



Crutcho Public Schools  
Regular Meeting Agenda  
August 9, 2022

Crutcho Public Schools, 2401 N. AIR DEPOT BLVD. , OKLAHOMA CITY, Oklahoma 73141  
1:30 PM

1. CALL TO ORDER
2. STATEMENT OF COMPLIANCE
3. ROLL CALL AND DETERMINATION OF QUORUM
  - 3.A. Flag Salute
  - 3.B. Prayer
4. PUBLIC EXPRESSIONS (Limited to three minutes per subject item)\*
5. SUPERINTENDENT'S REPORT
  - 5.A. Introductions of Guests
  - 5.B. Celebrations/ Students of the Month
  - 5.C. Upcoming Events - See Attachment

# August 2022

July '22							September '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 District Report Staff Report	2 District Report Staff Report	3 Teacher Report / PD	4 Teacher Report / PD Back To School Bash 4-6 PM	5 Teacher Report / PD	6
7	8 Teacher Report / PD	9 Teacher Report / PD	10 1st Day of School	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes Office Hours 8am-3pm				

# September 2022

August '22							October '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30	31				23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 No School Labor Day	6	7	8 Grandparents Day Assembly	9	10
11	12	13 Muffins with Mom	14	15 Donuts with Dad	16	17
18	19 Scholastic Bookfair	20 Scholastic Bookfair	21 Scholastic Bookfair	22 Scholastic Bookfair	23 Scholastic Bookfair	24
25	26	27	28	29	30	1
2	3	Notes				

5.D. Financial

5.D.1. Treasurer's Report

**CRUTCHO PUBLIC SCHOOLS - 2021-22 FISCAL YEAR**  
**STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS**  
**JUNE 30, 2022**

<u>Assets</u>	<u>General</u>	<u>Building</u>	<u>Child Nutr.</u>	<u>31 Bond Fund</u>	<u>Gifts</u>	<u>Sinking</u>	<u>Totals</u>
Cash	\$ 809,702.38	33,756.35	92,288.10	5,472.06	5,817.86	94,301.26	1,041,338.01
Total Assets	809,702.38	33,756.35	92,288.10	5,472.06	5,817.86	94,301.26	1,041,338.01
<u>Liabilities</u>							
O/S Warrants	154,426.23	725.00	100.00				155,251.23
Reserves							-
Total Liabilities	154,426.23	725.00	100.00	-	-	-	155,251.23
Total Net Assets	655,276.15	33,031.35	92,188.10	5,472.06	5,817.86	94,301.26	886,086.78
Net Assets							
June 30, 2021	\$ 779,165.43	24,324.92	72,677.42	667,465.26	449.70	214,896.85	

See Accountant's Compilation Report

5.D.2. Financial Report

5.E. Policy

5.F. Personnel

5.G. Facilities

5.H. Students

5.I. Community

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

6.A. 2022-2023 CCOSA District Level Services



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
www.ccosa.org

**CCOSA's District Level Services (DLS) Program**  
**(Agreement 2022-2023)**

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and \_\_\_\_\_ School District No. \_\_ of \_\_\_\_\_ County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2023.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2020-21 ADM for your district.

**P.O. CALCULATION GRID**

County Name: \_\_\_\_\_ County Number: \_\_\_\_\_

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

**P.O. CALCULATION GRID**

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

<b>ADM (2020-21)</b>	<b>TOTAL COST</b>

**Purchase Order Number:** \_\_\_\_\_

**Purchase Order Amount:** \_\_\_\_\_

**\*\*Please attach a copy of the purchase order when submitting completed forms\*\***



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
[www.ccosa.org](http://www.ccosa.org)

## CCOSA's District Level Services (DLS) Program

### Designated Administrator Contact Form 2022-2023

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

#### **Designated Administrators**

(based upon each district's size in ADM for the 2020-21 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
*		

\*only if ADM exceeds 10,000

Please send a copy of the completed forms to Laura Crabtree ([laura@ccosa.org](mailto:laura@ccosa.org)) or fax to 405.524.1196 (ATTN: Laura Crabtree). Keep one copy for your records.

6.B. 2022-2023 General Mutual Cooperation Agreement

6.C. 2022-2023 Food Service Loan Agreement between the General Fund & Child Nutrition Fund

6.D. 2022-2023 Student and Staff Incentives

6.E. 2022-2023 OEA Contract Renewal

**MASTER AGREEMENT**

**BETWEEN**

**CRUTCHO BOARD OF EDUCATION**

**INDEPENDENT SCHOOL DISTRICT NUMBER 74**

**OKLAHOMA COUNTY, OKLAHOMA**

**AND**

**CRUTCHO ASSOCIATION OF CLASSROOM TEACHERS**

**FOR**

**2022-2023**

## **SECTION I - CONTRACT PROVISIONS**

### Article 1 - Duration of Agreement

This Agreement entered into between the Crutcho Board of Education, hereinafter referred to as the “Board” and the Crutcho Association of Classroom Teachers, hereinafter referred to as the “Association”, represents the full and complete agreement between the parties concerning wages, hours, fringe benefits and other terms and conditions of employment. This Agreement shall remain in full force and effect and bind the parties for the 2022-2023 school year and shall remain in effect until replaced by a subsequent Agreement negotiated or otherwise finalized in accordance with the provisions of the Procedural Agreement and Oklahoma State Law. All provisions of this Agreement shall be retroactive to the first reporting date of teachers for the **2022-2023** school year.

### Article 2 - Definitions

1. Teacher - A licensed or certified person currently employed by the Crutcho Public School District whose primary area of assignment is the instruction of students, excluding only administrative and/or supervisory personnel.
2. Association - Crutcho Association of Classroom Teachers.
3. District - Crutcho Independent School District Number 74 of Oklahoma County.
4. Board - The governing and policy making body of the Crutcho Independent School District Number 74 of Oklahoma County.
5. Association President - Elected President of the Crutcho Association of Classroom Teachers.
6. District Superintendent - Executive officer of the Board of Education and administrative officer of the Crutcho Independent School District Number 74 of Oklahoma County.
7. Association Representative - Any member of the Crutcho Association of Classroom Teachers as designated in writing by the President of the Association.
8. Agreement - This contract duly ratified and signed by the Board and Association.
9. School - Work location at which teachers perform their primary job functions.
10. Board Policy - A course of action adopted by the Board.
11. Immediate Supervisor - Principal or other person to whom teachers are directly responsible.
12. Probationary Teacher - A duly certified or license teacher who has completed less than three (3) consecutive complete years of teaching service in the Crutcho School District under a written teaching contract as provided by law.

