\$5,000	Marching show supplies, EOY Banquet, senior gifts, food, band camp supplies, donation to school etc
38	BAND BOOSTERS	Jazz Banquet/ Silent Auction	Spring	\$3,000	Marching show supplies, EOY Banquet, senior gifts, food, band camp supplies, donation to school etc
<u>PINCH HITTER'S CLUB (Baseball)</u>					
39	PINCH HITTER'S CLUB	Calendar Fundraiser	Fall/Spring	\$3,000	Support needs & supplies of Baseball Program
40	PINCH HITTER'S CLUB	Telethon	Fall/Spring	\$1,000	Support needs & supplies of Baseball Program
41	PINCH HITTER'S CLUB	Fiesta Dinner/Silent Auction	Fall/Spring	\$8,000	Support needs & supplies of Baseball Program
42	PINCH HITTER'S CLUB	Youth Baseball Camp	Spring	\$800	Support needs & supplies of Baseball Program

43	PINCH HITTER'S CLUB	Apparel	Fall/Spring	\$500	Support needs & supplies of Baseball Program
<u>FFA BOOSTERS</u>					
44	FFA BOOSTERS	Fish Fry & Live/Silent Auctions/shirt sales	Fall	\$8,000	Chapter support, awards, scholarships, equipment, travel expenses, contests, state and national conventions
45	FFA BOOSTERS	Livestock shows & concessions	Fall	\$5,000	Chapter support, awards, scholarships, equipment, travel expenses, contests, state and national conventions
46	FFA BOOSTERS	Banner Bash/Concessions	Fall/Spring	\$4,000	Chapter support, awards, scholarships, equipment, travel expenses, contests, state and national conventions
47	FFA BOOSTERS	Clothing Sales	Fall/Spring	\$500	Chapter support, awards, scholarships, equipment, travel expenses, contests, state and national conventions
48	FFA BOOSTERS	Membership Dues & Sponsorships	All Year	\$1,000	Chapter support, awards, scholarships, equipment, travel expenses, contests, state and national conventions
49	FFA BOOSTERS	Baked Potato Lunch & Auction	Spring	\$2,000	Chapter support, awards, scholarships, equipment, travel expenses, contests, state and national conventions
50	FFA BOOSTERS	Dessert Auction	Spring	\$1,000	Chapter support, awards, scholarships, equipment, travel expenses, contests, state and national conventions
<u>WRESTLING BOOSTERS</u>					
51	WRESTLING BOOSTERS	Club Stickers	Fall	\$100	Equipment, supplies, travel expenses, fees, awards, food
52	WRESTLING BOOSTERS	Program Sales & Mat Ads	Fall/Spring	\$1,000	Equipment, supplies, travel expenses, fees, awards, food
53	WRESTLING BOOSTERS	Calendars Team Poster	Fall	\$300	Equipment, supplies, travel expenses, fees, awards, food
54	WRESTLING BOOSTERS	JH Joint Practices - concession & entry fees	Fall/Spring	\$400	Equipment, supplies, travel expenses, fees, awards, food
55	WRESTLING BOOSTERS	Fishing Tournament	Fall	\$500	Equipment, supplies, travel expenses, fees, awards, food
56	WRESTLING BOOSTERS	Wrestling Concessions	Fall/Spring	\$500	Equipment, supplies, travel expenses, fees, awards, food
57	WRESTLING BOOSTERS	Merchandise sales	Fall/Spring	\$500	Equipment, supplies, travel expenses, fees, awards, food
58	WRESTLING BOOSTERS	JH/HS Dual Tournaments - entry fees	Fall/Spring	\$1,500	Equipment, supplies, travel expenses, fees, awards, food

59	WRESTLING BOOSTERS	Alumni Wrestling Dual	Fall/Spring	\$200	Equipment, supplies, travel expenses, fees, awards, food
60	WRESTLING BOOSTERS	Corn Popper Popcorn	Fall/Spring	\$200	Equipment, supplies, travel expenses, fees, awards, food
61	WRESTLING BOOSTERS	Yard/Business Signs	Fall/Spring	\$200	Equipment, supplies, travel expenses, fees, awards, food
62	WRESTLING BOOSTERS	Sumo Wrestling	Fall/Spring	\$100	Equipment, supplies, travel expenses, fees, awards, food
63	WRESTLING BOOSTERS	Club Workday	Fall/Spring	\$500	Equipment, supplies, travel expenses, fees, awards, food
64	WRESTLING BOOSTERS	Grill/Fishing Equipment Giveaway	Fall/Spring	\$1,000	Equipment, supplies, travel expenses, fees, awards, food
65	WRESTLING BOOSTERS	JH/HS Wrestling Tournament	Fall/Spring	\$1,000	Equipment, supplies, travel expenses, fees, awards, food
66	WRESTLING BOOSTERS	CD/Flashdrive	Spring	\$100	Equipment, supplies, travel expenses, fees, awards, food
67	WRESTLING BOOSTERS	DUTCH PANTRY PIES	Fall/Spring	500-1000	Equipment, supplies, travel expenses, fees, awards, food
68	WRESTLING BOOSTERS	Mustang Spirit Blanket	Fall/Spring	\$500	Equipment, supplies, travel expenses, fees, awards, food
69	WRESTLING BOOSTERS	Bedlam BBQ	Fall	500-1000	Equipment, supplies, travel expenses, fees, awards, food
<u>SPLASH CLUB</u>					
70	SPLASH CLUB	Gate Fees	Fall/Spring	\$1,000	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses
71	SPLASH CLUB	Swim Concessions	Fall/Spring	\$2,500	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses
72	SPLASH CLUB	Heat Sheets	Fall/Spring	\$300	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses
73	SPLASH CLUB	Raffle -Academy gift card	Fall/Spring	\$2,000	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses
74	SPLASH CLUB	Apparel	Fall/Spring	\$1,000	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses
75	SPLASH CLUB	Banquet-tickets	Spring	\$400	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses
76	SPLASH CLUB	Duck Toss	Fall/Spring	\$2,500	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses
77	SPLASH CLUB	Frontier Trash Bags	Fall	\$1,000	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses
78	SPLASH CLUB	Texas Roadhouse bread	Fall	\$500	EOY banquet & plaques, senior gifts, food, scholarships, misc supplies & expenses



AGREEMENT

between

Oologah-Talala **School District and HORIZON: Digitally Enhanced Campus**

This Agreement is entered into this 8th day of July, 2024 between Oologah-Talala School District (“District”), and Horizon: Digitally Enhanced Campus (“Horizon”).

I. INTRODUCTION

The Horizon Consortium is a network of school districts who provide access to online content and professional development through license agreements sponsored by Horizon.

Title 70, Section 1210.704 of the Oklahoma Statutes mandates the provision of a statewide online learning platform to provide high quality online learning opportunities for Oklahoma students that are aligned with the subject matter standards adopted by the State Board of Education. Additionally, Title 70, Section 3-145.3 of the Oklahoma Statutes mandates state negotiation with online vendors to provide a state rate price to school districts for supplemental online courses. Further, Oklahoma Administrative Code 777:15-1-4 requires that the price offered does not exceed the lowest price at which the course is offered by use or sale to any state, public school, or school district in the United States.

II. ROLES AND RESPONSIBILITIES

District agrees to perform the following duties and responsibilities:

- a) Student access to curriculum content under the Concurrent License model will be shared by all consortium member schools through a licensing agreement with contracted vendors. Curriculum content under the Student License model is student-specific and linked uniquely to the respective district. District may make A La Carte purchases directly from the vendor or through Horizon reimbursement if purchasing through this Agreement.
- b) Compliance with all state/federal mandates will be the responsibility of District.
- c) District must provide, at its expense, server set up equipment (*if required*) and computers to be used by students when accessing content on-site.
- d) District will determine the individual students, their ages, and curriculum needs in providing access to virtual online content.
- e) District will participate in Professional Development and training required to ensure fidelity of program delivery. The training is provided to District by Horizon and online vendors at no cost.

District will ensure participation by appropriate personnel. Horizon assumes no responsibility for the use of software access as applied by District.

- f) **District is responsible for transcription of the online course credits** for its students. Horizon is not responsible for awarding credits.
- g) Horizon recommends that assessments be conducted in a proctored setting.
- h) District will provide a primary and billing point-of-contact for communications with Horizon.
- i) Upon submission of the Agreement, District will identify how many licenses under each model they intend to use during the 2024-25 school year and will complete the online [License Commitment Form](https://horizon.ok.gov/license-commitment-form/) (<https://horizon.ok.gov/license-commitment-form/>). Execution of the Agreement indicates a commitment by the District to purchasing said licenses. [NOTE: There is no cost associated with Horizon's AP and select honors courses.] Payment for these initial licenses shall be made by October 1, 2024. Additional licenses can be purchased throughout the contract period upon written request of District via submission of an additional License Commitment Form. Payment for additional licenses shall be made within 45 days of invoice.

Horizon agrees to perform the following duties and responsibilities:

- a) Horizon will negotiate contracts with online vendors and purchase for District all licenses. Horizon will invoice District the negotiated consortium state rate according to the License Commitment Form submitted by District.
- b) Horizon may deduct an additional 30% for each courseware license purchased by new Horizon Consortium members. Horizon legacy members (*members in year 2 or beyond*) will receive a 20% discount for each courseware license. Districts with the Rural Low Income School (RLIS) or Small Rural School Achievement (SRSA) designation will receive a 30% discount for each courseware license. As Horizon funds are limited, discounts will be provided on a first come first served basis, and require license commitment by District by June 30, 2024, unless otherwise approved by Horizon.
- c) Horizon will collaborate with District to coordinate professional development opportunities provided by the online vendors. The accompanying professional development fees will be paid by Horizon.

III. TERM

The term of the Agreement is for the 2024-25 school year and terminates on June 30, 2025. To continue the relationship of the parties, a new Agreement must be executed. All payments by and through Horizon are subject to agency budget approval.

IV. STUDENT DATA ACCESSIBILITY, TRANSPARENCY, AND ACCOUNTABILITY

Horizon maintains the right to access district and student usage and success reporting data including the following: course access, student usage, course completion rates, student course disabled data, and progress by time. This data will only be used for comparative analysis and to validate

modifications made throughout the school year. Individual student names will not be used in any reporting.

V. EMPLOYMENT RELATIONSHIP

This Agreement does not create an employment relationship between District and Horizon. At no time during the performance of this Agreement shall District have authority to obligate Horizon for payment of goods and services. District shall not make any promise of expenditure of funds by Horizon over the amount of funds Horizon has agreed to expend for this Agreement.

VI. ASSIGNMENT

The rights and obligations of Horizon and District may not be assigned or transferred to any other person, firm, or corporation without prior written consent of all parties.

VII. DISPUTE RESOLUTION

Any claims, disputes, or litigation arising from the Agreement shall be governed by the laws of the State of Oklahoma. Venue for any action shall be in the District Court for Oklahoma County, Oklahoma.

VIII. AMENDMENTS

Any change to this Agreement must be approved in writing by both parties.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of the day and year first set forth above.

DISTRICT

Horizon: Digitally Enhanced Campus

07/08/2024

Rebecca Wilkinsen

Signature

DATE

Signature

David Wilkins

Superintendent

Print Name

Title

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: June 24, 2024

Re: Approval of Contract with Integrative Physical Therapy, P.C.

Recommendation: I recommend the board approve the contract with Integrative Physical Therapy, P.C., for physical therapy services provided to special education students for the 2024-2025 school year.

Additional Notes:

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

CONTRACT FOR PHYSICAL THERAPY SERVICES

This contract, entered into this 15th day of July, 2024 by and between Oologah-Talala Public Schools (the **AGENCY**) and Integrative Physical Therapy, P.C. (The **THERAPY PROVIDER/S**) affirms that:

WHEREAS the **AGENCY** has determined that it is necessary to retain the services of a qualified Physical Therapist (PT)/Physical Therapy Assistant (PTA) licensed by the Oklahoma Board of Medical Licensure and Supervision for evaluation, consultation and/or treatment of students in the **AGENCY's** school district;

Whereas, the above named individual/s are duly qualified to perform these services;

Now, therefore, the parties agree as follows:

1. The **THERAPY PROVIDER/S** shall perform any or all of the following services, as requested by the **AGENCY**;
 - a. Evaluate each referred student, formally or informally;
 - b. Provide recommendations for IEP goals, individual or group therapy, teletherapy, as deemed necessary;
 - c. Determine specific therapeutic needs, plan and provide appropriate physical therapy utilizing sensorimotor activities, therapeutic exercises, mobility training, self-help skills, and use of special adaptive equipment;
 - d. Participate in **AGENCY** planning meetings, such as Educational Team Conferences, Individualized Education Plan Meetings, staffings, or other meetings as mutually agreed upon by both parties of the contract;
 - e. Orient, train, and supervise professional and nonprofessional staff in treatment methods as they relate to the educational setting;
 - f. Assess, modify, and improve each individualized physical therapy program as the student changes and his/her needs change;
 - g. Provide periodic verbal and written reports to the **AGENCY** as agreed upon by both parties of this contract and in compliance with OSDE policies and procedures;
 - h. Provide in-service training for staff and families upon request of the **AGENCY**;
 - i. Provide other services as may be mutually agreed upon by both parties of this contract.
2. As mandated by state and federal law, the **THERAPY PROVIDER/S** will contribute to IEP goals for each student receiving services. Furthermore, the **THERAPY PROVIDER/S** will maintain treatment records. Informal assessment of progress on IEP goals will be ongoing with IEP goals revised annually or more often if deemed necessary. Participation in IEP meetings and parent conferences is considered essential for appropriate provision of services, when possible.
3. The **THERAPY PROVIDER/S** shall perform these services for students referred by the **AGENCY**. The need for ongoing physical therapy services for the referred student shall be determined jointly by the **THERAPY PROVIDER/S** and the **AGENCY's** school team.
4. The **AGENCY** shall obtain appropriate educational and medical information on referred students.
5. The specific recommendations given by the **THERAPY PROVIDER/S** for any student shall not be used in the school or home program of any other student unless advice concerning such action is first obtained from the **THERAPY PROVIDER/S**.

6. In the event that the **AGENCY'S** need for Physical Therapy services increases during the contract period and the **THERAPY PROVIDER/S** are unable to provide the additional service/s, the **AGENCY** is free to contract or employ a Physical Therapist for the additional hours needed.
7. The **AGENCY** shall monitor the services of the **THERAPY PROVIDER/S** through regular meetings or telephone conferences with the **THERAPY PROVIDER/S** and/or with **AGENCY** personnel.
8. The **AGENCY** agrees to pay the **THERAPY PROVIDER/S** at a rate of \$65.00 per hour for all services delivered under the terms of this contract during the period of July 15, 2024 thru July 15, 2025. No charges will be made for mileage reimbursement. The parties agree that inclusive within this contract fee are:
 - a. All therapy services previously outlined, travel time between schools in the **AGENCY'S** district, related administrative and record-keeping duties deemed necessary by the **THERAPY PROVIDERS** for adequate delivery of service to the **AGENCY**.
 - i. The **THERAPY PROVIDERS** will maintain records of all time spent providing Physical Therapy Services.
 - ii. The **THERAPY PROVIDERS** will furnish proof of Professional Liability Insurance coverage which will be kept enforced during the terms of this contract.
 - b. Physical Therapy services will be provided at the **AGENCY'S** schools, and the **AGENCY** will provide adequate space for the implementation of physical therapy services.
9. The **AGENCY** represents that it has the funds for fulfillment of this contract will pay all fees based on monthly invoices submitted by the **THERAPY PROVIDERS**.
10. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and termination dates.
11. This contract shall become effective on July 15, 2024 and shall terminate on July 15, 2025.
 - a. This contract can be terminated at any time by either party with 30 days written notice.
 - b. The Contract for Physical Therapy Services is acceptable.