13. Career Teacher - Also referred to as “post-probationary” teacher. A duly certified teacher who has completed three (3) consecutive complete school years of teaching service in the Crutcho School District under a written teaching contract as provided by law.
14. Seniority - The amount of continuous full time contracted certified employment in the district.

### Article 3 - Savings Clause

Should any part of this Agreement be declared illegal by statute or court of competent jurisdiction, said part shall be automatically deleted from this Agreement to the extent that it violated the law. All other parts shall continue in force and effect for the duration of the Agreement, unless affected by the deleted part. Upon mutual agreement of the two parties, negotiations may commence at any time to reach agreement on replacement language for the deleted part.

## **SECTION II - INDIVIDUAL RIGHTS**

### Article 4 - Reduction in Force

1. The Crutcho Board of Education shall adhere to the following policy for reduction in force should such reduction become necessary.
2. Reduction in force shall be any circumstance in which teachers are not to be renewed as a result of change in program, overly staffed in a teaching area and/or level, substantial decrease in district enrollment, or a reduction in funding. Attempts will be made to reduce non-instructional programs before reducing teaching positions.
3. Teachers to be laid off for the ensuing school year shall be notified in writing of such layoff no later than April 10th of the current school year in compliance with state law.
4. In the event that a reduction of personnel shall become necessary, the Board shall accomplish same through normal attrition. Should further reduction become necessary the Board shall first retain those teachers possessing current teaching certificates with the greatest amount of seniority (as defined in seniority definitions) who are qualified by virtue of the certification. Teachers will be reminded to provide copies of new certification or proof of qualification for new certification by March 1st of each school year.
5. In the event that it becomes necessary, reduction in force will be made according to the following policy.
  1. The positions eliminated will be determined by the factor, not the teachers occupying these positions.
  2. The order of termination will be as follows:
    - a. **Licensed teachers** holding eliminated positions will be terminated first.
    - b. Probationary teachers holding eliminated positions will be terminated second. However, if the probationary teacher is certified in a position held by a licensed teacher, then the licensed teacher will be terminated and the probationary teacher will be reassigned to that position.

- c. Career teachers holding eliminated positions will be placed in another position in which they are, at the time of determination, certified, provided those areas are occupied by probationary or licensed teachers. Those licensed and/or probationary teachers will then be released.
  - d. Probationary or licensed teachers will be retained when a career teacher is terminated only if the career teacher is not certified to teach the position which the probationary teacher or licensed teacher occupies.
  - e. If there is more than one career teacher in the position being eliminated, the following criteria, in this order will be retained.
    - 1. Certification in a retained teaching position which is open. A career teacher with standard certification for retained position will be retained over a career teacher with provisional certification, and a teacher with provisional certification will be retained over a teacher with temporary certification or license.
    - 2. Seniority, as previously defined, is the amount of continuous full time contracted certified employment in the district.
    - 3. If certification and seniority are the same according to the above criteria, the determine factors in order of importance are:
      - a. Years of teaching experience in the retained positions in the local school district.
      - b. Academic degree status: A teacher with a doctorate degree will be retained over a teacher with a master's degree or a bachelor's degree; a teacher with a master's degree will be retained over a teacher with a bachelor's degree.
      - c. Written evaluations.
      - d. Recommendations of principal.
  - f. If there is more than one probationary teacher or more than one licensed teacher in position being reduced, the criteria listed in e:1-3 in that order, will be used in determining which of the probationary teachers will be retained and which will be terminated.
6. Teachers who are laid off shall be offered recall in reverse order of layoff to vacant positions which they are certified to fill.
  7. Teachers who were previously assigned to full time positions shall be recalled to full time positions provided that such teachers shall have the option of accepting any part time position that may exist without jeopardizing their recall status for any full time position.
  8. The Superintendent shall give written notice of recall from layoff by sending a certified letter return receipt requested to the said teachers, at their last known address. It shall be the responsibility of such teachers to notify the Board of any change in address.
  9. Any teacher so notified shall respond within five (5) working days from receipt of said notice whether they accept or reject the position. If teachers reject positions for which they are certified to teach and such position is offered consistent with the aforementioned provisions of this article, such teachers shall be considered to have resigned from the employ of the District and all their benefits shall cease.
  10. No new or substitute appointment shall be made by the District while there are laid off teachers available who are certified to fill the vacancies unless said teachers refuse the appointments because they have secured other employment which has a longer

duration than the new or substitute appointments. Said refusal shall not jeopardize their recall rights for a period of one (1) year.

11. Teachers will not lose their recall rights if they secure other employment other than a teaching position during the layoff.
12. All benefits to which teachers were entitled at the time of their layoffs, including seniority, will be restored to teachers upon their return to active employment and such teachers will be placed on the proper step of the salary schedule, commensurate with a similarly situated teacher's experience and education who was not laid off. Additional education will be recognized provided credits are approved.

#### Article 5 - Grievance Procedure

1. Definitions:
  - a. Grievance - a grievance is a complaint by a teacher that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this agreement or of adopted Board policy.
  - b. Grievant - the grievant is the person or persons making the complaint.
  - c. Days - the term days shall mean the working days of the teacher. Outside the contract year of the teacher, "days" shall mean working days of the supervisor involved at the level that the grievance is being processed.
  - d. Parties in Interest - A party in interest is the person making the complaint, any person required to take action on the complaint, or any person against whom action might be taken to resolve the complaint.
2. A grievant shall first attempt to resolve his/her grievance by meeting informally with his/her immediate supervisor within fifteen (15) days of the time the grievant knew or should have known of the alleged grievance. No written record of this informal procedure shall be made.
3. Failing to achieve satisfaction through an informal meeting with his/her immediate supervisor, the grievant shall have recourse through the following formal procedure:
  - a. Level I
    1. The grievant shall submit a written grievance to his/her immediate supervisor within five (5) days of the informal meeting citing the specific article, section, and/or paragraph of this agreement alleged to have been violated. The written grievance shall also state the specific remedy sought.
    2. The immediate supervisor, or his/her designee, shall schedule and hold a grievance hearing within five (5) days after receipt of the written grievance. Persons present at this hearing shall be the grievant, a representative of his/her own choosing, and witnesses, and the immediate supervisor or his designee, and if the immediate supervisor so desires, a person of his own choosing and witnesses.
    3. All testimony, exhibits, and evidence shall be presented at the Level I hearing.
    4. The immediate supervisor or his/her designee shall transmit his/her written decision with written reasons to the grievant with five (5) days after the Level I hearing.

b. Level II

1. If the grievant is not satisfied with the decision rendered at Level I, he/she may submit a written appeal to the Board within five (5) days after the receipt of the Level I decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as hearing officer of the Level I hearing.
2. Within five (5) days after submitting the written appeal, the grievant and the Level I hearing officer shall submit to the Board a narrative of the grievance together with copies of any exhibits or documents introduced at the Level I hearing. Each party shall furnish the other party copies of all materials presented to the Board.
3. The Board shall set a Level II hearing on the agenda of a regularly scheduled Board meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting material. Persons present and participating in this hearing shall be the Board, the Elementary Superintendent, if he/she was not the Level I hearing officer, and all persons present at the Level I hearing, unless mutually excused. Since grievance hearings at the Board level must be held in open session, others may be in attendance at this hearing.
4. No testimony or exhibits that were not presented at the Level I hearing may be presented at the Level II hearing.
5. If the Association is not the representative of the grievant, the Association representative shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.
6. At the conclusion of the Level II hearing, the Board shall give its decision by vote of the members present and shall submit its decision in writing to the grievant, the immediate supervisor and the Association within five (5) days. The decision of the Board will be final.

c. General Provisions

1. If meetings and hearings involving the grievance procedure are held during the regular teaching hours, all persons who are eligible to participate will be released from their duties and will not suffer loss of time or pay.
2. The Association may be a grievant under this procedure only on those items that deal directly with the association as an organization.
3. No reprisals of any kind will be taken by or against any party in interest because of his/her participation in this grievance procedure.
4. If time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

5. If new exhibits or evidence become available after a grievance has progressed through the Level I hearing, that grievance may be withdrawn and re-filed in order for all applicable information to be presented at the Level I hearing.

#### Article 6 - Right to Representation

If, during a conference between an administrator and a teacher, either the administrator or the the teachers feels that it would be to his/her advantage to have a witness present, he/ she may adjourn the conference and it shall be rescheduled when representation can be present.

#### Article 7 - Evaluation Procedure

1. The following procedure for evaluation by the Board will be used:
  - a. Teachers shall be evaluated by certified administrators designated by the Board.
  - b. Every probationary teacher will be evaluated at least twice yearly. The first evaluation shall be prior to December 15th, and the second prior to February 10th. Career teachers shall be evaluated once every year, except as otherwise provided by law.
  - c. At the time of the evaluation conference a true copy of the evaluation report shall be presented to the teacher. The teacher will sign the evaluation report in acknowledgment that the report has been reviewed by both parties. If the evaluation report identifies poor performance or conduct that may lead to a recommendation for the teachers dismissal or non-reemployment the evaluating administrator shall:
    1. Admonish the teacher in writing and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and
    2. Establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teachers performance or conduct.
    3. If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation for the dismissal or non-employment of the teacher.
  - d. The teacher shall have an opportunity to respond to an evaluation in writing within ten (10) working days after the conference. Such response shall be signed by the evaluator to acknowledge that the report has been reviewed by both parties.
  - e. The report and response, if any, will become a part of the record and will be filed in the teacher's personnel file.

#### Article 8 - Teacher Personnel File

1. The District shall maintain one (1) personnel file for each teacher in the school office.

2. The personnel file may contain the following:
  - a. current teacher evaluations and responses;
  - b. current teacher contracts;
  - c. teaching certificates;
  - d. letters of recommendation and letters of criticism;
  - e. official personnel action documents, including letters of reprimand and/or admonishment.
  - f. office transcripts and resumes;
  - g. other materials mutually agreed upon.
3. Materials related to discipline or reemployment of the teacher which are placed in the personnel file shall be immediately called to the teacher's attention in writing. The teacher shall be provided a true copy of each document relating to discipline or reemployment placed in the personnel file.
4. The teacher shall have the right to make a written response to all materials placed in the personnel file, and such response shall also be placed in the personnel file.
5. Materials may be removed from a teacher's personnel file at any time by mutual agreement between the teacher and the superintendent.
6. The teacher shall have the right during normal office hours to review and/or reproduce the contents of his/her personnel file. At the teacher's request, a representative of his/her own choosing may accompany the teacher in this review.
7. Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be available only to the evaluated teacher, the Board, the administrative staff of any school to which such teacher applies for employment, the hearing panel in cases of non-reemployment and dismissal of a career teacher, and such other persons as are specified by the teacher in writing.

#### Article 9 -Notification of Assignment for Next School Year

The Board agrees to notify certified employees of their tentative assignments for the next school year prior to the end of the current school year. In the event a change of assignment appears necessary, the affected teacher will be promptly notified and consulted. After such consultation, if the change of assignment still appears necessary, the principal shall provide the affected teacher with written notification of the change of assignment. Upon receipt of the written notification that a change of assignment has been made, the affected teacher will have the option to resign without penalty,

#### Article 10 - Involuntary Reassignment During School Year

If a change in a teacher's assignment appears necessary after the school year begins, the affected teacher will be promptly notified and consulted. If, after such consultations, the change in assignment still appears necessary, the principal will provide the affected teacher with written notification that a change of assignment has been made. Upon receipt of the

written notification that a change of assignment has been made, the affected teacher will have the option to resign without penalty.

#### Article 11 - Posting of Vacant Positions

1. During the school year, notice of each vacant teaching and/or supplemental positions, shall be posted in a prominent place in the school office and teacher's lounge for a minimum of five (5) consecutive school days.
2. During the summer, notice of each vacant teaching and/or supplemental positions, shall be posted in a prominent place in the school office for a minimum of five (5) consecutive school days. It is understood by the parties that teaching and supplemental assignments are made by the administration/board in order to meet the best needs of the students. In addition, any teacher currently employed by the District, who is interested in another position shall, prior to leaving school for the summer, submit in writing to the superintendent, his/her interest in specified types of positions. A summer address, stamped self-addressed envelope, and telephone shall be provided so the superintendent can contact the teacher concerning any vacancies which may arise and for which the teacher has expressed an interest.

#### Article 12 - Board Policies

A copy of the updated Board policy manual will be given to the president of the Association. Policies updated during the school year will be brought to the attention of the teachers and the Association. The Association is responsible for keeping its copy of the manual current with updates provided by the administration. Each teacher is responsible for reviewing and keeping current on all Board Policies contained in the manuals located in the library and with the Association.

#### Article 13 - Non Discrimination

The Crutch Public School District is an equal opportunity employer, and will abide by the applicable laws dealing with discrimination,

#### Article 14 - Liability Insurance Policy

1. The Board of Education agrees to continue to purchase a comprehensive liability insurance policy that covers the Board and all employees of the school up to the limits of the policy purchased and state law provision.

#### Article 15 - Individual Employee Contracts

Individual employee contracts that are compatible with the negotiated agreement will be ready for signing within sixty (60) days after ratification of the Master Contract.