AGENCY REPRESENTATIVE

DATE

PHYSICAL THERAPIST

DATE

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: June 24, 2024

Re: Approval of Contract with Joy Lambert, Speech Language Pathologist, for the 24-25 School Year

Recommendation: I recommend the board approve the contract with Joy Lambert, Speech Language Pathologist, to provide speech services to our special education students in the Lower Elementary, for the 2024-2025 school year.

Additional Notes:

CONTRACT OF EMPLOYMENT

Entered into between: Oologah-Talala Public Schools and

Employer	Employee
Oologah-Talala Public Schools (hereinafter referred to as "the employer") Address of employer: 10700 S. US Highway 169 Oologah, Ok. 74053	Joy Lambert (hereinafter referred to as "the employee") Address of employee: Talala, Ok. 74080

1. Commencement

1.1 This contract will begin on the 13th day of August, 2024 and continue until the 22nd day of May 2025; or until terminated as set out in clause 4.

2. Place of work

2.1 Oologah-Talala Public Schools

3. Job description

3.1 Job Title: Speech-Language Pathologist

4. Termination of employment

4.1 Either party can terminate this agreement with two weeks written notice.

5. Wage

5.1	The employee's wage shall be paid monthly in the form of a company check.	
5.2	The employee shall be entitled to the following allowances/payment in kind.	\$60 per hour

6. Hours of work

6.1 Normal working hours will be from 8:00 a.m. to 3:00 p.m. 2 days a week.

7. Meal intervals

7.1 The employee agrees to an unpaid lunch break of 30 minutes.

8. Public Holidays

8.1 The employee will work on public holidays if school is in session.

9. Annual Leave

9.1 The employee is entitled to zero days paid leave after every 12 months of continuous service.

10. Sick Leave

10.1 The employee will not be entitled to paid sick leave.

10.2 The employee is to notify the employer as soon as possible in case of her absence from work through illness or other personal matters.

11. Maternity leave

11. 1 The employee will not be entitled to paid maternity leave.

12.1 The employee will not be entitled to paid family responsibility leave.

13.1 The employer may not deduct any monies from the employee's wage unless the employee has agreed to this in writing on each occasion.

14.1 The employee will be provided with a shared classroom for as long as the employee is in the service of the employer and which shall form part of her remuneration package.

Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

The contract has been agreed and signed at Oologah-Talala Public Schools on this the 8th day of July 2024.

EMPLOYER _____

EMPLOYEE _____

Witnessess _____

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

This agreement, consisting of seventeen (17) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**Oologah-Talala Public Schools
P.O. Box 189
Oologah OK 74053-0189**

("Contractor" or "School"), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or July 1, 2024, whichever is the latter, through June 30, 2025. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

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

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan, as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

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

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the "teacher/transition coordinator". Paraprofessionals could serve as

transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1st.

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

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

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

The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

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

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

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

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.

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

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure .

A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for

that payment. The **School maintains liability** for the students while working on campus.

1. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

C. Contractor's/School's Obligations

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

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
 - a. job exploration counseling;
 - b. work-based learning experiences;
 - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
 - d. workplace readiness, including social and independent living skills; and
 - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS,

including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;

1. document such transition services or pre-employment transition services provided and completed by participating students;
2. provide such documentation to the DRS counselor at the end of each semester;
3. submit (at the same time and by the 15th of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
4. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

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

D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
10. monitor students progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;

1. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
2. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
3. provide support in assisting students graduating into Employer Work Study.

E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax)** payroll deductions. 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(l). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**

3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

I. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student's check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$50.00) per DRS client who:

- * is going to participate in School Work Study and/or Worksite Learning;

- * is at least eighteen (18) years of age; and
- * has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$50.00).

A. Payment

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

B. Lapse Of Invoices/Claims

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

I. Standard Terms

A. Equal Opportunity/Non-Discrimination

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age

Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

A. Lobbying Activities

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

B. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

C. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

D. Modification

The Contract may only be modified by mutual consent of the parties in writing.

E. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

F. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

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

G. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

H. Compliance With State And Federal Laws

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

A. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

B. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

C. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

D. Audit

1. **Federal Funds**

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. **State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

1. **Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58th Street, Suite 300, Oklahoma City, OK 73112 or Contracts@okdrs.gov within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

E. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

F. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

G. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section

throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

A. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

B. Prior DRS/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

C. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at www.dhs.gov/E-Verify.

D. Contract Jurisdiction

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

E. Severability

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

A. TikTok Ban

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

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

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

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

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

D. Force Majeure

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

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

- to terminate the Contract in whole or in part; or

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

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

A. Termination For Funding Insufficiency

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

B. Prohibition On Certain Telecommunications And Video Surveillance

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

I. Signatures

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: June 24, 2024

Re: Approval of Contract with Oklahoma Rehabilitation Services, DRS, for the 24-25 School Year

Recommendation: I recommend the board approve the contract with Oklahoma Rehabilitation Services, DRS, to provide School Work Study services to our special education students, for the 2024-2025 school year.

Additional Notes:

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Oologah-Talala Public Schools
VENDOR

Contract Number

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

The contract monitor has been assigned the following duties:

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

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

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).



Oklahoma Public School Resource Center
309 NW 13th Street, Suite 103
Oklahoma City, OK 73103
www.opsrc.net

Quote

ADDRESS

Oologah-Talala Public Schools
PO Box 189
Oologah, OK 74053

QUOTE # 1877

DATE 07/01/2024

ACTIVITY	QTY	RATE	AMOUNT
OPSRC Membership 2024-2025 School Year	1	2,500.00	2,500.00

Thank you!

TOTAL

\$2,500.00

Accepted By

Accepted Date

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: June 24, 2024

Re: Approval of Contract with Pediatric Assessment and Counseling for the 24-25 School Year

Recommendation: I recommend the board approve the contract with Pediatric Assessment and Counseling, to provide Special Education Assessments, for the 2024-2025 school year.

Additional Notes:

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

Pediatric Assessment & Counseling Services, LLC

414 SE Washington Blvd. #117
Bartlesville, OK 74006
918-335-7093

Contract for School Psychological services with Oologah-Talala Public School
SY 2024-2025

Pediatric Assessment and Counseling Services, LLC (PACS) agrees to provide Oologah-Talala Schools with the following services and rates for the 2024-25 school year:

Assessment services by a Certified School Psychometrist:

<u>IDEA Category</u>	<u>Fee per assessment</u>
Specific Learning Disability (SLD)	\$500.00
SLD with extensive dyslexia testing	750.00
Intellectually Disabled – Full eval	500.00
Developmental Delay (DD) – Full eval	450.00
IQ or Achievement only	300.00
Meetings/observation/consultation	90.00 per hour

Services by a Certified School Psychologist:

<u>IDEA Category</u>	<u>Fee per assessment</u>
Specific Learning Disability (SLD)	\$600.00
SLD with extensive dyslexia testing	800.00
Intellectual Disability – Full eval	600.00
Developmental Delay (DD)	500.00
IQ or Achievement only	350.00
Brief ED (psych only w/o psychoed testing)	450.00
Brief Autism (w/o psychoed testing)	500.00
Brief ADHD (w/o psychoed testing)	450.00
Risk Assm't (w/o psychoed testing)	650.00
Meetings/observation/consultation	95.00 per hour

<u>Professional Development</u>	<u>Fee</u>
Staff training	\$175.00 per hour \$500/ 3 hrs

Mileage will be paid by the school at the current IRS business rate for the round trip between the PACS office located in Bartlesville and the school site, or from the provider's point of residence, whichever is closest to the school site.

Memorandum of Understanding

This Memorandum of Understanding is made and entered into between *Alliance and Oologah Public Schools*.

Whereas, pursuant to the commitment made by Alliance and Oologah Public Schools.

This Memorandum of Understanding is executed outlining the type, scope, and extent of commitments and responsibilities that will be provided by Alliance. If future unforeseen circumstances occur that will hamper the agreement, either party with a written 30 day notice can void the agreement. Both parties herein fully understand and agree to the following roles and responsibilities of the Memorandum of Understanding.

Alliance will provide supportive services including, but not limited to:

Alliance will provide Behavioral Health Counseling to any referred student or parent/guardian which is within our scope of practice. All fees and charges for counseling services will be the responsibility of the parents/ guardians of the student. Alliance holds a contract to bill Oklahoma Medicaid (SoonerCare) for SoonerCare policy holders as well as provides a Sliding Fee Scale for payment. Alliance also bills Blue Cross Blue Shield, United Health Care, Optum, Aetna, Cigna, Healthchoice, Tricare among others and continues to pursue private insurance billing parties. It is important to note that counseling services will **NOT** be withheld from any student due to financial circumstances or inability to pay.

Alliance will make available time for teacher/staff consultation, teacher/parent consultation, parenting classes, needs assessments, staff development trainings for school staff and IEP meetings (upon invitation).

Alliance will provide crisis support when needed or requested for any staff or student regardless of their enrollment with Alliance for current or future services. Alliance must obtain further consent from parents to continue treatment **outside** of the schools request for crisis intervention from Alliance. Alliance is **not permitted** use of protective holds on children at any time for any reason. Alliance will work diligently to assist the school during necessary interventions however must also maintain a clear boundary between therapeutic crisis intervention and disciplinary or administrative action that must be carried out by school administration for the purposes of limiting liability for both parties listed herein.

Alliance

MENTAL HEALTH



1402 N Florence Ave Suite B.
Claremore, OK 74017

) 608-0380 www.alliancementalhealth.us

When rendering services in a school setting, Alliance will abide by school policies as well as adhere to a mutually agreed upon schedule for service hours. Alliance will also ensure all staff members, employed or contracted, will be drug tested and complete all satisfactory background checks prior to being permitted to render services in a school setting. Alliance will promptly address, rectify or otherwise resolve complaints or concerns the school may have about practices and/or providers. Alliance operates with integrity and a high standard for care and encourages feedback and regular consultation from the school to continue to strengthen and preserve relationships within the community and school system.

Alliance also requests that space be provided for confidential services to take place when rendered in a school setting. This space does *not* have to be solely used by Alliance however it will be made available and remain private during the administration of any services rendered to a child by Alliance in the school setting.

Effective Start Date: _____ End Date: _____

Candice Morrison MS LPC-S

Alliance Representative Printed Name

School Representative, Printed Name

Candice Morrison MS LPC-S

Alliance Signature

School Signature



DATE: February 24, 2024
TO: David Wilkins, Superintendent
Oologah-Talala Public Schools
FROM: Wayne Beam
RE: Federal Programs Management

A. Project Goals:

1. To review and evaluate the District’s current federal programs.
2. To provide recommendations designed to create more flexibility in the usage of federal funds for local educational needs.
3. To provide updates and technical assistance throughout the year as programs are implemented.
4. To manage the paperwork necessary for planning and preparation of applications for Title I-A, Title II-A, Title IV, and Title V-B.
5. To manage the paperwork necessary for planning, preparation of applications for IDEA-B – Special Education.

B. Project Format:

1. Review State Department of Education reports related to the District’s federal programs.
2. On-site visitation and consultation with Superintendent and others as needed. Assist with targeting and realigning of programs in order to meet current district needs.
3. Discuss recommendations and use of federal funds with the Superintendent.
4. Prepare paperwork for all designated programs and submit to the appropriate agency in a timely manner.

C. Personnel Assigned to Complete the Project:

1. All work assignments will be facilitated/completed by Wayne Beam in conjunction with other Barlow Staff Associates.

D. Project Fee:

Project Goals: #1-4	\$5,880
OROS Member Discount	(\$ 588)
Project Goal: #5	<u>\$1,500</u>
TOTAL	\$6,792

CONTRACT

THIS AGREEMENT is made by the between Oologah-Talala Independent School District Number Four of Rogers County ("School District") and Barlow Education Management Services, LLC ("Barlow")

RECITALS:

This School District desires to employ Barlow and Barlow desire to be employed by the School District to perform the services outlined in the "project goals" and "project format" sections of the attached **Federal Program Management Proposal**.

Wherefore, the School District and Barlow covenant and agree to be bound as follows:

1. The School District agrees to compensate Barlow for services rendered at the annual rate of Six Thousand Seven Hundred Ninety-two dollars (\$6,792.00), payable at the rate of Five Hundred Sixty-six dollars (\$566.00) per month.
2. Expenses shall be reimbursed upon presentation of a statement, including written receipts whenever applicable, on the following schedule:
 - a. Mileage shall be compensated at the current Internal Revenue Service rates.
 - b. Meals and lodging expenses necessary in order to perform the work outlined herein will be reimbursed at the actual cost; not to exceed Fifteen dollars (\$15.00) per meal.
 - c. Duplicating, telephone, postage and other normal and reasonable business expenses shall be reimbursed at actual cost.
3. It is understood between the parties that Barlow will provide the services outlined in the attached proposal in a professional, timely and competent manner. Any additional projects not listed in the agreement; such as School Improvement, can be performed by Barlow at additional costs. It is further understood that since such services are based in part upon financial and other data provided to Barlow by the School District, that the summaries and recommendation provided by Barlow to the School District are only intended to be advisory in nature and that the School District recognizes its responsibility to make all final decisions.
4. This Agreement shall remain in full force and effect from July 1, 2024 through June 30, 2025.

OOLOGAH-TALALA INDEPENDENT SCHOOL DISTRICT NUMBER
FOUR OF ROGERS COUNTY, OKLAHOMA

BY: _____

BARLOW EDUCATION MANAGEMENT SERVICES, LLC.

BY:  _____

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: June 24, 2024

Re: Approval of Contract with Beth Anne Manipella, PLLC

Recommendation: I recommend the board approve the contract with Beth Anne Manipella, PLLC, for occupational therapy services provided to special education students for the 2024-2025 school year.

Additional Notes:

CONTRACT FOR OCCUPATIONAL and /or THERAPY SERVICES

This contract, entered into this 2nd day of July, 2024 by and between Oologah-Talala Public Schools (the **AGENCY**) and Beth Anne Manipella, PLLC. (The **THERAPY PROVIDER/S**) affirms that:

WHEREAS the **AGENCY** has determined that it is necessary to retain the services of a qualified Occupational Therapist (OT/L)/Occupational Therapy Assistant (OTA/L) and/or a qualified Physical Therapist (PT)/Physical Therapy Assistant (PTA) licensed by the Oklahoma Board of Medical Licensure and Supervision for evaluation, consultation and/or treatment of students in the **AGENCY's** school district;

Whereas, the above named individual/s are duly qualified to perform these services;

Now, therefore, the parties agree as follows:

1. The **THERAPY PROVIDER/S** shall perform any or all of the following services, as requested by the **AGENCY**;
 - a. Evaluate each referred student, formally or informally;
 - b. Provide recommendations for IEP goals, individual or group therapy, teletherapy as deemed necessary;
 - c. Determine specific therapeutic needs, plan and provide appropriate occupational and/or physical therapy utilizing sensorimotor activities, therapeutic exercises, mobility training, self-help skills, and use of special adaptive equipment;
 - d. Participate in **AGENCY** planning meetings, such as Educational Team Conferences, Individualized Education Plan Meetings, staffings, or other meetings as mutually agreed upon by both parties of the contract;
 - e. Orient, train, and supervise professional and nonprofessional staff in treatment methods as they relate to the educational setting;
 - f. Assess, modify, and improve each individualized occupational therapy program as the student changes and his/her needs change;
 - g. Provide periodic verbal and written reports to the **AGENCY** as agreed upon by both parties of this contract and in compliance with OSDE policies and procedures;
 - h. Provide in-service training for staff and families upon request of the **AGENCY**;
 - i. Provide other services as may be mutually agreed upon by both parties of this contract.
2. As mandated by state and federal law, the **THERAPY PROVIDER/S** will contribute to IEP goals for each student receiving services. Furthermore, the **THERAPY PROVIDER/S** will maintain treatment records. Informal assessment of progress on IEP goals will be ongoing with IEP goals

revised annually or more often if deemed necessary. Participation in IEP meetings and parent conferences is considered essential for appropriate provision of services, when possible.

3. The **THERAPY PROVIDER/S** shall perform these services for students referred by the **AGENCY**. The need for ongoing occupational and/or physical therapy services for the referred student shall be determined jointly by the **THERAPY PROVIDER/S** and the **AGENCY**'s school team.
4. The **AGENCY** shall obtain appropriate educational and medical information on referred students.
5. The specific recommendations given by the **THERAPY PROVIDER/S** for any student shall not be used in the school or home program of any other student unless advice concerning such action is first obtained from the **THERAPY PROVIDER/S**.
6. In the event that the **AGENCY**'S need for Occupational and/or Physical Therapy services increases during the contract period and the **THERAPY PROVIDER/S** are unable to provide the additional service/s, the **AGENCY** is free to contract or employ an Occupational and/or Physical Therapist for the additional hours needed.
7. The **AGENCY** shall monitor the services of the **THERAPY PROVIDER/S** through regular meetings or telephone conferences with the **THERAPY PROVIDER/S** and/or with **AGENCY** personnel.
8. The **AGENCY** agrees to pay the **THERAPY PROVIDER/S** at a rate of \$60.00 per hour for all services delivered under the terms of this contract during the period of August 1, 2024 thru June 30, 2025. No charges will be made for mileage reimbursement. The parties agree that inclusive within this contract fee are:
 - a. All therapy services previously outlined, travel time between schools in the **AGENCY**'S district, related administrative and record-keeping duties deemed necessary by the **THERAPY PROVIDERS** for adequate delivery of service to the **AGENCY**.
 - i. The **THERAPY PROVIDERS** will maintain records of all time spent providing Occupational and/or Physical Therapy Services.
 - ii. The **THERAPY PROVIDERS** will furnish proof of Professional Liability Insurance coverage which will be kept enforced during the terms of this contract.
 - b. Occupational and/or Physical Therapy services will be provided at the **AGENCY**'S schools, and the **AGENCY** will provide adequate space for the implementation of occupational and/or physical therapy services.
9. The **AGENCY** represents that it has the funds for fulfillment of this contract will pay all fees based on monthly invoices submitted by the **THERAPY PROVIDERS**.
10. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and termination dates.
11. This contract shall become effective on August 1, 2024 and shall terminate on June 30, 2025
 - a. This contract can be terminated at any time by either party with 30 days written notice.

b. The Contract for Occupational and/or Physical Therapy Services is acceptable.

AGENCY REPRESENTATIVE

DATE

OCCUPATIONAL THERAPIST

DATE

CRW Consulting
Contract for Oklahoma Corporation Commission Data Request for
Oklahoma Universal Service Funding (OUSF)

CRW Consulting, (“Agent” or “CRW”) and **Oologah-Talala Schools** (“District”) each agree to perform the obligations listed below. This contract authorizes the Agent to file complete data requests from the Oklahoma Corporation Commission related to the Oklahoma Universal Service Fund.

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. District 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. 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 \$250. This Contract is governed by the laws and regulations of the State of Oklahoma, regardless of the location of the District, 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.

Responsibilities and Obligations of the District:

1. District agrees to provide the following information to CRW within 5 business days of the data request from CRW:
 - a. Count of eligible students and staff members for the current school year.
 - b. Contacts for the school for OUSF inquires.
 - c. If the lowest bid was not accepted, a brief narrative description as to why that bid was not selected.
 - d. Network Diagram including demarcation address, demarcation name, Circuit ID, and bandwidth. If multiple providers serve the School, please include all services in the diagram.
 - e. District confirmation that the invoices from the Internet Service Provider (ISP) match the terms of the contract (if they don’t, we will need a brief explanation as to why they don’t match).
 - f. Date that the current Internet Service Provider (ISP) started service.
 - g. Bandwidth level provided by current ISP.
 - h. Monthly charge for the bandwidth level in Item F above.
 - i. Installation charges for current ISP (if applicable).

- j. Actual disconnect date from previous ISP.
 - k. Installation charges incurred by the District for Internet access for the current funding year.
 - l. Name of any Wide Area Network Providers used by the district in the last 18 months (if applicable – if requesting discounts for the WAN).
 - m. Date WAN service began for current provider (if requesting discounts for the WAN).
 - n. Number of leased WAN circuits from current provider (if applicable).
 - o. Bandwidth for leased WAN circuits (if applicable).
 - p. Monthly Charge for WAN circuits (if applicable).
 - q. Installation Charge for WAN circuits (if applicable).
 - r. Name of any ISPs that provided service to the district in the last 18 months (if applicable).
 - s. Date of disconnect from previous ISP within the last 18 months (if applicable).
 - t. Name of any WAN providers used by the district within the last 18 months (if applicable).
 - u. Date of actual disconnect from WAN providers in the last 18 months (if applicable).
 - v. A document that verifies the disconnect date for previous ISP or WAN providers listed above (email confirmation from the service provider that the service has been disconnected should suffice).
 - w. Affidavit (final page of the OUSF request) signed.
2. District agrees to provide timely answers to any questions from CRW staff concerning these data requests.
 3. District agrees to send a copy of the completed OUSF form to their ISP (and/or WAN provider) for submission to the Oklahoma Corporation Commission.
 4. District recognizes and agrees that the Agent does not provide professional legal services nor does the Agent engage in the practice of law.

Responsibilities and Obligations of the Agent:

1. Format all information provided by the District in the correct format for the OCC data request.
2. Review all completed data requests for final submission.
3. Provide copies of bids, bid evaluation sheets for funding years 2013 or later (you do not have to pay us for this one service – if you just want this one item, #3, email us at info@crwconsulting.com)
4. Complete, using the information provided by the District, the form required by the OCC.
5. Review all documentation before submission to the OCC.
6. Send all documentation to the District for Superintendent Signature and for District submission to the ISP or WAN Provider.

PAYMENT TERMS: Full payment to CRW for formatting and completing the OCC data requests (completed, sent to school for initials, signatures and notary), based upon the information received from the District, is \$250 payable within 30 days of The District receiving the invoice for payment from the Agent.

Failure by the District 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 District.

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

Agreed to this _____ day of _____, 2024

Applicant's Authorized Signature



Agent's Authorized Signature

Printed Name

Chris Webber

Printed Name

Title or Position

Owner, CRW Consulting

Title or Position

Name of School District

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

OOLOGAH-TALALA PUBLIC SCHOOLS

Established 1896

School Board Memorandum

To: Dr. David Wilkins, Superintendent

From: Sherry Hutchinson, Special Services Director

Date: June 24, 2024

Re: Approval of Contract with Emerson College for a Clinical Affiliation

Recommendation: I recommend the board approve the contract with Emerson College for a Clinical Affiliation for Speech Language Pathologist, Melissa Holmes clinical practicum to provide speech services to students in the Upper Elementary, Middle School and High School for the 2024-2025 school year.

Additional Notes:

(918) 443-6080 FAX (918) 443-9088 P.O. Box 189, Oologah, OK 74053

EMERSON COLLEGE
CLINICAL AFFILIATION AGREEMENT

This Clinical Affiliation Agreement (including all exhibits, attachments and appendices, the “Agreement”), effective as of July 8, 2024, is by and between Emerson College, a Massachusetts non-profit educational corporation and its agents, employees, affiliates, invitees, or representatives (collectively, "Emerson") and Oologah-Talala Public Schools, an Oklahoma Public School, and its agents, employees, affiliates, invitees, or representatives (collectively, the “Affiliate”). Emerson and Affiliate referred herein individually as a “Party”; collectively, as the “Parties”.

RECITALS

WHEREAS, Emerson desires to engage Affiliate for the purpose of providing supervised, practical learning experiences in connection with a clinical program (the “Program”) to students of Emerson (each a “Student” and collectively, the “Students”); and

WHEREAS, Affiliate is willing to participate in the Program in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

- 1. Purpose.** Emerson hereby engages Affiliate, and Affiliate hereby accepts such engagement, to participate in the Program pursuant to the terms and conditions set forth herein. The objective of the Agreement is to help the Students learn about, and engage and exhibit as appropriate, the following:
 - 1.1 Role and responsibilities of the Student within the practice setting.
 - 1.2 Assessments (both formal and informal, direct and dynamic) specific to the populations in that practice setting.
 - 1.3 Treatment approaches/techniques that are evidence-based and appropriate for the populations in that practice setting.
 - 1.4 Patient/client/family centered education and counseling appropriate to and within that practice setting.
 - 1.5 Related disciplines within the practice setting and working collaboratively with patients/families and other team members to ensure an optimal outcome for the client.
 - 1.6 Clinical problem-solving across age span, disorder, and setting.
 - 1.7 Professional and clinical oral and written communication skills appropriate to that practice setting.
 - 1.8 Cultural competency when working with patients/clients/families in all practice settings.
 - 1.9 Adherence to ASHA’s Code of Ethics and appropriate ethical behavior.

2. Program Structure; Telehealth Program Contingency.

- 2.1. Emerson and Affiliate agree that in the normal course of business, the Program will be conducted on-site by the Student at the Affiliate location consistent with all ASHA guidelines.
- 2.2. In the event of (a) a declared emergency by the federal government or the state government in which either Emerson or Affiliate are located, (b) a continued emergency circumstance in the discretion of either Party, or (c) for the health and safety of the Student as determined by either Party (each, an “Emergency Circumstance”), Emerson or Affiliate may determine to restrict or prohibit on-site placement of the Student at Affiliate.
 - 2.2.1. If either Party decides to restrict or prohibit on-site placement of the Student in response to an Emergency Circumstance, Emerson may request that Affiliate permit the Student to engage in the Program remotely using telecommunication technologies (“Telehealth Program”).
 - 2.2.2. If Affiliate agrees to permit a Telehealth Program, the Telehealth Program will be subject to the following terms and conditions:
 - 2.2.2.1. The Telehealth Program will continue for the duration of the time that Emerson is prohibiting on-site placements or until Affiliate allows on-site placements, whichever is later;
 - 2.2.2.2. The Affiliate has or will establish telecommunication capabilities to facilitate telehealth services to its clients for which Students may engage in as part of the Telehealth Program;
 - 2.2.2.3. Any such Telehealth Program shall comply with state licensing and telehealth practice laws as well as ASHA rules (which include compliance with the Council on Academic Accreditation and Council for Clinical Certification), guidelines or recommendations for internship or clinical programs, as either may be modified from time to time in consideration of any Emergency Circumstance;
 - 2.2.2.4. Emerson shall instruct the Student to adhere to all Telehealth Program rules and procedures of the Affiliate made known to the Student, which are necessary for Affiliate to conduct telehealth services in accordance with any applicable laws or regulations; and
 - 2.2.2.5. Student will continue to be covered by Emerson’s professional liability insurance as set forth in this Agreement for the duration of such Telehealth Program.
- 2.3. If Affiliate permits a Telehealth Program in accordance with Section 2.2.2, the Parties will work cooperatively in close consultation to help facilitate the Telehealth Program for the Student. Accordingly, all references to “Program” in this Agreement will mean the “Telehealth Program” as herein defined and the terms of this Agreement will continue to apply in full force and effect to any such Telehealth Program as it would to the Program, provided such terms are not inconsistent with Section 2.2.
- 2.4. If Affiliate does not permit a Telehealth Program in accordance with Section 2.2.2 of this Agreement, either Party may terminate the Agreement immediately upon written notice to the other Party.
- 2.5. Affiliate recognizes that during the time of the COVID-19 pandemic or other Emergency Circumstance, there may be increased risk to a Student, employees of Affiliate, or individuals served by Affiliate as a result of or relating to the Student’s in-person placement. Nevertheless, if (i) the Parties do not restrict or prohibit on-site placement pursuant to Section 2.2.1, and (ii) Affiliate and Student agree to pursue the on-site placement, then Emerson and Student will execute appropriate waivers for the Student to participate in the on-site placement. Affiliate acknowledges that Emerson may restrict or prohibit such on-site placement and terminate the Agreement if the Student does not execute applicable waivers.

3. Responsibilities of Emerson.

- 3.1. Program. Emerson shall be responsible for all academic and accreditation aspects of the Program. Emerson shall maintain custody and control of all educational records and reports relating to Students' clinical learning experience in the Program. Emerson may withdraw any Student from the Program and/or assignment with Affiliate in Emerson's sole discretion.
- 3.2. Policies, Rules & Regulations of Affiliate. Emerson shall instruct Students participating in the Program (and faculty members, if applicable) to abide by the applicable lawful policies, rules and regulations of Affiliate made known to them during the Program.
- 3.3. Insurance. Emerson shall ensure that it maintains the following insurance with an AM Best rating of A-VII or better: (a) professional liability insurance covering students, interns and professional staff members in the amount of two million dollars (\$2M USD) per claim and four million dollars (\$4M USD) in the aggregate, and (b) general commercial liability insurance covering personal or bodily injury and property damages in the amount of one million dollars (\$1M USD) per occurrence and three million dollars (\$3M USD) in the aggregate.
- 3.4. Vaccinations. If requested by Affiliate, Emerson shall advise Students of their obligation to provide at their own expense, evidence of vaccinations, as applicable.
- 3.5. Background Checks. If reasonably requested by Affiliate, Emerson shall ensure that a background investigation of Students is conducted prior to their assignment to Affiliate.
- 3.6. Health Insurance. If requested by Affiliate, Emerson shall ensure that each Student participating in the Program is covered by health insurance.

4. Responsibilities of Affiliate.

- 4.1. Program Opportunities and Activities. Affiliate shall appoint an individual to supervise each Student (the "Student Supervisor"). Affiliate shall provide to Students opportunities for suitable clinical learning experiences and supervision consistent with the Program's curriculum and objectives, and shall complete such records and reports necessary for the conduct and evaluation of Student's participation in the Program. Upon request by the Student, Affiliate shall provide the Student with documentation or other information as required for the Student's submission to applicable licensing bodies or agencies.
- 4.2. Emergency Care. Affiliate acknowledges Emerson's interest in ensuring its Students receive medical care during an emergency at Affiliate, and Affiliate shall make emergency medical care available to Students at Student's expense in case of accident or illness and shall promptly notify Emerson of such medical care.
- 4.3. Withdrawal. Affiliate reserves the right to withdraw any Student or, if applicable, a faculty member of Emerson, from the Program with Affiliate if (i) the achievement, progress, adjustment, or health of such person does not warrant continuation in the Program; or (ii) the behavior of such person fails to conform to the applicable policies, rules or regulations of Affiliate. Except in unusual circumstances, Affiliate shall make reasonable efforts to consult with Emerson before withdrawing any Student.
- 4.4. Insurance. Affiliate shall ensure that it maintains (i) comprehensive commercial general liability insurance for personal or bodily injury and property damages of not less than one million dollars (\$1M USD) per occurrence and three million dollars (\$3M USD) in the aggregate and professional liability insurance in amounts, in each case, of not less than two million dollars (\$2M USD) per claim and four million dollars (\$4M USD) in the aggregate; or (ii) a program of self-insurance reasonably satisfactory to Emerson, in both cases covering the employees, officers, directors, agents and representatives of Affiliate. Evidence of such insurance or self-insurance reasonably satisfactory to Emerson shall be provided to Emerson upon request. Such insurance shall not be canceled without

thirty (30) days' prior written notice to Emerson.

4.5. **Indemnification.** Affiliate agrees to defend, indemnify and hold harmless Emerson, its corporations, trustees, officers, employees, faculty, students, representatives and agents (collectively, the "Indemnitees") from and against any and all claims, demands, suits, settlements, damages, losses, obligations, liabilities, costs and expenses, including, without limitation, reasonable attorneys' fees and expenses (collectively, "Losses") of any kind or nature paid or incurred by, imposed on, or asserted against the Indemnitees relating to, arising out of, directly or indirectly, or in connection with Affiliate's breach of this Agreement, negligence, or willful misconduct related in any way to this this Agreement or the Program; provided that the maximum aggregate liability under this provision shall not exceed the applicable insurance coverage or benefits set forth in this Agreement.