## SECTION III - ASSOCIATION PRIVILEGES

### Article 16 - Association Rights

1. The Association will be granted the following:
  - a. Upon approval of the Principal or his designee, the Association may use school facilities for meetings of its general membership and/or Association committees.
  - b. Upon approval of the Principal or his designee, the Association will be permitted to use the school equipment normally used by teachers during the school day. The Principal may also mutually agree on a schedule of time periods appropriate for Association use of the equipment for the purpose of eliminating the need to get the Principal's approval for teacher instance of equipment use. A use charge may be mutually agreed upon by the Principal and the Association President.
  - c. The Association will be permitted exclusive use of bulletin board space in each teacher workroom/lounge for posting of materials that have been approved by the Principal prior to the posting.

### Article 17 - Association Leave

1. The Board shall provide a pool of four (4) days leave, which may be used in part or in whole for attendance by designated Association members at educational conferences, workshops, or other organizational meetings or activities.
2. Individuals taking Association leave shall be designated by the Association President.

### Article 18 - Printing of Master Contract Agreement

1. The Association will prepare the final copy of the Mastery Contract for printing. Equipment and facilities for preparation will be made available by the Administration.
2. The Board and the Association agree to share equally the cost of preparing and printing the Master Contract. Copies will be distributed to all teachers within thirty (30) work days after ratification by the Board and the Association.

### Article 19 - Board Meeting and Agendas

1. The Association has the right to representation at Board meetings either informally, by asking to address the Board in the time provided for visitors on the printed agenda; or formally requesting to have a particular item placed on the agenda, following the process specified in Board Policy.
2. A Board information packet will be made available to the President of the Association at the same time it is made available to the Board.
3. A copy of the unofficial minutes of the Board meeting will be made available upon request as soon as they are prepared for distribution.

## Article 20 - Faculty Advisory Committee

1. A faculty advisory committee made up of one teacher from each of the primary level, the intermediate level, and the sixth/seventh/eighth grade level will be formed. Teachers serving on the committee shall be selected by the teachers at the level they represent.
2. The purpose of the faculty advisory committee will be to discuss issues pertinent to the administration, the staff, and Crutcho Public Schools.
3. The faculty advisory committee will meet when members of the committee inform the administration of the need.

## **SECTION IV - WORKING CONDITIONS**

### Article 21 - Teacher Work Day

1. Provided that assigned duties and professional responsibilities related to the proper functioning of the school do not require otherwise the normal teacher work day will be from 7:20 a.m. until 3:30 p.m., Monday through Fridays.
2. Administration shall make a reasonable effort to limit the frequency and length of staff meetings outside the teacher work day while addressing the areas necessary for the proper functioning of the school. Deviation from the schedule to attend college classes or professional meetings shall have prior approval of the administration.
3. Teachers shall be notified of their daily reporting time prior to the start of the school year. All teachers will sign in each morning when reporting to work and will sign out each afternoon when leaving work.

### Article 22 - Advisory Committee

Teachers shall have representation on the Advisory Committee.

### Article 23 - Planning Time

1. Each teacher shall have scheduled preparation time during which he/she will not be assigned to duties. This preparation time shall be scheduled during normal pupil contact time.
2. Teachers in Crutcho Public Schools will be provided (50) consecutive minutes of planning time each school day. Every effort will be made to increase this amount to sixty (60) consecutive minutes per day.
3. Upon approval of the administration, a teacher may leave the school campus during his/her planning time. The teacher shall notify the office when leaving and returning to campus.

### Article 24 - Duty Free Lunch

1. Each teacher shall have a duty-free period of at least twenty-five (25) minutes each school day to eat his/her lunch.

2. A teacher may leave the school campus during his/her lunch period. The teacher shall notify the office when leaving and returning to campus.

#### Article 25 - Days Scheduled

The contract year for teachers in the Crutch Public Schools shall be one hundred eighty (180) days of which at least one hundred seventy-five (175) days will be teaching days as defined by state law.

#### Article 26 - Telephone and Conference Area

1. Upon request from a teacher, the principal shall make arrangement whereby that teacher may make school related phone calls in privacy.
2. Administration approval must be obtained prior to make any long distance calls.
3. Non-school related calls will be limited to five (5) minutes.

#### Article 27 - Clean and Safe Working Conditions

1. The Board agrees to maintain health and safety conditions in compliance with applicable statutes and/or regulations. Employees will not be required to work under unsafe or hazardous conditions as determined by regulatory authority.
2. The Board will provide adequate teaching facilities, including access to copy machine from 7:00 a.m. until 4:30 p.m., clean and sanitary restrooms and employee's lounge. Employees will report concerns of inadequacies to the Principal.

#### Article 28 - Class Size

The Board agrees to abide by current state laws dealing with class size.

#### Article 29 - School Calendar

The Board shall adopt a school calendar for the following school year after it has received a recommendation from the administration. The administration shall review a draft of the school calendar with the President or Vice-President of the association.

#### Article 30 - Substitutes

1. In the event of the absence of a teacher, all possible efforts will be made to hire a substitute teacher qualified in the necessary subject area.
2. The substitute will perform all classroom and extra-duty assignments normally assigned to the absent teacher the regular work day, except when a change is mutually agreed upon by the Principal and the teachers affected.

### **SECTION V - COMPENSATION**

#### Article 31 - Pay Dates

1. Each employee will be paid on the fifteenth (15th) and last day of each month. If the regular pay date falls on a holiday or weekend, payment shall be made on the last school day prior to that date.

2. All teachers will receive their pay on a twelve (12) month schedule.

#### Article 32 - Teacher Salary Schedule

See Attachments following Contract

#### Article 33 - Supplement Salary Schedule

#### Article 34 - Teacher's Retirement

#### Article 35 - Compensation for Covering Class

Any teacher who is assigned to cover a class which requires him/her to forfeit his/her planning period shall be compensated at the rate of twelve dollars and fifty cents (\$12.50) per occurrence. However, in no case shall a teacher be compensated for supervision of his/her own class in the event of a schedule change. No teacher who is teaching his/her assigned class shall cover a class when there is another teacher available who is on plan.

#### Article 36 - Health Insurance

Moved to salary schedule

#### Article 37 - Payroll Deductions

In addition to those deductions required by state and federal laws, each teacher may, upon written authorization, initiate the following payroll deductions:

1. Oklahoma Educators Credit Union;
2. School approved health, life, cancer, dental, and vision insurances;
3. Annuities;
4. OEA/NEA dues and contributions;
5. Salary protection;
6. Additional annuities and other items as approved by the Board.

#### Article 38 - Teacher Instructional Supply Fund

Teachers are provided a blank Purchase Order form with the End of the Year Checklist. The purchase order should be completed with a list of supply items needed. Purchase orders are approved if funds are available and based on need.