5. Term and Termination.

5.1. The term of this Agreement ("Term") shall be one (1) year commencing on the Effective Date, and shall automatically renew for successive one (1) year terms unless earlier terminated as set forth herein.

5.2. This Agreement may be terminated at any time with or without cause by either Party upon sixty (60) days' written notice; *provided, however*, that such notice shall not impair the activities of the Students then at the Affiliate and participating in the Program.

5.3. In the event of a material breach of this Agreement by either Party, the other Party may terminate this Agreement immediately upon written notice.

5.4. Notwithstanding the on-going nature of this Agreement, Emerson is not obligated to place a Student with Affiliate, and Affiliate is not obligated to accept a placement of a Student. Both placement and acceptance are at the complete discretion of the respective Party. Each student placement will be memorialized by a Student-Supervisor Agreement signed by both the Student and the Affiliate's Student Supervisor.

6. **Education Records.** If Affiliate obtains student "education records" as defined by the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C § 1232g; 34 C.F.R. § 99.3), Affiliate acknowledges that Affiliate is receiving such education records as an agent of Emerson and agrees to comply with FERPA with respect to such records. This section shall survive any cancellation or termination of this Agreement.

7. **Confidentiality.** The Parties agree to keep all non-public information shared between them, including but not limited to personal information about Students (including background checks, if any) and FERPA "education records," strictly confidential. This section shall survive any cancellation or termination of this Agreement.

8. **Status of the Parties.** Each Party to this Agreement shall be considered an independent contractor and this Agreement shall not create a relationship of a joint venture, employer and employee, principal and agent and the like. In no case shall Students in the Program replace or be deemed to be employees of Affiliate. All Students participating in the Program shall be, at all times, unpaid externs of Affiliate without expectation of or entitlement to compensation or employment benefits from Affiliate, including, without limitation, workman's compensation insurance benefits.

9. **No Discrimination.** In connection with the Program, neither Party shall discriminate against any person on the basis of gender or sex (including pregnancy), gender identity or expression, race, color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status and any other category protected by federal or state law, including but not limited to Title IX of the Education Amendments Act of 1972.

10. Compliance with Policies. Affiliate understands that the Students in the Program are subject to and protected by Emerson policies on academics and conduct. Affiliate agrees to cooperate with Emerson’s actions taken or inquiries made pursuant to policies.

11. Use of Name; Public Disclosure. Unless Emerson provides prior written approval, Affiliate may not use the name of “Emerson” or any Emerson logo or mark; disclose the terms of this Agreement externally; or communicate with members of the media or otherwise make any public announcement regarding the Program. Notwithstanding the foregoing, Affiliate may disclose the terms of this Agreement as required by law or to comply with a regulatory, accreditation, legal or financial reporting obligation. Affiliate may disclose the terms of this Agreement to legal, tax, or financial advisors. Nothing in this paragraph prevents Affiliate from stating that Students are enrolled in Emerson’s program or from publicizing Students’ placement if Students agree.

12. Notices. Any notices permitted or required by this Agreement shall be in writing and deemed made on the day such notices are sent via email, delivery receipt requested, to the other Party at the address set forth below or to such other persons and address as either Party may designate in writing:

If to the Affiliate: **Insert name of Affiliate and address**
Oologah-Talala Public Schools
10700 S. Highway 169
Oologah, Oklahoma 74053

If to Emerson: Emerson College
120 Boylston St. Boston, MA 02116
Attn: Melissa Spring
Email: melissa.spring@emerson.edu

With a copy to: Emerson College’s Office of the General Counsel:
Email: kenneth_danton@emerson.edu

13. Assignment. The Parties bind themselves and their successors, assigns, and legal representatives to the other Party to the Agreement and to the successors and assigns of such other Party with respect to all covenants of the Agreement. Affiliate shall not assign or transfer any rights or obligations of Affiliate under this Agreement without the prior written consent of Emerson.

14. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts, without regard to its conflict of law principles. The Parties agree that disputes pertaining to this Agreement must be brought in state and federal courts in the Commonwealth of Massachusetts and will not contest venue or jurisdiction in those courts.

15. Entire Agreement; Amendment; Waiver. This Agreement and the exhibits attached hereto in this Agreement set forth the entire understanding between the Parties hereto regarding the subject matter hereof and may not be amended except by an instrument in writing signed by both Parties. Neither the failure nor delay by either Party to exercise any right, remedy, power or privilege under this Agreement shall operate or be construed as a waiver thereof, nor shall any waiver with respect to any occurrence be construed as a waiver with respect to any other occurrence.

<signature page to follow>

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the Effective Date.

EMERSON COLLEGE

OOLOGAH-TALALA PUBLIC SCHOOLS

By: _____

By: _____

Title: _____

Title: _____

Name: _____

Name: _____



David Wilkins <david.wilkins@oologah.k12.ok.us>

Communication Approval

1 message

DRU DIXON <dru.dixon@oologah.k12.ok.us>

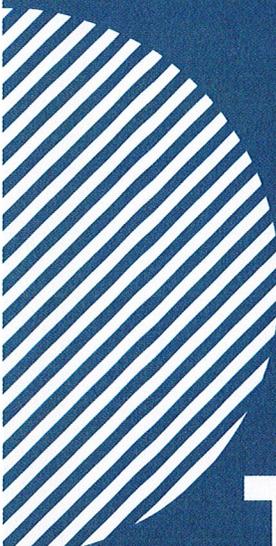
Wed, Jun 26, 2024 at 10:12 AM

To: David Wilkins <david.wilkins@oologah.k12.ok.us>, DRU DIXON <dru.dixon@oologah.k12.ok.us>

Athletics would like to approve Hudl and Rank One as communication tools for the athletic department. Hudl and Rank One can be used to communicate with students and parents at times, example Rank One can be used to communicate with all parents and students.

--

Dru Dixon
Athletic/Activity Director
Oologah-Talala Public Schools
(O) 918.443.6000 x6174
(F) 918.443.2418



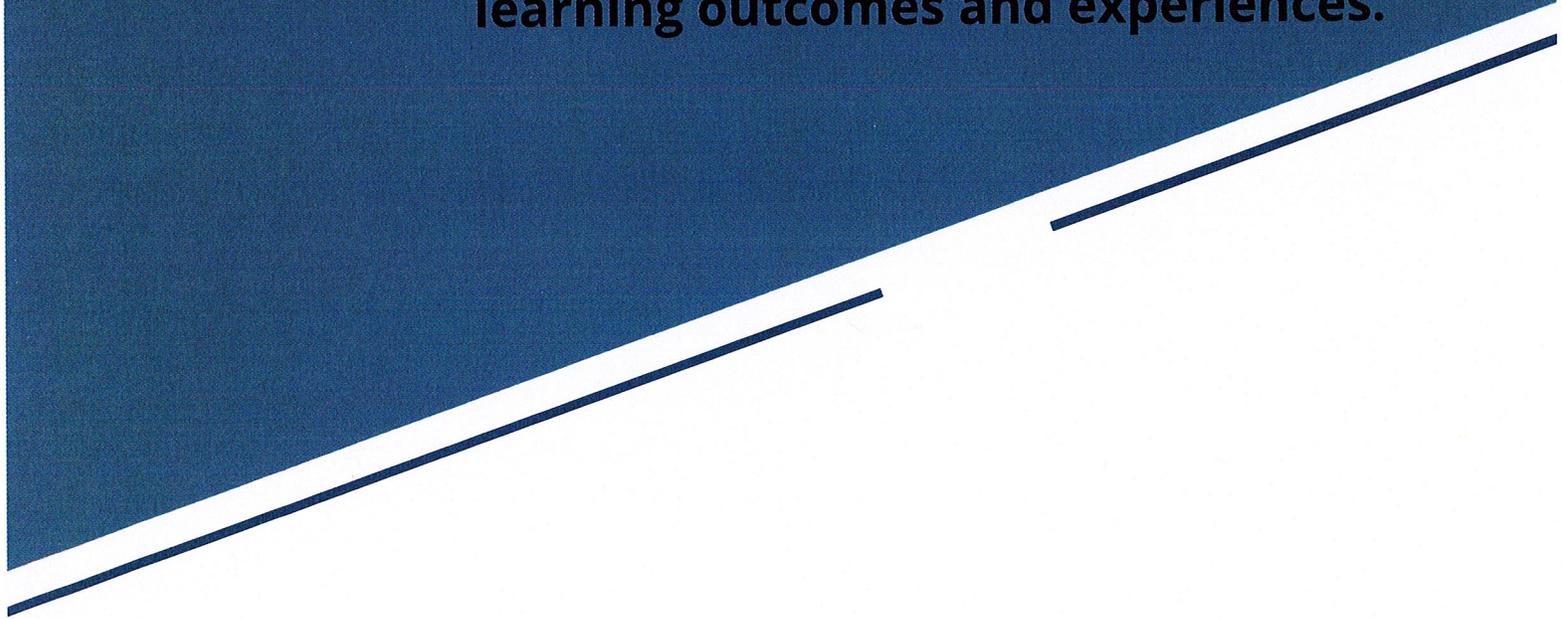
OTPS
Teaching and
Learning Plan
2024-2025





Purpose

The OTPS Teaching and Learning plan is designed to give our teachers and students continuity and align with our district Core Values. Our plan will focus on working together collaboratively and striving to be our best. We believe that OTPS has great students and teachers and this plan will support and give guidance to the outstanding work that is already happening. **Within this plan you will find specific strategies to continuously improve student learning outcomes and experiences.**



Oologah-Talala Public Schools Core Values

OOLOGAH-TALALA PUBLIC SCHOOLS

VISION

The Oologah-Talala Public School District, inspired by a tradition of excellence, is committed to the shared responsibility of preparing all learners for productive, responsible citizenship in an ever-changing world.



Our Core Values

We believe that our core values should be the catalyst to all of our successes and words that we live by.

Community

Mustang Family

We believe that we are better together and that we should support one another in successes and failures.

Character

Be Your Best

We believe that we should strive every day to be our best in everything that we do.



Teaching and Learning Pillars of Focus

How did we decide on these?

A committee that consisted of teachers and administrators from all buildings collaborated and came to consensus on the following pillars of focus for the OTPS district.

Teachers:

- Whole Child
- Professional Learning Communities (PLC's)
- Vertical Alignment

Learners:

- Student Wellness
- Personal Accountability
- Individual Career Pathways

WHOLE CHILD LEARNING

Goal

Use data and collaboration to meet the basic social, emotional and behavioral needs of all students so that they can be successful.

Actions:

- Teachers will refer students to site counselors when they notice a significant change in behavior.
- OTPS will continue to partner with mental health agencies to provide therapists on site.
- Teachers will discuss students that have had a significant change in behavior in PLC's so that all resources can be made available to that student.
- Teachers will discuss students that are chronically absent in PLC's so that all team members are aware and seek resources to assist the student with improvement in attendance.
- Administrators will ensure that teachers are aware of basic needs and mental health resources available for students.
- Counselors and administrators will communicate with families of students that need support.
- The district will provide PD for all staff on the mental health needs of students.

PROFESSIONAL LEARNING COMMUNITIES- PLC'S

Goal

Collaborate with colleagues to discuss the four essential questions using common assessments to ensure that each student is achieving mastery of the essential skills.

Actions:

- Teachers will meet with their grade level or subject teams & use the district PLC agenda to drive their collaboration.
- Teachers will show commitment to the PLC process by collaborating, participating in discussions and putting those ideas into action.
- Teachers will fill out the PLC reflection form and turn it into their site administrator after each PLC meeting.
- Site administrators will structure the PLC schedules to ensure efficiency and that all team members are available.
- The site administrators will follow up with teachers in regards to what supports are needed.
- District administrators will protect the PLC time to ensure that all team members will be present in PLC meetings.

PROFESSIONAL LEARNING COMMUNITIES- PLC'S

Goal

Use data to drive instruction so that students are making sufficient growth.

Actions:

- Teachers will examine data from the common formative assessments (CFA's) and discuss their data with their PLC team.
- Teachers will use the data from the CFA's to plan instruction.
- Teachers will re-teach skills or change instruction based on the data discussed and using different teaching strategies to seek different/better results.
- Teachers will share teaching strategies and ideas that have been successful.
- Teachers will provide immediate and specific feedback to students to guide their learning.

PROFESSIONAL LEARNING COMMUNITIES- PLC'S

Goal

Use data to drive instruction so that students are making sufficient growth.

Actions, cont'd:

- Teachers will continuously partner with parents to discuss, plan and strategize for the best learning experience for their child.
- Site administrators will conduct walkthroughs periodically to ensure that teachers are using data discussed in PLC's to drive instruction and will give quality feedback about teachers instructional practices.

VERTICAL ALIGNMENT

Continuously work to vertically align curriculum and essential skills so that students are taught all state standards without gaps and that essential skills are spiraled for the best learning outcomes.

Actions:

- Teachers on the vertically alignment committee will meet each semester and use the agenda provided to discuss the essential skills to be taught at each grade level.
- Teachers will align vertically from top down. (See vertical alignment plan for details)
- Teachers on the committee will report back to their team about the outcome of each meeting.
- Administrators at each site will select teachers per grade or subject to be on the vertical alignment committee.
- Site Administrators will follow up with the lead teachers to ensure that they have shared necessary information with their teammates.
- The district will hire subs when necessary to facilitate the semester meetings of the vertical alignment committee.

Goal Student wellness is the District's top priority.

Actions:

- Students and their parents will be given information on school resources & personnel to assist students with their individual needs.
- A team approach will be taken to identify students needs.
- Input from the student, parents, teachers, counselors and others will be considered and used to develop personalized plans.

PERSONAL ACCOUNTABILITY

Goal

Empower students to be responsible and accountable for their learning.

Actions:

- Students will set academic goals & create a plan of action to achieve those goals.
- Teachers will assist students at all levels in setting goals and creating plans of action.

PERSONAL ACCOUNTABILITY

Goal

Students are engaged so that they can achieve their goals.

Actions:

- Students will understand how attendance affects their academic success.
- Students will be actively engaged in classes through various learning experiences.

INDIVIDUAL CAREER PATHWAYS

Goal

Equip students with the awareness, knowledge and skills to create their own individualized, meaningful exploration of college and career opportunities.

Actions:

- Students will explore career pathways.
- Students will learn about career pathways and begin to choose a career pathway as early as middle school.
- Students will know what it means to be "Life ready".

Oologah-Talala Public Schools

Wellness Plan

SY 2024-2025

This Local Wellness Policy (LWP) outlines the LEA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the Oologah-Talala Public Schools. Specific measureable goals and outcomes are identified within each section below.

Local Wellness Committee

Committee Role and Membership

Oologah-Talala Public Schools will establish a Local Wellness Committee that meets at least two times per year to develop goals for and oversee implementation of school health and safety policies/programs, including periodic reviews and updates of this LWP.

The Local Wellness Committee will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff (e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services), and mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists); school administrators (e.g., superintendent, principal, vice principal); school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-Ed).

Leadership

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

The designated official for oversight is Monica Wells, Child Nutrition Coordinator:

Name	Title / Relationship to the School or District	Email address	Role on Committee
Monica Wells	Child Nutrition Coordinator	Monica.wells@oologah.k12.ok.us	Official oversight for the District
Laura Leiker	SFE General Manager	Laura.leiker@sfellc.org	Official oversight for SFE
Scott Doss	Assistant Principal OHS	Scott.doss@oologah.k12.ok.us	Official oversight Safety Committee
Helena Harker	Parent		Parent
Kendra Adkins	Assist Superintendent/ Parent	Kendra.adkins@oologah.k12.ok.us	Parent

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

All Oologah-Talala Public Schools will develop and maintain an implementation plan for implementing this LWP. This plan will delineate the roles, responsibilities, actions and timelines specific to each school; and include information about who will be responsible to making what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

Oologah-Talala Public Schools will use a variety of tools (see list below) to complete school-level assessments of implementation of this plan; based on the results; Oologah-Talala Public Schools will create an action plan, implement the plan, and generate an annual report. Oologah-Talala Public Schools will retain records to document compliance with the requirements of this LWP at the Oologah-Talala Public Schools’ main office and with the Office of the State Superintendent of Education.

Documentation maintained in these locations will include but is not be limited to:

- this written LWP;
- documentation demonstrating that the policy has been made available to the public;

- documentation of efforts to review and update the LWP; including an indication of who is involved in the update and methods the LEA uses to make stakeholders aware of their ability to participate on the Local Wellness Committee;
- documentation to demonstrate compliance with the annual public notification requirements;
- the most recent assessment on the implementation of the LWP; and
- assessment documents will be made available to the public.

Each school in the Oologah-Talala Public Schools will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The school will make this information available via the school website <https://www.oologah.k12.ok.us/> and through Oologah-Talala Public Schools communications. This will include a summary of the Oologah-Talala Public Schools' events or activities related to wellness policy implementation. Annually, Oologah-Talala Public Schools also will publicize the name and contact information of the school officials leading and coordinating the Local Wellness Committee, as well as information on how the public can get involved with the Committee.

Triennial Progress Assessments

At least once every three years, Oologah-Talala Public Schools will conduct a Triennial Progress Assessment and develop a report that reviews each Oologah-Talala Public Schools compliance with this LWP. This assessment and report will include a full description of the progress made in attaining the goals of Oologah-Talala Public Schools' LWP.

The positions/persons responsible for managing the triennial assessment and report is:

Monica Wells, Child Nutrition Coordinator
Kendra Adkins, Assistant Superintendent

The above referenced individual will monitor Oologah-Talala Public Schools compliance with this LWP and develop the triennial progress reports by utilizing, among other tools, the annual LEA self-evaluations described in the above section. Oologah-Talala Public Schools will actively notify households/families of the availability of the triennial progress report.

Establishing a Plan to Measure the Impact and Implementation of the Local Wellness Policy

Oologah-Talala Public Schools will evaluate compliance and effectiveness of this LWP using existing data collection tools, such as, but not limited to:

- School Health Index;
- FITNESSGRAM data collection and analysis;
- OSSE Health and Physical Education student assessments;
- DC Healthy Schools Act School Health Profiles;
- Centers for Disease Control and Prevention School Health Profiles;
- Youth Risk Behavior Surveillance System results;
- WellSAT 2.0; and
- USDA triennial administrative review.

Revisions and Updating the Local Wellness Policy

This LWP will be assessed and updated at least every three years, following the triennial assessment discussed above. The Local Wellness Committee will update or modify this LWP based on the results of Oologah-Talala Public Schools' annual self-assessment, the USDA triennial administrative review, and on other variables, including if/when Oologah-Talala Public Schools' health priorities change; the community's health needs change; the wellness goals are met; new health science arises, new technology emerges; and new federal or state guidance/standards are issued.

Community Involvement, Outreach and Communications

All Oologah-Talala Public Schools are committed to being responsive to community input, which begins with awareness of the LWP. All Oologah-Talala Public Schools will actively communicate ways in which representatives of the Local Wellness Committee and others can participate in the development, implementation and periodic review and update of the LWP through a variety of means appropriate for Oologah-Talala Public Schools. All Oologah-Talala Public Schools also will inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. All Oologah-Talala Public Schools will actively notify the public about the content of or any updates to this LWP annually, at a minimum. All Oologah-Talala Public Schools will also use these mechanisms to inform the community about the availability of the annual and triennial reports. Additionally, Oologah-Talala Public Schools will disseminate this LWP to parents through posting it in the school office, on the school website, and through any parent-teacher organizations.

Nutrition

All Oologah-Talala Public Schools are committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, lean protein and fat-free or low-fat dairy, that are moderate in sodium, low in saturated fat, have zero grams trans-fat per serving (nutrition label or manufacturer's specification), and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of students, help mitigate childhood obesity, model healthy eating habits to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Oologah-Talala Public Schools is committed to offering school meals through the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other supplemental programs, that:

- are accessible to all students;
- are appealing and attractive to students;
- are served in clean and pleasant settings;
- meet or exceed current nutrition requirements established by local and federal statutes and regulations;
- ensure all qualified students will become eligible for free lunch;
- schools will provide at least 30 minutes for students to eat lunch and sufficient time during the lunch period for every student to pass through the service line;
- schools will operate a Universal "Free for All" School Breakfast Program in the cafeteria; and
- promote healthy food and beverage choices by using Smarter Lunchroom techniques, such as the following:
 - whole fruit options offered in attractive, accessible settings;
 - sliced or cut fruit offered, especially for age-appropriate students;
 - alternative entrée options (e.g., salad bar, vegetarian options, etc.) are highlighted on posters or signs within all service and dining areas;
 - student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas;
 - placing white milk at the front of the coolers; and
 - The LEA will accommodate students with special dietary needs.]

Oologah-Talala Public Schools will strive to implement the following Farm to School activities:

- School hosts a school garden
- Local and/or regional products are incorporated into the school meal program

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

Water

To promote hydration, free, potable drinking water will be available to all students throughout the school day and throughout every school campus. Oologah-Talala Public Schools will make drinking water available where school meals are served during mealtimes. Additionally, Oologah-Talala Public Schools will also:

- Water cups/jugs will be available in the cafeteria if a drinking fountain is not present
- All water sources and container will be maintained on a regular basis to ensure good hygiene and health safety standards
- Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day

Competitive Foods and Beverages

Oologah-Talala Public Schools is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools, are available here.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards and the DC Healthy Schools Act 2010.

Rewards

Oologah-Talala Public Schools will not use foods or beverages as rewards, incentives, or prizes for academic performance or good behavior that do not meet the nutritional requirements above.

Third-Party Vendors

Oologah-Talala Public Schools will not permit third-party vendors to sell foods or beverages of any kind to students on school property from midnight on the day school begins to 90 minutes after the school day ends, in accordance with Healthy Schools Act and USDA Smart Snacks Standards.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Oologah-Talala Public Schools will make available to parents and teachers a list of healthy fundraising ideas including the following: walk-a-thons, Jump Rope for Heart, and dance-a-thons. Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards.

Food and Beverage Marketing in Schools

Oologah-Talala Public Schools is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Oologah-Talala Public Schools strives to teach students how to make informed choices about nutrition, health and physical activity. It is Oologah-Talala Public Schools' intent to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with this LWP.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
- Displays, such as on vending machine exteriors;

- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (note: immediate replacement of these items are not required; however, Oologah-Talala Public Schools will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy);
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by Oologah-Talala Public Schools;
- Advertisements in school publications or school mailings; and
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As Oologah-Talala Public Schools' school nutrition services, athletics department, Parent-Teacher Association (PTA), and Parent-Teacher Organization (PTO) reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by this LWP.

Nutrition Promotion

All Oologah-Talala Public Schools will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- implementing 10 or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- ensuring 100 percent of foods and beverages promoted to students meet the USDA Smart Snacks nutrition standards. Additional promotion techniques that Oologah-Talala Public Schools may use are available here.

Ensuring Quality Nutrition Education, Health Education and Physical Education

Oologah-Talala Public Schools aims to provide age-appropriate and culturally sensitive instruction in nutrition, health and physical education that help students develop the knowledge, attitudes, and skills to enjoy healthy eating habits and a physically active lifestyle.

Nutrition Education

Oologah-Talala Public Schools will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- teaches media literacy with an emphasis on food and beverage marketing;
- includes nutrition education training for teachers and other staff; and
- All health education teachers will provide opportunities for students to practice the skills taught through the health education curricula
- In elementary schools, nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards-based health education curriculum that meets state and national standards

Essential Healthy Eating Topics in Health Education

Oologah-Talala Public Schools will include in the health education curriculum the following essential topics on healthy eating:

- Eating more fruits, vegetables, and whole grain products
- Balancing food intake and physical activity
- Accepting body size differences

Health Education

Oologah-Talala Public Schools is dedicated to providing formal, structured health education, consisting of planned learning experiences that provide the opportunity to acquire information and the skills students need to make quality health decisions. As such, Oologah-Talala Public Schools will provide students a comprehensive school health education that address a variety of topics such as alcohol and other drug use and abuse, healthy eating/nutrition, mental and emotional health, personal health and wellness, physical activity, safety and injury prevention, sexual health, tobacco use, and violence prevention. Health education curricula and instruction should address the DC Health Education Standards and incorporate the characteristics of an effective health education curriculum. Oologah-Talala Public Schools will provide health education that:

- is offered at least 75 minutes per week at each grade level, K-8, as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is incorporated into classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- incorporates an age-appropriate sequential health education curriculum that is consistent with District and national standards for health education;
- incorporates active learning strategies and activities that students find enjoyable and personally relevant;
- incorporates opportunities for students to practice or rehearse the skills needed to maintain and improve their health;
- incorporates a variety of culturally-appropriate activities and examples that reflect the community's cultural diversity;
- incorporates assignments or projects that encourage students to have interactions with family members and community organizations;
- requires the health instructors to participate at least once a year in professional development in health education; and
- requires professional development for all teachers in classroom management techniques in the past two years.

Additionally, in an effort to ensure reinforcement of health messages that are relevant for students and meet community needs, Oologah-Talala Public Schools will base its health education program, at least in part, on the results of the Health and Physical Education Assessment and in collaboration with the community. Oologah-Talala Public Schools will also seek to imbed health education as part of student visits with the school nurse, through posters or public service announcements, and through conversations with family and peers.

Improving Environmental Sustainability

Oologah-Talala Public Schools will seek to improve its environmental sustainability and engage in sustainable agriculture practices through:

- contracting with food service vendors that utilize locally grown, locally processed and unprocessed foods from growers engaged in sustainable agriculture practices;
- school wide recycling programs; and

Physical Education and Physical Activity

Oologah-Talala Public Schools acknowledges the positive benefits of physical activity for student health and academic achievement. It is the goal of Oologah-Talala Public Schools that students engage in the recommended 60 minutes per day of physical activity. Additionally, recognizing that physical education is a crucial and integral part of a child's education, we will provide opportunities to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the students' physical, mental, emotional, and social well-being.

The components of Oologah-Talala Public Schools' physical education program shall include a variety of kinesthetic activities, including team, individual, and cooperative sports and physical activities, as well as aesthetic movement forms, such as dance or yoga , as well as, goals to increase physical activity for students to satisfy the Healthy Schools Act requirement.

Students shall be given opportunities for physical activity through a range of before-and/or after-school programs including, but not limited to, interscholastic athletics, and physical activity clubs. Oologah-Talala Public Schools will ensure that:

- students in grades K-5 receive at least 150 minutes per week of physical education, and students in grades 6-8 receive at least 225 minutes per week of physical education;
- physical education teachers shall develop and implement a curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition, and health;
- 50 percent of physical education class time is devoted to actual physical activity;
- suitably adapted physical activity shall be provided as part of the individualized education plan (IEP) developed for students with disabilities;
- physical education staff shall appropriately limit the amount or type of physical exercise required of students during air pollution episodes, excessively hot weather, or other inclement conditions; and
- physical activity is neither required nor withheld as punishment.

Pre-Kindergarten (Pre-K) Physical Activity Recommendations:

Oologah-Talala Public Schools Pre-K shall ensure that students receive 90 to 120 minutes of active play daily. These minutes shall consist of a combination of adult-led/structured active play and child-initiated/unstructured active play. Oologah-Talala Public Schools will seek to offer active play outdoors, weather permitting. Oologah-Talala Public Schools will ensure that:

- these active play minutes shall be achieved through recess, active transitions (marching, hopping, etc.), and classroom games that involve physical movement;
- recess shall be at least 60 minutes daily and scheduled in more than one block of time (e.g., three 20-minute sessions, two 30-minute sessions);
- as with physical education minutes, OSSE shall report to the mayor, DC Council, and Healthy Youth and School Commission (HYSC) annually regarding compliance with physical activity minutes for pre-K children in public and charter schools;
- these school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

**Oologah-Talala
Public Schools
Employee Handbook
2024-2025**



Phone Extensions

Central Office		
David Wilkins	6048	Superintendent
Kendra Adkins	6045	Asst. Superintendent
Kaleb Hotfelt	6079	Finance/HR
Cindy Lovelace	6076	Payroll
Leslie Dunavent	6080	Activity Funds
High School		
Kevin Hogue	6210	Principal
Scott Doss	6216	Assistant Principal
	6211	Principal's Secretary
	6221	Attendance Secretary
Dru Dixon	6174	Athletic Director
Rebecca Nutter	6220	Athletic Secretary
Sharon Holmes	6214	11/12 Counselor
Adrienne Shockey	6212	9/10 Counselor
Middle School		
Kelli Dixon	6215	Principal
Amber Fitzgerald	6158	Assistant Principal
Janet Thoenen	6161	Principal's Secretary
Nicole Moffett	6155	Attendance Secretary
Melissa Gibson	6154	Counselor
Upper Elementary		
Hilary Morsey	6164	Principal
Kylie Easterwood	6047	Assistant Principal
Sarah Austin	6137	Principal's Secretary
Jaylene Seratte	6041	Attendance Secretary
Crystal Murphy	6042	Counselor
Shonna Kubien	6053	HS/MS/UE Nurse
Jared Tice	6237	School Resource Officer

Lower Elementary		
Kaysha Bell	6142	Principal
Ashley Radcliff		Assistant Principal
Taryn Meeds	6144	Principal's Secretary
Jennifer Pfeiffer	6141	Attendance Secretary
Carry Wells	6143	LE Nurse
Operations		
Brady DeSpain	6230	Operations Director
Dwight Tackitt	6226	Custodial
Jeff Cluck	6087	Transportation
Cole Breshears	6230	Maintenance
Nick Villalobos	6263	Maintenance
Jeff Slater	6085	Grounds
Technology		
Rick Fisher	6349	Technology Director
Mike Murray	6078	Technology
Danna McGuire	6080	Technology
Enrollment		
Donna Parrett	6055	Enrollment
Carly Batson	6055	Enrollment
Child Nutrition		
Monica Wells	6213	Child Nutrition Coordinator
Special Services		
Sherry Hutchinson		Special Services Director

School District Policies

This District Policy Manual codifies the official policies of the Board of Education and includes the administrative regulations associated with selected policies. School Board policies state positions adopted by the Board in order to provide direction, control and/or management of its legal functions.

The goals of all policy are to present clear, concise, and distinct directives to the Board's staff and to serve as a primary communication tool with the general public with specific attention to students, parents and/or guardians. Regulations, state procedures, and rules developed by the administration are intended to guide and direct the implementation of Board policy.

It is the obligation of employees to familiarize themselves with and follow Board policies. Employees are responsible for familiarizing themselves with and following all administrative regulations.

One should consider two basic points when using the District Policy Manual: **(1) the policies represent official positions of the Board, and (2) federal, state and local statutes drive the legal basis for these policies and regulations.**

A paper copy of the district's Policy Manual is available in the Superintendent's office. An electronic copy of the District Policy Manual is available on the school's website. Policies are updated periodically throughout the year as more or different information is available or as laws are enacted or amended.

School Calendar

The current school calendar is posted on the school's website.

Payroll Dates:

Each employee will receive monthly compensation by the 15th of each month. Payroll will be set to be distributed on the 15th of the month unless the 15th falls on a weekend, a holiday, or a school break. In this case, payroll will be run on the last business day that school is in session before the 15th of the month.

Teacher Work Hours:

Teachers working hours are from 7:45am to 3:10pm.