#### Article 39 - Car Mileage

1. Teachers shall be reimbursed at a rate of forty four and one half cents (\$.585) per mile for mileage where their personal vehicles must be used for official school business. The administration will pre-approve and establish maximum mileage for each specific trip. Any deviation above this standard mileage must be approved by the building principal prior to reimbursement. Said mileage will be paid by separate check.

#### Article 40 - Sick Leave

1. Each teacher shall be provided ten (10) days of sick leave each school year with such leave vesting in full on the first teacher work day of the school year.

2. Sick leave may be used for personal accidental injury, illness, or pregnancy of the teacher or accidental injury or illness of any member of the teacher's immediate family. Immediate family shall include spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, or any person living in the teacher's home who is part of the family.
  - a. Sick Leave can be utilized in half-day increments.
3. In case of extended illness or disability of the teacher, and after all accumulated sick leave has been exhausted, he/she shall receive for a period not exceed twenty (20) days his/her full contract salary less the amount:
  - a. Actually paid the certified substitute teacher for his/her position if a substitute teacher is hired.
  - b. Normally paid a certified substitute teacher for his/her position if a substitute teacher is not hired.
4. If, after exhausting all accumulated sick leave and the twenty (20) additional days provided by statute, a teacher is still unable to resume his/her regular duties, he/she will be placed on unpaid leave of absence until the end of the contract period, or until the teacher is able to return to work during the regular contract period. When the teacher recovers sufficiently to perform regular duties and returns to work, he/she shall be restored to his/her original position or to a like position of seniority, status, and pay.
5. When a teacher is placed on an unpaid leave of absence due to illness or disability, provisions shall be made whereby the teacher can arrange payment for professional organization dues and insurance programs if there is no conflict with the provisions of the insurance policies.
6.
  - A. Teachers shall be allowed to accumulate one hundred and thirty (130) days of unused sick leave.
  - B. The Board will keep records tracking all sick leave days allocated and not used beyond the maximum accumulation level (s) for the purpose of providing such information to the Oklahoma Teachers Retirement System on behalf of any teacher upon retirement.
7. Teachers shall be informed no later than thirty (30) days after the beginning of school each year the number of sick leave days for which they are eligible.
8. Sick Leave Sharing Program
  - A. A full-time teacher may donate sick leave to another employee for the following reasons:
    1. the donee has exhausted or will exhaust all available sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the donee, including pregnancy, miscarriage, or childbirth and recovery there from; or
    2. the donee has exhausted or will exhaust all available sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition, including pregnancy, miscarriage, or childbirth and recovery there from, of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who

- resides in the same home as the employee and who shares a duty to provide financial support with the employee) of the donee; and
3. the condition has caused or is likely to cause the donee to take leave without pay or terminate employment.
  - B. The employee may donate any amount of sick leave which does not cause that employee's sick leave balance to fall below ten (10) days.
  - C. An employee may receive up to thirty (30) donated days.
  - D. An employee requesting donated days must first provide the administration with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.
  - E. The employee receiving the donated days is to receive his or her normal rate of pay.
  - F. Shared sick leave usage records shall be maintained separately from regular sick leave records.
  - G. Any donated leave which is not used shall be returned to the donating employee.
  - H. The Board is the determining body as to whether the donee meets the criteria above and has previously abided by District leave policy.
9. Upon retiring via the Oklahoma Teacher's Retirement System, for the 2022-2023 school year each teacher shall be paid \$60.00 per day for each day of accumulated sick leave. For the 2022-2023 school year, the maximum amount to be paid shall not exceed an aggregate of \$16,000.00. This amount will be paid within thirty days of the conclusion of the school year. If the total number of accumulated sick leave days for eligible teachers times \$60.00 per day exceeds an aggregate of \$16,000.00 then the amount shall be prorated accordingly. Teachers are required to notify the District in writing no later than the last teaching day of the school year in order to participate in the above payment.

#### Article 41 - Personal Business Leave

1. Each teacher shall be provide three (3) days personal business leave each school year, such leave being exclusive of and in addition to other forms of leave.
2. Use of personal business leave shall be without loss of pay or other benefits.
3. Notice for use of personal business leave shall be made one (1) day prior to the requested leave day, except, in case of emergency, the teacher shall notify his/her immediate supervisor as soon as possible and then file a written notice of leave within two (2) days after returning to work.
4. Any personal business leave not used during the contract year will be converted to accumulated sick leave at the end of the year.
5. Except in emergency situations, only one teacher may utilize personal business leave on Monday, Thursdays, or the days immediately preceding or following a holiday or vacation period. On all other days personal business leave usage shall be limited to two teachers per day.

#### Article 42 - Emergency Leave

1. Each teacher shall be provided up to three (3) days emergency leave each school year. Emergency leave may be taken on approval of the principal and when all other applicable leave is exhausted.

2. Emergency leave may be used for emergency situations such as, but not limited to:
  - a. Incidents or circumstances which result in significant damage to property by unexpected forces or acts; or
  - b. Illness or injury representing a substantial likelihood of loss of life, limb or significant bodily function to members of the teachers' immediate family as defined in the sick leave section of this agreement.
3. Use of emergency leave shall be without loss of pay or other benefits to the teacher.

#### Article 43 - Professional Leave

Upon application to and approval from the Principal and/or the Board of Education, teachers shall be granted professional leave day (s) to attend conferences, workshops, and meetings. Such leave days shall be without loss pay.

#### Article 44 - Legal Leave

Leave for jury duty and/or witness service: Teachers who are summoned for jury duty or subpoenaed for witness service shall, upon filing a copy of the summons or subpoena with their principal, be granted leave for jury duty or for service as witness subpoenaed in a criminal, civil, or juvenile proceeding. Teachers on such leave shall be paid the full contract salary, however, any money paid the teacher for jury duty or witness service, less expense incurred during their service, shall be paid the district.

#### Article 45 - Parental Leave

1. Upon approval of the Board of Education, certified teachers shall be granted unpaid leave of absence for one (1) school year or the remainder of the school year if the request is made after the school year has begun, for the purpose of child care or child rearing. While on parental leave, other leave allowances will not accrue or diminish. Provisions may be made whereby the teacher on parental leave may arrange payments of professional organization dues and insurance programs premiums as long as there is no conflict with the provisions of the insurance policy.
2. Notification of return from parental leave shall be filed with the Principal on or before April 1. Any certified teacher who fails to file a notification of return terminates his/her affiliation with the Crutcho Board of Education at the expiration of his/her leave absence.
3. Teachers returning from parental leave will be assigned to a position that he/she is qualified and certified to fill. The returning teacher shall be reinstated at the appropriate position on the salary scale and at the same status of tenure that he/she qualified for at the time the leave began. All other benefits which he/she has earned and accumulated shall be returned to the teacher at the time he/she returns to work.