Daily Schedules:

Middle School/ High School

Middle School Schedule		High School Schedule	
TIME	PERIOD	TIME	PERIOD
7:55-8:00	FIRST BELL	7:55-8:00	FIRST BELL
8:00-8:50	1 st PERIOD	8:00-8:50	1 st PERIOD
8:55-9:45	2 nd PERIOD	8:55-9:45	2 nd PERIOD
9:50-10:45	3 rd PERIOD	9:50-10:45	3 rd PERIOD
10:45-11:35	4 th PERIOD	10:45-11:35	4 th PERIOD
11:40-12:30	5 th PERIOD	11:40-12:10	LUNCH
12:35-1:05	LUNCH	12:15-1:05	5 th PERIOD
1:10-2:00	6 th PERIOD	1:10-2:00	6 th PERIOD
2:05-2:55	7 th PERIOD	2:05-2:55	7 th PERIOD

Elementary Schools

Classes begin at 8:00am and end at 2:50pm

Student Attendance:

It is imperative that student attendance is taken regularly and is maintained accurately. Please update your classes' attendance in the student information system at the beginning of each class period.

Administrative Policies:

Name Change, Address and Telephone Numbers:

Teachers should report change of name, change of address, and telephone numbers to the Board of Education Office immediately after change is made. Failure to do this may create errors in our records.

Title IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

If you suspect any adult or child's Title IX rights have been violated, please contact the Title IX Coordinator or Deputy Coordinator:

Coordinator: Kendra Adkins 918-443-6000 or kendra.adkins@oologah.k12.ok.us

Deputy Coordinator: Scott Doss 918-443-6000 or scott.doss@oologah.k12.ok.us

Title IX link to school website <https://www.oologah.k12.ok.us/page/title-ix>

Lending of Equipment:

Equipment cannot be checked out or lent to individuals without permission from the Superintendent's office. This request should be made through your principal and permission must be granted in writing or by email.

Use of Building:

Permission for use of school buildings for other than school organizations is granted by the Superintendent, Athletic Director, or Building Principal.

Teacher's Absences:

A teacher who is absent must notify the Principal or Principal's designee who in turn will make arrangements for a substitute.

Substitute Teacher:

All substitute teachers will be scheduled through the Principal's office at each site. Substitute pay is: \$65 for noncertified, \$70 for secretary, and \$75 per day for certified substitutes. All substitutes are required to have a national criminal history record check (Ok. State Senate Bill 2199).

Certificate, Transcripts and Background Checks:

An Oklahoma Certificate which is valid for the current school year, a complete up-to-date transcript, and a current criminal history check are required to be on file in the office of the Superintendent. State Law requires that no warrant be issued unless the teacher holds a valid teaching certificate.

Use of School Buses:

School buses are available for use by activity groups of the Oologah-Talala School System. Requests for buses should be made at least 3 days before needed. The early requisition is absolutely necessary in order to provide buses and secure drivers. The activity group using the bus must provide an adult sponsor for each bus used.

Purchase Order Procedure:

Any expenditure of district funds, including student activity funds, must be preceded by an authorized purchase order. Activity fund purchases must be approved Leslie

Dunavent, Activity Fund Custodian. All other fund purchases must have approval by Dr. Wilkins.

No payment will be made without an approved Purchase Order. Obtaining verbal approval from the Superintendent does **NOT** exempt you from obtaining P.O. number and following proper procedure.

Travel:

OTPS will be using a per diem to pay for meal expenses instead of reimbursement beginning the 2022-2023 school year. Per Diem for meals are only paid for travel that includes an overnight stay. The Per diem rate is \$55/day for meeting days that involve no travel. The per diem is \$41.25/day for travel days.

Incidentals require itemized and dated machine-printed receipts. Sign and indicate the event on each receipt.

Mileage:

From time to time, different individuals connected with the school take athletic, music, or other groups to various places for which the school allows mileage of fifty-six (.56) per mile usually paid by the activity. Reimbursement for mileage must be approved by the Superintendent, Assistant Superintendent or Athletic Director. It will only be approved if the Transportation Director has confirmed a school vehicle is not available.

Attendance:

It is important for employees of OTPS to be present for work except when missing for illness or other factors covered by the leave policy. Any employee experiencing a challenge or barrier to attendance should immediately meet with their direct supervisor.

General Policies:

Chain of Command:

1. The Principal is charged with the responsibility for the organization and operation of his/her building.
2. No teacher will be employed without the recommendation of his/her Principal.
3. Teachers should handle school business through their Principal.
4. The practice of individual teachers going to the individual School Board Members to present school problems is looked upon with disfavor. If you have a problem, present it to your building Administrator. If your building Administrator cannot handle the problem, he/she will in turn present the problem to the Superintendent. If after following this procedure, the problem is not resolved, you will be given an opportunity to present your problem to the Board of Education at a regularly scheduled Board of Education meeting.

Custodians:

1. For the regular upkeep of our building, you will be responsible to the Principal of the building in which you work.

2. General maintenance is the responsibility of every school custodian. Dwight Tackitt is the Custodian Supervisor. When the need arises, he may call all custodians to assist in a particular maintenance job at any school in the system.
3. Custodial supplies may be obtained from the central warehouse storage. Custodians are responsible for the cleanliness and maintenance of their building.
4. Minor repairs should be made at once. Major repair needs should be reported to Brady DeSpain at once and followed through to completion.
5. At any time you have a problem which you feel should be called to the attention of the Superintendent, please feel free to come to his office.

Instructions for Bus Drivers:

1. No person shall drive a school bus at a speed greater than a maximum of fifty-five (55) miles per hour except on turnpikes and interstate highways, where the maximum shall be sixty-five (65) miles per hour.
2. Bus drivers who need a substitute driver should notify the director of transportation.
3. Bus drivers shall be on the bus when students are loading and unloading.
4. The use of cellular devices while operating a bus is strictly forbidden.

Tobacco Free:

It is the policy of the Oologah-Talala Board of Education that tobacco usage of any kind of prohibited on all school owned property.

Drug-Free Workplace Regulations:

The Drug-Free Workplace Act of October 1988 and the Drug-Free Schools and Community Act Amendments of 1989 requires that each employee is informed of the following information:

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. The unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs and alcohol on school premises or as a part of any school activity is prohibited.
3. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed on employees who violate paragraph No. 2.
4. Compliance with the aforementioned standards (paragraph 3) is mandatory.
5. Information concerning available drug and alcohol counseling, rehabilitation, education, and re-entry programs are available to employees in each building principal's office and the superintendent's office.

Workplace Injury:

Any teacher or other OTPS School Personnel who is injured on the job must report the injury to a supervisor immediately. If the injury isn't life-threatening, proceed to the Nurse's office to receive necessary treatment. (If immediate attention is required, contact Brady DeSpain immediately, and go directly to Access Urgent Care in Owasso, then get paperwork ASAP). All injured employees will need to go to Access Urgent Care for initial treatment and drug testing if necessary. Once all paperwork is complete, it is

important that the paperwork is returned to the Administration office in a timely manner to ensure concise communication with Worker's Compensation.

Reporting Child Abuse, Neglect, Exploitation and Trafficking:

District employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHE). District employees are also obligated under Oklahoma law to report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDCC). In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. Although there are no reporting requirements regarding students who are 18 years or older, any employee who suspects that an adult student is being mistreated should notify the principal.

Asbestos Management Plan (August 1996):

The federal government has required all schools to inspect for asbestos in all school buildings through the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). This rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans, and implement response actions. The notice is to inform you that the Oologah-Talala School District has complied with this rule and has developed a management plan for each building. The plans are available for inspection in the office of each school, the superintendent's office, or in the maintenance office.

Electronic or Digital Communication

The board of education shall designate school-approved platforms that may be used for communication with students. The administration shall publish school-approved platforms on the district's website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy FFG and state law.

Approved platforms for communication are: Remind, Student Email, Edgenuity, Aristotle, Hudl, Rank One

Activity Admission:

Varsity Event Tickets: \$5.00 (School aged children and up)
JH Event Tickets: Adults- \$5.00 Students- \$3.00

Passes:

Family Pass: \$200.00 Five Passes/Family- \$20.00 for each additional pass
Single Pass: \$100.00
Senior Adult Pass: Free if you are 65 or older and live in OTPS District

Reserved Basketball Seating:

Each Seat: \$40.00

There is a waiting list so please contact the Athletic Office at (918)443-6220.

Financial Policies

INTRODUCTION

The following handbook was written to help aid School Activity Fund sponsors, teachers, secretaries, and students in the proper procedures for handling School Activity Funds.

It is Mandatory for every person who handles School Activity Funds to attend an annual Sponsor meeting, read this handbook & sign that you have read & understand these guidelines & procedures. Failure to do so may halt or slow down the process of getting requisitions approved, purchases made, bills paid, money receipted, etc.

Portions of this handbook are taken from the Board of Education Policy Manual & the Oklahoma Schools Law book, Section 87.

- A. *The Board of Education shall exercise control over all funds and revenues on hand or hereafter received or collected, as herein provided, for 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 school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts 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 subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian*
- B. *The board of education 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, carnivals, parties, dances and promenades;*
 - 2. Sale of student activity tickets;*
 - 3. Concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education;*
 - 4. Dues, fees and donations to student clubs or other organizations, provided that membership in 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;*
 - 6. Deposits for or collections for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds;*
 - 7. Other income collected for 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 but not limited to 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; funds raised by a parent support group that includes school personnel.

The Oologah-Talala Public Schools Board of Education is committed to the support of patron participation to benefit the educational goals and student involvement within the district. The Board further supports the philosophy that all funds raised by parent organizations be expended in a timely manner for the benefit of students who are currently in attendance at a respective site or participating in an activity.

School districts shall report all school activity fund financial transactions using the Oklahoma Cost Accounting System.

Specific procedures for all activity funds are as follows:

- 1. Prenumbered school activity fund receipts shall be issued for every account for each fiscal year.*
- 2. The activity fund sponsor and/or secretary shall issue receipts and keep records of credits, debits and balances.*
- 3. The books of each subaccount must reconcile with the records of the school activity fund.*
- 4. The purchase requisition is presented to the school activity fund custodian or their designee.*
- 5. The purchase order is then approved by District school activity fund custodian and sent to the sponsor. The order may then be placed with the vendor.*
- 6. Checks will be issued only when invoice or supporting document and merchandise have been received.*
- 7. All checks will be issued by the district school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.*
- 8. Records of all bad checks shall be kept and charged to proper subaccount.*
- 9. School activity funds shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable.*
- 10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly. This report shall show previous balance in each subaccount and total school activity fund balance. The School activity fund custodian shall reconcile the bank statement & include the info in the monthly report to the superintendent and board of education.*
- 11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian or their designee.*

RESPONSIBILITIES OF THE PRINCIPAL

Principals, being responsible for their school's overall program, are accountable for knowing and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To appoint staff members to perform the duties of sponsors, who would be available at various times throughout the school day.
2. To inform the sponsor of the nature and extent of authority regarding the School Activity Fund.
3. To inform the sponsor of the practices and procedures which are acceptable and within the rules and regulations governing student body activities as a whole.
4. To select appropriate sponsors to represent all authorized student groups. The sponsor will conduct all fund-raising activities. Because the Principal is the approving officer, he may not act as group sponsor.
5. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
6. To periodically evaluate the performance of each sponsor involved to determine that all functional duties are being substantially carried out.
7. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
8. To report to the Superintendent, Business Manager or District Activity Fund Custodian cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.

GENERAL RESPONSIBILITIES OF ACTIVITY FUND ACCOUNT SPONSORS – SITE STAFF MAKING PURCHASES

Sponsors, PTO/Booster Clubs or site staff must complete financial procedures training to ensure knowledge and understanding of the proper procedures for operating and maintaining an activity account. The *Activity Account Affidavit of Responsibility* form (pg. 29) must be signed and filed with the Central Office District Activity Fund Custodian. No use of activity funds will be allowed until the required training is completed.

Sponsors, and site staff are responsible for the following duties depending on the nature of the activity:

If monies are being collected from students, it is the Sponsor's responsibility to inform students, at the beginning of each fundraiser/event, that should the sponsor be absent or unavailable to collect their fundraised money, they are to turn all funds in to the site building secretary.

1. Work closely with the group and give supervision and guidance to student officers (if applicable).
2. Keep accurate records for all fundraisers. **ALL Fundraisers must have Board approval before a fundraiser takes place.** (Revised form pg. 20). Complete the *Fundraiser Profit/Loss Report* (pg. 21) and turn in to the District Activity Fund Custodian at the completion of each fundraiser.
3. Make sure all receipts are properly accounted for and deposited with the site building secretary. A numbered Sponsor Deposit Receipt must be filled out, signed and dated by the sponsor & site building secretary (2 different people). Along with your Sponsor Deposit Receipt, attach the corresponding individual receipts (\$10 & over) &/or a collection sheet (pg. 23 for monies under \$10 or pg. 24 for gates/concessions etc.) The site building secretary will then write a receipt to the sponsor verifying the amount for deposit (please attach this to your Sponsor Deposit that is left in the book). **ALL ACTIVITY FUND MONEY MUST BE TURNED IN TO THE SITE BUILDING SECRETARY ON A DAILY BASIS.** All monies receipted are to be deposited on a daily basis unless the amount is less than \$100. Smaller amounts must be deposited no later than the end of the work week.
4. **Plan in advance.** Determine purchasing needs and enter requisitions in time to obtain approval and a PO# from the District Activity Fund Custodian prior to the actual purchase (*allow at least 2 days for PO's to be assigned once your RQ has been received*). Violations of purchasing procedures can be avoided by following this procedure.
Note: Sponsors/site staff should remember that when purchases are made prior to proper approval, they can/will be held personally responsible for payment of that purchase – not the activity fund account.
5. To authorize payment on merchandise, **sign and date all invoices and receipts (by signing the invoice you are letting us know that you have received the merchandise & the charges are correct)** then send to your site building secretary for payment processing. The site building secretary will forward to the District Activity Fund Custodian for payment.
6. Sponsors are responsible for shipping/handling costs. Ensure that funds are available to cover them. Estimate charges at 20% of your total purchase if actual charges are unknown. Note on the requisition if shipping/handling is free.
7. Do not make purchases or payments of any type from available cash. Payments for goods or services are to be made by check only & require a Purchase Order.
8. Do not collect any money for a returned check/non-sufficient fund check (NSF). All NSF checks **must** be paid to the District Activity Fund Custodian at the Administration Building.
9. Field trip transportation costs associated with usage of school vehicles are the responsibility of the activity account. Make sure enough money is in the account to cover the costs.
10. If a refund is deemed necessary, the student/parent must provide their receipt to show that the money was actually collected by the school.

RESPONSIBILITIES OF THE SITE BUILDING SECRETARY REGARDING ACTIVITY ACCOUNTS

1. EVERYTHING GOES THROUGH THE SITE BUILDING SECRETARY FIRST.
2. It is the duty of the site building secretary to exercise all responsibilities and maintain accurate and up-to-date records for School Activity Fund sub-accounts under their control.
3. Make sure that no activity sub-account operates in a deficit balance.
4. Verify all cash/checks presented to you for deposit at the time you receive them. The site building secretary will count all revenue received from each sub-account sponsor, make sure the sub-account receipts balance with the collections. Sign the Sponsor Deposit Receipt and issue the Sponsor a receipt using the "Oologah-Talala Public Schools" pre-numbered receipts.
5. **Make daily deposits to the bank** - All monies receipted are to be deposited on a daily basis unless the amount is less than \$100. Smaller amounts must be deposited no later than the end of work week. Copies of the receipts written are to be attached to a copy of the deposit slip and forwarded to the District Activity Fund Custodian each day in order to be posted to the sub-accounts.
6. Notify the District Activity Fund Custodian of discrepancies, noncompliance, and/or minimal record keeping. The Custodian will review & report the non-compliance to the Principal for corrective action.
7. Secretaries should set a time when all deposits must be turned in. Please bear in mind that a morning cut-off time is unrealistic.
8. Reconcile Activity Fund accounts monthly with the District Activity Fund Custodian & notify immediately of any discrepancies.
9. Be prepared for an impromptu audit by the District Business office staff.

RESPONSIBILITIES OF THE DISTRICT ACTIVITY FUND CUSTODIAN

1. The District Activity Fund Custodian is responsible for maintaining an accurate account of each activity fund sub-account within the district.
2. Posts all deposits to proper sub-accounts.
3. Assigns and records Purchase Order numbers.
4. Issues all disbursements. Payments are processed at least once a week.
5. Ensures that all sub-accounts do not have deficit balances; notifies the site building secretary when funds are not sufficient; or does not have proper documentation attached.
6. Reconciles bank statements each month.
7. Issues a monthly financial report to the Board of Education and submits monthly Activity Account Reports to the site building secretaries for reconciliation.
8. Prepares all activity fund records/reports and presents them to the school district auditors.
9. Available to assist school secretaries and sponsors at all times.
10. Collects payments for returned/non-sufficient fund checks (NSF) that have been returned to OTPS from the bank. If money is not collected on returned checks, the amount will be deducted from the activity fund account it was originally deposited into.

PROCEDURES FOR FUND RAISERS

All Fundraisers MUST be Board approved BEFORE the fundraiser begins

FUNDRAISED Monies collected will NOT be refunded to parents/students. The intent of the fundraiser is to earn money to help pay for the student/school activity/trip. ANY/ALL money collected for a fundraiser does not belong to the student/parent - it is the property of OTPS.

- A. Before any Activity Account can hold a fundraiser, the Sponsor must fill out the *Activity Fund Guideline* form (pg. 19). This form is how you are going to receive & spend your monies. These are filled out in April/May for the following school year & approved at the June Board Meeting. Sponsors must also fill out the *Fundraiser form* (Revised form pg. 20 - be specific with information) then email/deliver it to your site building secretary/District Athletic Director.
- B. When the appropriate approval signatures have been collected, the site building secretary/District Athletic Director will forward to the District Activity Fund Custodian.
- C. The Fundraiser forms will be processed & the Board Clerk will add the requests to the Board meeting agenda for Board approval.
- D. After the Board Mtg you will receive a copy of the fundraiser request indicating whether it was approved or disapproved
- E. **PLEASE NOTE:** If you make changes to a previously Board Approved fundraiser IT MUST BE RESUBMITTED FOR APPROVAL otherwise it is not the same fundraiser and not authorized
- F. Once a fundraiser is approved – you may submit a requisition to be approved by the Principal and a Purchase Order issued by the District Activity Fund Custodian before you order the items for the fundraiser.
- G. All revenue received from the fundraiser must be identified on the receipt. All revenue must be received by the Site building secretary within two weeks after the last date of the fundraiser. If this is not possible, the District Activity Fund Custodian must be notified immediately after the fundraiser and given a date when all revenue will be collected.

If monies are being collected from students it is the teacher/sponsor's responsibility to inform students, at the beginning of each fundraiser/event, that should the teacher/sponsor be absent or unavailable to collect their fundraised money, they are to turn all funds in to the site building secretary to be receipted.

All funds collected (cash and checks) must be receipted and deposited into a Board approved school activity fund. Also, all items purchased should be expended and coded through the school's activity fund. Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

All checks collected should be made payable to **Oologah-Talala Public Schools** or the school site/activity fund. Checks should not be made payable to an individual. A receipt will be issued as the law requires for all collected funds over \$10.00. A *Collection Sheet*, (pg. 23) may be used for funds collected **under \$10.00** in the classroom. There must be a very distinct audit trail for the collection of cash/checks. Pre-numbered receipt books are available from the District Activity Fund Custodian.

- H. If two (2) or more fundraisers are in progress for the same organization at one time, they must be receipted separately or listed separately on the receipt with the amount received for each fundraiser.
- I. After each fundraiser is completed, the *Fundraiser Profit/Loss Report* (pg. 21) must be completed & turned in to the District Activity Fund Custodian. If for any reason, you have merchandise that you could not sell due to damage, or merchandise was donated to another organization, you must explain the reason for the variance (i.e. gave t-shirts to elementary school for silent auction, suckers were donated for student achievement, etc...). Fundraiser profit must not be estimated.

- J. If the revenue from the fundraiser is not going to be used for its purpose as stated on the *Fundraiser Request & Form A* in the fiscal year it was raised, the District Activity Fund Custodian must be notified in writing to determine if this will be permissible. The District Activity Fund Custodian &/or Superintendent will approve or disapprove the transaction and you will be notified in writing.

Note: Due to “New” standards required by the USDA’s “All Foods Sold In Schools” ruling, our fundraiser form has been revised (pg. 20) in order to help us meet these new standards – (destroy any of the old forms you may have – they will not be accepted if turned in)

OSDE Regulations

- All foods that meet the regulatory standards **may** be sold as fundraisers on the school campus during school hours but are not allowable while serving meals to students during breakfast or lunch hours.
- **Foods that do NOT meet standards BUT are NOT edible upon delivery are allowable** (ex. Frozen cookie dough or Blue & Gold sausage).
- Standards do **not** apply to items sold during non-school hours, weekends, or off-campus
- Maximum duration of 14 days per

The fundraiser shall be held on the date or dates requested on the form. If the fundraiser cannot be on the dates requested, please notify the District Activity Fund Custodian in writing five (5) days prior to the dates on the original request. Finally, if the fundraiser goes beyond the dates submitted, the District Activity Fund Custodian must be notified in writing when the last day the fundraiser will occur & why it went beyond the dates submitted.

TRACKING - It is recommended that you start a notebook to help you track your fundraisers – set up dividers for each fundraiser and keep **copies** of requisitions, receipts, invoice’s – any paperwork that will help you keep an accurate tracking for each fundraiser

It is a violation of Oklahoma State Law to use cash collections to purchase additional supplies and materials while attending a school sponsored activity. You are NOT allowed to use money collected at an event (such as a car wash or carnival) to purchase additional items that are needed for that event. Although it may equal out to the same net profit at the end of the process, all funds must still be deposited in the school activity fund in order to have a proper audit trail.

PROCEDURES FOR PURCHASING

1. All purchases made from School Activity Funds must be for the benefit of the students, e.g., entry fees for contest, field trips, etc. However, certain items not directly benefiting the students can be purchased if a fundraiser was held for that specific purpose.
2. Before making any purchase, a requisition must be properly completed & submitted in Wen-GAGE. This includes quantity, item name, description, and cost. Type a brief Description (if you have a quote or completed order form, you can write "See Attached Quote" after your brief description, and email or send the quote/order to the District Activity Fund Custodian to attach to the PO).

Note: When requests are submitted for entry fees, field trips, events, workshops, travel etc. the dates and location must be in the description.

If a Vendor is not setup in the computer, send an email to the District Activity Fund Custodian with the Vendor Information – Vendor Name, Address, City, State, Zip, Phone # & W9 (Federal Tax ID). It is your responsibility to get a W9 from the vendor if it is not on file. You will be notified as soon as a vendor # has been assigned.

3. Once the requisition has been completed & submitted in Wen-GAGE, it is automatically forwarded to your site building secretary/Principal for approval & then to the District Activity Fund Custodian to be assigned a PO #.
4. Upon approval, the Purchase Order will be emailed to the Site Building secretary &/or Sponsor. Once you have received the PO #, you may place the order/make the purchase. Please provide the purchase order number to the vendor when placing the order.
5. Each RQ/PO is to be used only for the purpose intended. Any additional purchases will require a new PO.
6. An invoice cannot exceed the Purchase Order by more than ten (10) percent due to shipping or an unforeseen increase in price. ****Blanket PO's cannot be increased for any reason.**
7. After the purchase has been made & received; please inspect all items purchased for proper quantities and quality. All invoices should be original and signed by the employee (to authorize that it is correct). **The invoice date cannot be before your PO Date.** All signed invoices and supporting documents must be sent to the Site Building Secretary for payment processing. Statements do not constitute adequate support and no payment will be issued from a statement.
8. DO NOT hold invoices. Vendors must be paid in a timely manner. Sponsors are expected to process invoices within 5-7 business days of receipt. This also eliminates the possibility of invoices being lost.
9. Properly signed invoices received by the District Activity Fund Custodian will be processed for payment at least once a week.
10. Under no circumstances should any expenditure be made from collections or cash on hand! This is in direct violation of State Law and is expressly forbidden.

IMPORTANT

IF AN ORDER IS PLACED PRIOR TO APPROVAL, YOU DO SO AT YOUR OWN FINANCIAL RISK! REMEMBER YOU WILL BE RESPONSIBLE FOR PAYMENT OF THE ORDER NOT THE ACTIVITY FUND ACCOUNT.

Please Note: DO NOT ship or bill to your home address

THE BILL TO ADDRESS IS ALWAYS:

PO Box 189, Oologah, OK 74053

THE SHIP TO ADDRESS IS ALWAYS:

10700 S Hwy 169, Oologah, OK 74053

DO NOT PURCHASE GIFT CARDS. When gift cards are used as incentives or rewards for employees, they can become taxable income.

VERBAL FUNDING AGREEMENT – If you are told that you can spend \$xxx. amount of money on a purchase, it is your responsibility to complete an RQ in order to obtain a purchase order number and you must follow all purchasing procedures before a purchase can be made.

PROCEDURES FOR RECEIPTING MONEY/PREPARATION FOR DEPOSIT

1. A receipt shall be issued for all daily collections \$10.00 & over. For collections under \$10.00 you must either attach a list or fill out the *collection sheet* (pg. 23) & turn in with your deposit.
 - All money will be receipted online in INTOUCH PAY
 - Copy emailed/printed for parent
 - EOP report turned into the site building secretary w/supporting collections
 - Copy shall remain with building secretary.
 - Revenue by tender report sent along with deposit to Activity Fund Custodian
2. All checks should be made payable to Oologah-Talala Public Schools (OTPS) or a specific activity account name
 - Sponsors should direct students to ask that a current phone number be written on a check if they collect a check for a fundraiser.
3. Sponsors collecting money after school hours should date the receipts for the next day.
4. Sponsors CANNOT receipt themselves for money collected! Each student/person turning in money must be written a receipt & a copy of that receipt must accompany the deposit.
5. DO NOT PUT DEPOSITS IN THE INTER-OFFICE MAIL. DO NOT LEAVE DEPOSITS ON THE SITE BUILDING SECRETARY'S DESK. Funds must always be given to the site building secretary in person. The site building secretary will write you a receipt upon verification of deposit amount & take the deposit to the bank.
6. Your Activity account should be treated as a checkbook. You will be responsible to reconcile each fundraiser balance at the end of the fundraiser.

If a refund is deemed necessary, the student/parent must provide their receipt to show that the money was actually collected by the school.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Tony Sappington as the employee responsible for receiving complaints. Complaints may be provided via telephone at 918-443-6000 and via email to tony.sappington@oologah.k12.ok.us. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within ninety (90) days of receipt of a claim. Within thirty (30) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-157**
 State Accreditation Standard 210:10-1-23

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM
AND COMPLAINT PROCESS
COMPLAINT FORM**

TO: _____,

This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

The district may interview the following individuals:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant

Standards of Performance and Conduct for Teachers

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - o Exclude any student from participation in any program;
 - o Deny benefits to any students; or
 - o Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage,
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist an unqualified person in the unauthorized practice of the profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III

Title 70, Oklahoma Statute, Section 6-101.22

Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

1. *Willful neglect of duty;*
2. *Repeated negligence in performance of duty;*
3. *Mental or physical abuse to a child;*
4. *Incompetency;*
5. *Instructional ineffectiveness;*
6. *Unsatisfactory teaching performance; or*
7. *Commission of an act of moral turpitude.*
8. *Abandonment of contract.*

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, the United States, or another state of:

1. *Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or*
2. *Any felony offense.*

A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

1. *"Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and*
2. *"Sexual misconduct" means the soliciting or imposing of criminal sexual activity.*

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

Student Mental Health Protocol

Oologah-Talala Public Schools

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Statement of Purpose

Oologah-Talala Public Schools supports student health and wellness protocols to include mental health supports. It is the policy of Oologah-Talala Public Schools to align access to mental health support by providing community resources for students and guardians focused on mental health treatment options and crisis response intervention. It is also the policy of the Oologah-Talala Public Schools to provide mental health and crisis response training to school personnel. This process will involve consistent collaboration between Oologah-Talala Public Schools and community mental health partnerships. This policy shall extend to all schools in Oologah-Talala Public Schools.

Definitions

Mental Health

Includes emotional, psychological, and social well-being and affects how individuals think, feel, and act. Mental health also determines how individuals handle stress, relate to others, and make healthy choices. (Information obtained from [CDC, 2021](#).)

Mental Health Crisis

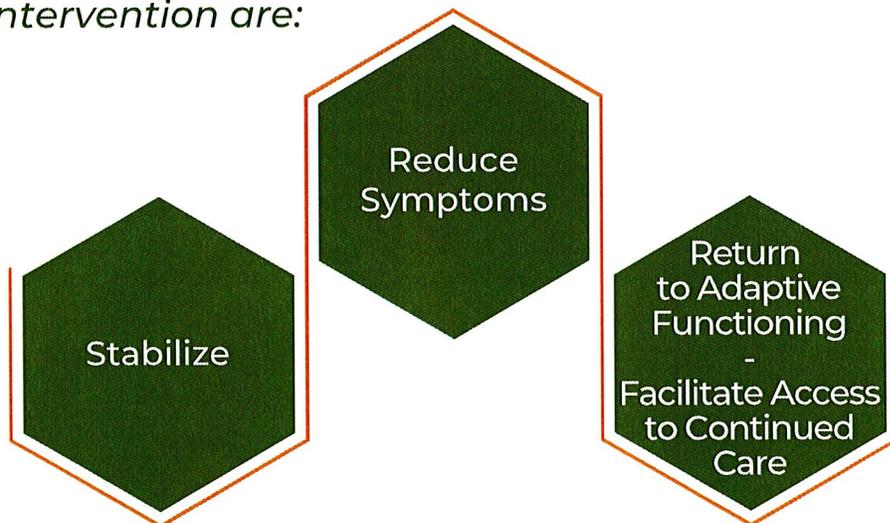
Any situation in which a person's behavior or verbalized distress puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function effectively in the community. The 988 Mental Health Lifeline operates 24/7, offering anyone who dials 9-8-8 access to mental health crisis services.

Crisis Response

Refers to the advance planning and actions taken to address natural and manmade disasters, crises, critical incidents, and tragic events. Of course, in an emergency, it is always best to call 911.

Crisis Intervention

Can mitigate adverse reactions, facilitate coping and planning, assist in identifying and accessing available support, normalize reactions to a crisis, and assess capacities and need for further support or referral to the next level of care. *The three main goals of crisis intervention are:*



Privacy Requirements

All district/site protocols must comply with the privacy requirements of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

The Family Educational Rights and Privacy Act

(FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the students when they reach the age of 18 or attend a school beyond the high school level.

HIPAA

Also known as Public Law 104-191, HIPAA has two main purposes: to provide continuous health insurance coverage for workers who lose or change their job and to ultimately reduce the cost of health care by standardizing the electronic transmission of administrative and financial transactions. Other goals include combating abuse, fraud, and waste in health insurance and health care delivery, and improving access to long-term care services and health insurance.

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other individually identifiable health information (collectively defined as "protected health information") and applies to health plans,

health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The rule requires appropriate safeguards to protect the privacy of protected health information and sets limits and conditions on the uses and disclosures that may be made of such information without an individual's authorization. The rule also gives individuals rights over their protected health information, including rights to examine and obtain a copy of their health records, to direct a covered entity to transmit an electronic copy of their protected health information in an electronic health record to a third party, and to request corrections. The Privacy Rule is located at 45 CFR [Part 160](#) and Subparts A and E of [Part 164](#).