#### Article 46 - Leave of Absence

1. A teacher may, upon application and approval thereof, be granted a leave of absence without pay. All leaves of absences but those accepted by law shall be for one (1) semester or one (1) contractual year, or for the remainder of the semester or contractual year if the semester or year has begun. Reinstatement may be approved during that

time if the services of the teacher are needed. A one (1) year extension of a leave of absence may be granted upon request.

2. Requests for a semester or year leave of absence and for an extension of a leave of absence must be filed with the Principal on or before October 1 or March 1 before the semester or year for which the leave is requested. Requests for emergency leave of absence may be made at any time. The Board of Education will base its decision to grant or deny the leave of absence on:
  - a. benefit to teacher;
  - b. benefit to the school district;
  - c. availability of replacement teachers willing to sign a duration of need contract.
  - d. validity of the emergency in cases where emergency leave of absences are requested.
3. Notification of return from leave of absence shall be filed with the Principal on or before October 1, and March 1 prior to the beginning of the semester or year in which the teacher wishes to return. Any teacher who fails to file a certification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Teachers returning from a leave of absence shall be assigned to the school and/or department from which his/her leave of absence was granted, if an appropriate vacancy exists.
4. Teachers returning from a leave of absence will be reinstated at the same career status and the same position on the salary schedule that he/she qualified for at the time the leave began.
5. While a teacher is on leave of absence, sick leave allowances shall not accrue, accumulated sick leave shall not diminish, salary increments of years teaching experience will not increase, except in cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education. Provisions will be made whereby the teacher on leave of absence can arrange payment for professional organization dues and insurance programs as long as there is no conflict with the provisions of the insurance policy.

## 6. THE FAMILY AND MEDICAL LEAVE ACT

The Board will abide by the Family and Medical Leave Act of 1993. The Board further reserves all rights, powers, and electing accruing to it under the Act.

### Article 47 - Bereavement Leave

1. Five (5) days bereavement leave shall be granted to each teacher for each instance of death of the teacher's relatives listed: Spouse (or intended spouse), children, parents or legal guardians of the teacher, grandchildren or grandparents.
2. a. Three (3) days bereavement leave shall be granted to each teacher for each instance of death of the teacher's aunts or uncles.

- b. Three (3) days bereavement leave shall be granted to each teacher for each instance of death of relatives of the teacher's spouse as listed: Children, parents or legal guardians, grandchildren or grandparents.
- 3. Bereave leave days are not chargeable to any other leave and are non-accumulative.
- 4. The teacher must notify his/her principal as soon as he/she knows that a bereavement leave is to be used.

Article 48 - School Closings

- 1. When, in the opinion of the Superintendent, it is advisable to close the Crutchco Public School due to bad weather or other lawful emergencies, no leave days previously arranged for that day by a teacher shall be deducted.
- 2. If the closing of the school results in the loss of a student class day or portion of a student class day and that day is not made up, teacher shall not be required to make up nor lose pay or leave as a result.

Article 49 - Job Injury Leave

- 1. The Crutchco Public Schools will abide by Oklahoma School Statutes, Section 871. (70-35f) "Injuries Sustained by School Personnel in Performance of Duties - Continued Payment of Contract Salary."
- 2. The Crutchco Board of Education further agrees to abide by Oklahoma School Statutes Section 842 (85-2b) "Worker's Compensation Insurance" by purchasing Workers Compensation Insurance that covers all employees of the Crutchco Schools.

Article 50 - Staff Development Stipend

For the 2022-2023 school year, every teacher employed on the first day of school, will receive a stipend in the amount of \$200 for participation in Professional Development Activities over and above those defined in the 2022-2023 school calendar.

**SECTION VII - SIGNATURES**

In witness whereof we have affixed our signatures on this \_\_\_\_\_ day of \_\_\_\_\_ 2022

FOR THE BOARD  
President

FOR THE ASSOCIATION  
President

\_\_\_\_\_

\_\_\_\_\_

6.F. 2022-2023 Heart over Hype Consulting

6.G. 2022-2023 Procare Therapy/Paula Valdez

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

7.A. Minutes - Month approving

7.B. Transfer of Funds

7.C. Encumbrances and Purchases FY 2022-2023

7.C.1. General Fund (11) P.O. #'s 106-115

## Purchase Order Register

**Options:** Year: 2022-2023, Fund: GENERAL FUND (FOR OPERATION), Date Range: 7/1/2022 - 8/5/2022, PO Range: 106 - 115

PO No	Date	Vendor No	Vendor	Description	Amount
106	07/01/2022	53785	DREW EICHELBERGER	BLANKET	3,000.00
107	07/13/2022	53007	UNIVERSITY OF OKLAHOMA, E-TEAM	BLANKET	1,125.00
108	07/13/2022	53786	CLIA LABORATORY PROGRAM	BLANKET	180.00
109	07/15/2022	53788	OKLAHOMA CITY HERALD	BLANKET	500.00
110	07/20/2022	53529	DOROTHY HARDY	BLANKET	3,062.50
111	07/29/2022	53789	DR. DANENE VINCENT	DATA CENTER	400.00
112	07/29/2022	53790	PROSP BANK/SOUTHWEST	BLANKET	2,000.00
113	07/29/2022	53791	PROSP BANK/CEASARS PALACE	BLANKET	3,000.00
114	07/29/2022	53793	CORNER STONE EDUCATIONAL SERVICES	BLANKET	1,500.00
115	08/04/2022	51912	WALKER COMPANIES	BLANKET	615.00
<b>Non-Payroll Total:</b>					<b>\$15,382.50</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$15,382.50</b>

7.C.2. Bond Fund (31) P.O. #'s NONE



7.C.3. Building Fund (21) P.O. #'s 23

## Purchase Order Register

**Options:** Year: 2022-2023, Fund: BUILDING FUND, Date Range: 7/1/2022 - 8/5/2022, PO Range: 23 - 23

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
23	07/13/2022	50042	WASTE MANAGEMENT	BLANKET	1,850.66
<b>Non-Payroll Total:</b>					<b>\$1,850.66</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$1,850.66</b>

7.C.4. Child Nutrition (22) P.O. #'s NONE



7.C.5. Gift Fund (81) P.O. #'s 1-2

**Purchase Order Register**

**Options:** Year: 2022-2023, Fund: GIFT FUND, Date Range: 7/8/2022 - 8/5/2022

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	07/13/2022	53787	TBC	BLANKET	500.00
<b>Non-Payroll Total:</b>					<b>\$500.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$500.00</b>