Recognize Warning Signs

Signs of a mental health crisis episode may not always be apparent in a student/child. Keeping the following warning signs in mind, teachers, principals, and other staff members can begin to identify the need for intervention.

Abusive Behavior

Often a student in mental distress will show abusive behavior to themselves and others. This may include self-harm, substance abuse, physical abuse, etc.

Inability to Perform Daily Tasks

This can include even the most simple tasks such as bathing, brushing teeth and/or hair, and putting on clean clothes.

Increased Agitation

Children showing signs of increased agitation may use verbal threats, be violently out of control, destroy property, and more.

Isolation

Children and young adults in mental health crisis tend to isolate themselves from family and friends at school and at work.

Loses Touch with Reality (Psychosis)

Psychosis encompasses the following behaviors: showing signs of confusion, having strange ideas, thinking they're someone they're not, not understanding what people are saying, hearing voices, and seeing things that aren't there.

Paranoia

Paranoia manifests in suspicion and mistrust of people or their actions without evidence or justification.

Rapid Mood Swings

Increased energy levels, the inability to stay still, pacing, sudden depression and withdrawal, and becoming suddenly happy or calm after a period of depression may be indicative of a student in crisis.

Other warning signs may include:

- Changes in school performance
- Pulling away from people and things
- Having low or no energy
- Having unexplained aches and pains, such as constant stomachaches or headaches
- Feeling helpless or hopeless
- Excessive smoking, drinking, or drug use, including prescription medications
- Eating or sleeping too much or too little
- Worrying a lot of the time - feeling guilty but not sure why
- Having difficulty readjusting to home or work life
- Thinking about suicide
- Inability to perceive changes in their own feelings, behavior, or personality (lack of insight or anosognosia)



Safeguard Student Health and Safety

It is important to establish a culture of support and safety to enhance student health and prevent barriers to effective crisis response. Districts can assist with this process by fostering healthy relationships built on a foundation of trust, respect, and care in schools. These safeguards help to positively affect student-teacher relationships, increase engagement for students and families, and improve two-way communication between all parties. A culture of safety and support works to replace fear, uncertainty, and punishment as motivators with belonging, connectedness, and willingness to change.

Every school employee with reason to believe any student under the age of 18 years is a victim of abuse or neglect is required by law to report the matter *immediately* to the Oklahoma Department of Human Services (OKDHS) and local law enforcement. ([70 O.S. § 1210.163](#); [10A O.S. § 1-2-101](#)). The OKDHS Hotline number is [1-800-522-3511](tel:1-800-522-3511), and the online reporting link is www.OKHotline.org. Districts are encouraged to develop a streamlined process for documenting calls placed to OKDHS. The Oklahoma State Department of Education (OSDE) has created a [Child Abuse Reporting Form](#) template for the initial report to OKDHS and an [investigation form](#) schools may use if an investigative entity comes to the school to speak with the identified student

Beginning with the 2022-2023 school year, pursuant to [Maria's Law](#), all schools are required, as part of any health education curriculum, to include instruction in mental health, with an emphasis on the interrelation of physical and mental well-being. School districts may enter into agreements with nonprofit entities and other community partners to assist with or provide mental health education to students if the nonprofits and community partners are approved by the Oklahoma State Department of Education (OSDE) and the Oklahoma Department of Mental Health and Substance Abuse Services.



Response Procedures

What to Do in a Mental Health Crisis

Steps all staff should take when addressing warning signs or managing student disclosures:

- Assess the situation.
 - Is the person in danger of hurting themselves, others, or property?
 - Do you need emergency assistance?

Call 988 to engage with trained crisis counselors for help with suicidal, substance use, and/or a mental health crisis.

Immediately call 911 for emergency assistance if the student requires medical attention.

- Talk to the student in a safe space. All staff members' responses should be calm, supportive, and non-judgmental.
 - Keep voice calm.
 - Listen to the student.
 - Ask questions, but do not push.
 - Express support and concern.
 - Ask how you can help.
 - Gently announce actions before initiating them.
- Walk with student to Site Administrator or School Counselor *note - student should have adult supervision at all times.
- Site Administrator or School Counselor should follow district safety protocol and refer the student for crisis services at Grand Mental Health.
- Immediately following the incident, appropriate staff member/s should document steps taken on the mental health referral packet.
 - Referral Form
 - Parent/Guardian Notification Form
 - Student Re-entry Plan
- If a student is out for an extended time (more than two school days), a caregiver/student/counselor meeting should be held a minimum of 24 hours in advance of the student's return to school.

Remember

A person experiencing a mental health crisis may not always clearly communicate their thoughts, feelings, needs, or emotions. They may also find it difficult to understand what others are saying. It's important to empathize and connect with the person's feelings, stay calm, and try to de-escalate the crisis. Seek outside assistance from your local Certified Community Behavioral Health Clinic for additional support.

Student Return to Learn Guidelines

Whenever possible, the school counselor should meet with the student's parent or guardian and the student to discuss re-entry to the school day after an extended physical health absence, behavioral health assessment, or extended hospitalization.

1. The school counselor should request a meeting with the student and their parent or guardian.
2. This group should discuss and document a re-entry procedure and what would help to ease the transition back into the school environment (e.g., whether or not the student will be required to make up missed work, the nature of check-in/check-out visits, etc.), address any concerns the student or parents/guardians may have.
3. All accommodations should be documented.
4. A designated staff person should periodically check in with the student to help with readjustment to the school community and address any ongoing social or academic concerns.
5. The school counselor should periodically check in with parents/guardians to update progress or concerns.
6. The counselor should meet with the student's faculty to share information about curriculum and social concerns prior to the student's return.
7. The school counselor should be available to teachers to discuss any concerns they may have regarding the student after re-entry.



Community Resources

Certified Community Behavioral Health Clinics (CCBHC)

In accordance with 70 O.S. § 24-159, Oologah-Talala Public Schools will collaborate with Grand Mental Health to provide mental health crisis responses. Oologah-Talala Public Schools will communicate with Grand Mental Health in the event that mental health crisis services are needed. The district may also utilize the 988 Mental Health Lifeline.

988 Suicide and Crisis Lifeline

The 988 Mental Health Lifeline is a three-digit number for the national Mental Health Lifeline. The 988 Mental Health Lifeline operates 24/7 and offers services for mental health crisis calls. Operators are licensed and certified health crisis specialists who answer calls, connect to, and dispatch local services and mobile crisis teams.

Mobile Crisis Response

The Youth Mobile Response and Stabilization System is a mobile intervention service for children, youth, and young adults experiencing behavioral health emergencies.

Resources:

Memorandum of Understanding (MOU) between district and CCBHC

- [MOU template](#) (ODMHSAS)
- [MOU template](#) (OSDE)

Guardian Notification

Guardians will be notified by school personnel to streamline and assist with mental health crisis response efforts. The following steps may be helpful:

1. The parents/guardians on file should be contacted by a designated school professional (Administrator, School Counselor, School Social Worker, School Resource Officer, or other school personnel).
2. Arrange for parents/guardians to come to the school.
3. Meet with parents/guardians directly and review the [Emergency Student Crisis Notification](#).
4. Provide parents/guardians with a copy of the form and all collateral referrals and/or contact resources.
5. Discuss with parents/guardians the [school re-entry](#) process upon release from a medical professional and the importance of [Consent for Release of Confidential Information](#).

Schools shall notify parents and guardians in accordance with [70 O.S. § 24-100.7](#) and [70 O.S. § 24-15](#).

Resources:

- A. [Emergency Student Crisis Notification](#)
- B. [Provider List](#) (district-developed list of local mental health providers/resources)
- C. [School Re-entry Plan](#)
- D. [Safety Plan](#)
- E. [Consent for Release of Confidential Information](#)



Mental Health Partnerships

Oologah-Talala Public Schools will request that the local school board obtain a signed working agreement with each identified mental health provider outlining all obligations under the protocol and a strategy for regularly reviewing its effectiveness using anonymous, nonidentifiable data.

Oologah-Talala Public Schools will provide a statement/plan on dissemination of Oklahoma Prevention Needs Assessment (OPNA) survey data and other mental health data.

Oologah-Talala Public Schools will submit the latest mental health crisis protocol and CCBHC working agreements to the State Department of Education (OSDE); all revisions and updates to the protocol and working agreements will be submitted to the OSDE.

Oologah-Talala Public Schools and partnering mental health provider/s to conduct a joint review of the protocol and related working agreements every two years and consider any updates to better meet student needs. Requires districts and providers to include information collected from the OPNA survey, or an approved alternative survey, as part of the review process.

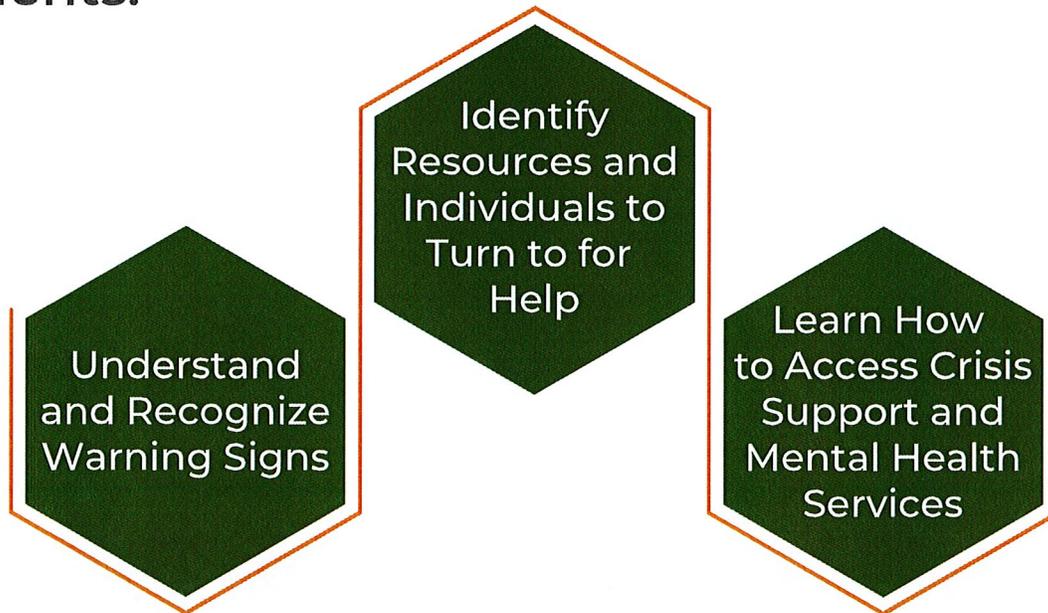
The Oklahoma Prevention Needs Assessment refers to the biennial mental health prevention survey of public school students in grades six, eight, ten, and twelve managed by the Department of Mental Health and Substance Abuse Services (ODMHSAS). ODMHSAS shall maintain the Oklahoma Prevention Needs Assessment and provide technical assistance for schools in survey administration, reporting, planning, and development of school mental health prevention and intervention strategies informed by the survey results. If a school or school district chooses to administer an alternative survey or assessment tool to fulfill the purpose, it may apply for a waiver through ODMHSAS.

Beginning in the 2022-23 school year, and biennially thereafter, Oologah-Talala Public Schools will administer, the OPNA, or an alternative survey supported by ODMHSAS, for the purpose of providing direction to schools, school districts, and communities to effectively improve the lives of students regarding a variety of issues with a focus on alcohol, tobacco, other drug use, mental health, academic failure, and violence.



District Training: What Educators Should Know

Effective district training meets the following components:



In accordance with Student Mental Health Protocol [70 O.S. § 24-159](#), Oologah-Talala Public Schools is committed to providing school administrators, teachers, support employees, and school-based mental health providers ready access to and regular training on the mental health protocol.

In accordance with the Suicide Awareness and Prevention Act, [70 O.S. § 24-100.7](#), Oologah-Talala Public Schools board of education shall provide district-wide training to all staff on a biennial basis addressing suicide awareness and prevention. As a core element, this training requirement should include evidence-based approaches. The Department of Mental Health and Substance Abuse Services shall make available, at no cost to the districts, curriculum for staff that addresses suicide awareness and prevention. The training program may be combined with any other training addressing bullying prevention provided by the school district.

In accordance with the Oklahoma Teacher Preparation Act, [70 O.S. § 6-194.3](#), Oologah-Talala Public Schools board of education shall require a training program for teachers which shall emphasize the importance of recognizing and addressing the mental health needs of students. The program shall be completed the first year a certified teacher is employed by a school district, and then once every third academic year.



Other Requirements

Reporting Procedures to the Oklahoma State Department of Education

In order to assist the State Department of Education with compliance efforts pursuant to the [Student Mental Health Protocol](#) at 70 O.S. § 24-159, each school district shall submit the latest protocol and working agreements to the State Department of Education, which shall share the protocols and agreements with the Department of Mental Health and Substance Abuse Services. These agencies may require revisions to ensure compliance with applicable laws, regulations, and established evidence-based practices.



Oklahoma Student Mental Health Legislation Table

Title	Legislation	Overview
Mental Health Training	70 O.S. § 24-100.7	Directs the development and dissemination of information, training and resources regarding mental health needs of students.
Mental Health Protocol	70 O.S. § 24-159	Requires public school districts to maintain a protocol for responding to students in mental health crises and requires districts to provide written notification to parents regarding their right to opt their student out of the OPNA student survey.
Mental Health Education Standards	70 O.S. § 11-103.9b	Requires that all schools, as part of any health education curriculum, include instruction in mental health, with an emphasis on the interrelation of physical and mental well-being.
Student In-Patient Disclosure	70 O.S. § 3-169	Optional disclosure by parent to school officials prior to or at enrollment regarding previous (in the past 24 months) emergency mental health inpatient (acute, residential, or crisis) support from a mental health/behavioral health facility.
Student ID Cards	70 O.S. § 24-100.10	Requires that school districts and charter schools serving students in grades 7 through 12 that issue student identification cards to print the telephone number of the National Suicide Prevention Lifeline (call or text 988) and the Crisis Text Line (text HOME to 741741) on one side of the cards.
OPNA	70 O.S. § 24-158	Requires schools to administer, in cooperation with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), the Oklahoma Prevention Needs Assessment (OPNA) survey or comparable survey instrument on a biennial basis.
Suicide Prevention	70 O.S. § 24-100.7	Requires school district boards of education to adopt suicide awareness and drug abuse policies, train and provide curriculum to staff, and provide XX training to students in grades X through XX.
Child Abuse Prevention	70 O.S. § 1210.163	Requires every school employee having reason to believe that any student under the age of 18 years is a victim of abuse or neglect shall report the matter immediately to the Department of Human Services and local law enforcement.

Relevant Documents and Resources

Prevention Resources

- [ODMHSAS School-based Prevention](#)
- [Multi-tiered System of Support for Bullying Prevention](#)
- [Oklahoma School Safety and Bullying Prevention Act](#)
- [OSDE Bullying Prevention Training Request Form](#)
- [Sample Bullying Harassment Investigation Form](#)
- [Sample Interview Form](#)
- [Sample Reporting Form](#)

School Climate

- [School Climate Best Practices](#)

Mental Health and Crisis Response

- [ODMHSAS Network of Care](#)
- [Certified Community Behavioral Health Clinics](#)
- [Child Abuse and Neglect Guidance](#)
- [Companion Guide - NAMI](#)
- [Confidentiality Agreement](#)
- [Consent for Release of Confidential Information](#)
- [Counselor Process for Responding to Suicide](#)
- [Emergency Student Crisis Notification Form](#)
- [Mental Health Crisis Signs](#)
- [OKDHS Hotline](#)
- [Oklahoma Comprehensive School Counseling Framework](#)
- [Safety Threat Assessment](#)
- [School Re-Entry Plan](#)
- [Suicide Information Sheet](#)
- [Suicide Prevention Resources](#)
- [Warning Signs and Risk Factors for Emotional Distress](#)