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

7.D. Activity Fund Revenue and Expenditure Report

## Crutcho Public School Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2022 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 Superintendent Miscellaneous	\$2,028.58	(\$107.00)	\$0.00	\$165.98	\$1,755.60	\$0.00	\$1,755.60
802 Concession	\$2,046.38	\$0.00	\$0.00	\$0.00	\$2,046.38	\$0.00	\$2,046.38
804 Vocal Music	\$464.33	\$0.00	\$0.00	\$0.00	\$464.33	\$0.00	\$464.33
806 Athletics	\$887.11	\$0.00	\$0.00	\$0.00	\$887.11	\$0.00	\$887.11
807 1st Grade	\$29.43	\$0.00	\$0.00	\$0.00	\$29.43	\$0.00	\$29.43
808 Pep Club/Cheerleaders	\$402.73	\$0.00	\$0.00	\$0.00	\$402.73	\$0.00	\$402.73
809 Student Council	\$964.94	\$0.00	\$0.00	\$0.00	\$964.94	\$0.00	\$964.94
810 Band	\$116.21	\$0.00	\$0.00	\$0.00	\$116.21	\$0.00	\$116.21
811 Library	\$191.14	\$0.00	\$0.00	\$0.00	\$191.14	\$0.00	\$191.14
812 Book Orders	\$0.05	\$0.00	\$0.00	\$0.00	\$0.05	\$0.00	\$0.05
814 Pre-Kindergarten	\$20.97	\$0.00	\$0.00	\$0.00	\$20.97	\$0.00	\$20.97
815 7th Grade	\$65.38	\$0.00	\$0.00	\$0.00	\$65.38	\$0.00	\$65.38
816 Tech. Students / TSA	\$41.38	\$0.00	\$0.00	\$0.00	\$41.38	\$0.00	\$41.38
819 2nd Grade	\$0.05	\$0.00	\$0.00	\$0.00	\$0.05	\$0.00	\$0.05
821 4th Grade	\$632.65	\$0.00	\$0.00	\$0.00	\$632.65	\$0.00	\$632.65
823 3rd Grade	\$15.03	\$0.00	\$0.00	\$0.00	\$15.03	\$0.00	\$15.03
824 6th Grade	\$7.78	\$0.00	\$0.00	\$0.00	\$7.78	\$0.00	\$7.78
825 8th Grade	\$1,062.48	\$0.00	\$0.00	\$772.47	\$290.01	\$0.00	\$290.01
826 Staff Account	\$39.59	\$0.00	\$0.00	\$0.00	\$39.59	\$0.00	\$39.59
828 Humanities/Art	\$532.01	\$0.00	\$0.00	\$0.00	\$532.01	\$0.00	\$532.01
831 School Uniforms	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
832 Principal's Miscellaneous	\$1,854.82	\$0.00	\$0.00	\$119.70	\$1,735.12	\$0.00	\$1,735.12
834 HORNETS	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
837 YEAR BOOK	\$645.74	\$0.00	\$0.00	\$0.00	\$645.74	\$0.00	\$645.74
838 KINDERGARTEN	\$48.90	\$0.00	\$0.00	\$0.00	\$48.90	\$0.00	\$48.90
839 After School Program PK-2nd	\$557.96	\$0.00	\$0.00	\$0.00	\$557.96	\$0.00	\$557.96
840 CRUTCHO PTO	\$371.63	\$0.00	\$0.00	\$0.00	\$371.63	\$0.00	\$371.63
843 Tiger Store	\$190.52	\$0.00	\$0.00	\$0.00	\$190.52	\$0.00	\$190.52
844 Coca Cola Give	\$344.64	\$0.00	\$0.00	\$0.00	\$344.64	\$0.00	\$344.64
845 Box Tops	\$5,658.65	\$0.00	\$0.00	\$0.00	\$5,658.65	\$0.00	\$5,658.65
846 Device Insurance	\$1,944.00	\$0.00	\$0.00	\$0.00	\$1,944.00	\$0.00	\$1,944.00
<b>Total</b>	<b>\$21,235.08</b>	<b>(\$107.00)</b>	<b>\$0.00</b>	<b>\$1,058.15</b>	<b>\$20,069.93</b>	<b>\$0.00</b>	<b>\$20,069.93</b>

### CRUTCHO ACTIVITY FUND BANK RECONCILIATION JUNE

CHASE BANK STATEMENT BALANCE PREVIOUS BALANCE		\$0.00	
BANK ACCOUNT CLOSED			
TOTAL DEPOSITS		\$0.00	
BANK FEES		\$0.00	
CHASE STATEMENT BALANCE		\$0.00	
FIRST FIDELITY STATEMENT		\$21,137.08	
DEPOSITS		\$0.00	
CHECKS PAID		\$1,058.15	
FIRST FIDELITY STATEMENT BALANCE		\$20,078.93	
UNPAID PURCHASE ORDERS FY22		\$9.00	
		\$20,069.93	
RECONCILED BY			
	Melvin Perry		



**First Fidelity Bank**  
Member FDIC

[First Fidelity Bank Home](#) [Apply for a Loan](#) [Errors or Questions](#) [Annual Privacy Notice](#)

Date 6/30/22 Page 1  
Account Number XXXXXXXXXXXXX0268

Crutch Public School Activities  
2401 N Air Depot Blvd  
Oklahoma City OK 73141-1407

Account Title: Crutch Public School Activities

Effective June 1, 2022 the following fees will be increased  
Cashiers Check \$6.00 Paper Statement Fee \$3.00  
online Domestic Wire \$10.00 Outgoing domestic wire \$25.00  
Effective July 1, 2022 the following fees will be increased  
Chargeback Fee \$7.00

Free Small Business Checking		Statement Dates 6/01/22 thru 6/30/22 <sup>4</sup>	
Account Number	XXXXXXXXXXXX0268	Days This Statement Period	30
Previous Balance	21,137.08	Average Ledger	20,967.60
Deposits/Credits	.00	Average Collected	20,967.60
4 Checks/Debits	1,058.15		
Service Charge	.00		
Interest Paid	.00		
Current Balance	20,078.93		

Date		Check No	Amount	Detail by Check Number		Amount
Date	Check No	Amount	Date	Check No	Amount	
6/22	44	32.60	6/22	46	119.70	
6/22	45	165.98	6/28	47	739.87	

\* Indicates Break in Check Number Sequence

Date		Balance	Daily Balance Information		Balance
Date	Balance	Date	Balance	Date	Balance
6/01	21,137.08	6/22	20,818.80	6/28	20,078.93

CIVITANO SCHOOL ACTIVITY FUND  
 2045 W. Jay Street Blvd.  
 Oklahoma City, OK 73111

PAYABLE TO ORDER OF  
 FIRST FEDERAL BANK  
 1-800-950-1817  
 4000 N. Lincoln Blvd.  
 Oklahoma City, OK 73111

SCHOOL ACTIVITY FUNDS Series 2021-2022 DATE 06/17/2022 NUMBER 44 AMOUNT \$32.60

\*\*\*\*\*532 Dollars and 60 Cents

DAY TO THE ORDER OF PROPERTY BANK P.O. BOX 660225 DALLAS TX 75266-0225

4301002694C 2653250268P

Check 44 Date: 06/22 Amount: \$32.60

CIVITANO SCHOOL ACTIVITY FUND  
 2045 W. Jay Street Blvd.  
 Oklahoma City, OK 73111

PAYABLE TO ORDER OF  
 FIRST FEDERAL BANK  
 1-800-950-1817  
 4000 N. Lincoln Blvd.  
 Oklahoma City, OK 73111

SCHOOL ACTIVITY FUNDS Series 2021-2022 DATE 06/17/2022 NUMBER 45 AMOUNT \$165.98

\*\*\*\*\*165 Dollars and 98 Cents

DAY TO THE ORDER OF PROPERTY BANK P.O. BOX 660225 DALLAS TX 75266-0225

4301002694C 2653250268P

Check 45 Date: 06/22 Amount: \$165.98

CIVITANO SCHOOL ACTIVITY FUND  
 2045 W. Jay Street Blvd.  
 Oklahoma City, OK 73111

PAYABLE TO ORDER OF  
 FIRST FEDERAL BANK  
 1-800-950-1817  
 4000 N. Lincoln Blvd.  
 Oklahoma City, OK 73111

SCHOOL ACTIVITY FUNDS Series 2021-2022 DATE 06/17/2022 NUMBER 46 AMOUNT \$119.70

\*\*\*\*\*119 Dollars and 70 Cents

DAY TO THE ORDER OF PROPERTY BANK P.O. BOX 660225 DALLAS TX 75266-0225

4301002694C 2653250268P

Check 46 Date: 06/22 Amount: \$119.70

CIVITANO SCHOOL ACTIVITY FUND  
 2045 W. Jay Street Blvd.  
 Oklahoma City, OK 73111

PAYABLE TO ORDER OF  
 FIRST FEDERAL BANK  
 1-800-950-1817  
 4000 N. Lincoln Blvd.  
 Oklahoma City, OK 73111

SCHOOL ACTIVITY FUNDS Series 2021-2022 DATE 06/17/2022 NUMBER 47 AMOUNT \$739.87

\*\*\*\*\*739 Dollars and 87 Cents

DAY TO THE ORDER OF PROPERTY BANK P.O. BOX 660225 DALLAS TX 75266-0225

4301002694C 2653250268P

Check 47 Date: 06/28 Amount: \$739.87

### Crutcho Public School

#### Payment Clearing Register

**Options:** Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 6/1/2022 - 6/30/2022, Account: FIRST FIDELITY, Status: All

Clearing No	Date		Account No Payment No	Account Type Amount	Amount	Status
	Year	Fund				
10	6/30/2022		108	AC	\$1,058.15	Posted
	2022	60	44		\$32.60	
	2022	60	45		\$165.98	
	2022	60	46		\$119.70	
	2022	60	47		\$739.87	
			2022 60 Total		<u>\$1,058.15</u>	

**Year and Fund Totals:**

2022 60 \$1,058.15

**Total Payment Clearing Posted =** \$1,058.15

**Total Payment Clearing Not Posted =** \$0.00

# Crutcho Public School

## Receipt Register

**Options:** Fund: SCHOOL ACTIVITY FUNDS, Show Detail: Yes, Date Range: 6/1/2022 - 6/30/2022, Account: FIRST FIDELITY, Status: All

Receipt No	Date		Received From				Unit	Amount	Status
	Year	Fund	Acct Type	Acct No	Project	Program			
66	6/30/2022		BANK FEES					(\$107.00)	Posted
	2022	60	AR	5600	801	900	105	(\$107.00)	
						2022	60 Total	(\$107.00)	

**Year and Fund Totals:**

2022	60	(\$107.00)
<b>Total Receipts Posted =</b>		(\$107.00)
<b>Total Receipts Not Posted =</b>		\$0.00

# Crutch Public School

## Payment Register

**Options:** Year: 2021-2022, Fund: SCHOOL ACTIVITY FUNDS, Date Range: 6/1/2022 - 6/30/2022, Print Payroll Payments: True, Print Details: False

Year	Fund	No	Date	Vendor	Date Type	Date Registered	Clearing Date	Clearing No	Amount
2022	60	44	06/17/2022	PROSPERITY BANK		6/17/2022	6/30/2022	10	\$32.60
2022	60	45	06/17/2022	PROSPERITY BANK		6/17/2022	6/30/2022	10	\$165.98
2022	60	46	06/17/2022	PROSPERITY BANK		6/17/2022	6/30/2022	10	\$119.70
2022	60	47	06/21/2022	PROSPERITY BANK		6/21/2022	6/30/2022	10	\$739.87
<b>Non-Payroll Total:</b>									<b>\$1,058.15</b>
<b>Payroll Total:</b>									<b>\$0.00</b>
<b>Balance Forward:</b>									<b>\$12,539.38</b>
<b>Total:</b>									<b>\$13,597.53</b>

**Outstanding Payments**

**Options:** Fiscal Years: 2022, Funds: 60, As Of Date: 6/30/2022

<b>Year</b>	<b>Fund</b>	<b>No</b>	<b>Date</b>	<b>Reg Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Amount</b>
2022	60	14	12/3/2021	12/3/2021	53558	CUSTOM TEES BOLEYONE	\$9.00
<b>Total: 2022 60</b>							<b>\$9.00</b>
<b>Total Outstanding:</b>							<b>\$9.00</b>

8. MOTION TO ENTER EXECUTIVE SESSION 25 OS 307 (B)(1), TO DISCUSS ITEMS UNDER PERSONNEL
9. ACKNOWLEDGEMENT RETURN TO OPEN SESSION
10. MOTION , DISCUSSION AND VOTE TO APPROVE OR DISAPPROVE THE PERSONNEL
  - 10.A. Bryant, Vanessa - New Employment
  - 10.B. Kingly, Anna -New Employment
  - 10.C. Gaddis, Kentrell - New Employment
  - 10.D. Dulan, Malik - New Employment; Adjunct
  - 10.E. DeGaucin, Isidra - New Employment
  - 10.F. Cardina, Galvan - New Employment
  - 10.G. Jacobs, Julia - New Employment; Adjunct
  - 10.H. Lawrence, Briana - New Employment; Adjunct
11. NEW BUSINESS
12. ADJOURNMENT

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

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

Name of Person Posting: Sheila Cavett Title: Superintendent Secretary

Signature: \_\_\_\_\_