

Newcastle Board of Education Special Meeting
September 9, 2024 6:00 PM
Administrative Office Board Room
101 North Main
Newcastle, OK 73065

1. Flag Salute
2. Call to Order and Roll Call of Members
3. Outstanding Service or Achievement Awards
4. Discussion and possible action on the Consent Agenda:
 - A. Agenda of Special Meeting of September 9, 2024
 - B. Minutes of Special Meeting of August 27, 2024
 - C. Minutes of Regular Meeting of August 13, 2024
 - D. NPS Technology Printers Surplus
5. Public Input
6. Mr. Ryan Siebert, Newcastle Band Director, presentation of Band Uniforms
7. Mr. Adam Hull, NHS Principal, College Remediation and Drop Out Report
8. Changes to the 24-25 Newcastle High School Handbook
9. Superintendent and Staff Updates:
 - A. Mr. Jonathan Atchley, Safety and Security update
 - B. Dr. Cathy Walker, Superintendent
10. Discussion and possible action on the Policy Consent Agenda
 - A. CKAF - Use of Weapons Detectors
 - B. DBCA - Standards of Performance
 - C. DO - Termination of Employment Teachers
 - D. DOAC - Support Personnel Suspension, Demotion, Nonrenewal, or Termination
 - E. DOBD - Suspension of Certified Personnel
 - F. EKBA - Strong Readers Act
 - G. EMDA - Flags
 - H. EMG - Animals in School
 - I. EMG-E1 - Notification of use of Service Animal
 - J. FE - Student Transfers
11. Discussion and possible action on the Contract Consent Agenda
 - A. FY25 Sunbelt Staffing, LLC Client Service Agreement - Angel Hallauer, ES SLP (part-time)
 - B. FY25 Oklahoma Department of Rehabilitation Services - Work Adjustment Training Contract
 - C. FY25 Oklahoma Department of Rehabilitation Services - Transition School to Work Study
 - D. **FY25 Soliant** Client Services Agreement; Carmen Jackson, MS/HS SLP (full time)
 - E. FY25 American Fidelity/CuraLinc Healthcare Employee Assistance Program Services Agreement

12. Discussion and possible action regarding Financial Consent Agenda
 - A. General Fund 11 Encumbrances and Change Orders
 - B. Building Fund 21 Encumbrances and Change Orders
 - C. Bond Fund 32 Encumbrances and Change Orders
 - D. Bond Fund 39 Encumbrances and Change Orders
 - E. Monthly payroll and extra duty disbursement
 - F. Purpose of Activity Fund Accounts
 - G. Revenue Analysis-General Fund
 - H. Revenue Expenditure Summary-Athletic
 - I. Revenue-Expenditure Summary-Non Athletic
 - J. Treasurer's Report
 - K. Booster Club Sanctioning
 - I. Cheer Booster Club
13. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A, pursuant to 25 O.S. Section 307 (B)(1)
14. Vote to convene or not to convene in executive session
15. Return to Open Session
16. Discussion and possible action regarding employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A
17. Adjournment

This agenda was posted at 5:30PM on the front door of the administration building on September 9, 2024, by Darla Allen

Newcastle Board of Education Special Meeting
August 27, 2024 6:00 PM
Administration Office Board Room
101 N Main St
Newcastle, Oklahoma 73065

Attendance Taken at 6:00 PM. Mr. Darrin Abel: Absent, Ms. Valory Dalton: Present, Mr. Jeff Dingee: Present, Ms. Tiffany Elczyn: Present, Mr. Jeremy Gilbertson: Present.

1. Call to Order and Roll Call of Members.

2. Newcastle Public Schools 2024-2025 Athletic Department Handbook

Motion to approve the 2024-2025 Athletic Department Handbook passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Mr. Darrin Abel: Absent, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

3. Chase Morris Act Compliance Site Plan

Motion to approve the Chase Morris Act Compliance Athletic Site Plan passed with a motion by Mr. Jeff Dingee and a second by Mr. Jeremy Gilbertson.

Mr. Darrin Abel: Absent, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

4. Surplus Football Stadium Lights

Motion to approve the Surplus of the Football Stadium Lights passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Mr. Darrin Abel: Absent, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

5. Newcastle Racer Athletic Procedure Manuals

Motion to approve the Racer Athletic Procedure Manuals as attached with the exception of the Gameday and Ticket Guidelines being the document that was presented by Mr. Hodges instead of the attachment and The Advertising and Sponsorship Opportunities changes: 1) add Home Games for the announcements; and 2) ability to terminate at anytime in the contract. Procedure: Athletic Department will give 25% of advertising to Booster Clubs the first year, 20% the second year and 10% the third year. passed with a motion by Mr. Jeff Dingee and a second by Ms. Valory Dalton.

Mr. Darrin Abel: Absent, Mr. Jeremy Gilbertson: Yea, Mr. Jeff Dingee: Yea, Ms. Valory Dalton:

Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

- A. FY25 Advertising and Sponsorship Opportunities
- B. FY25 Newcastle Athletics Emergency Action Plan
- C. FY25 Newcastle Public School Gameday and Ticket Guidelines
- D. FY25 Newcastle Public School Sports Medicine Policies
- E. FY25 Newcastle High School Cheer Bylaws

6. Adjournment.

Meeting adjourned by Tiffany Elczyn at 6:41PM

President

Vice President

Clerk

Deputy Clerk

Member

Newcastle Board of Education Regular Meeting
August 13, 2024 6:00 PM
Administrative Office Board Room
101 North Main
Newcastle, OK 73065

Attendance Taken at 6:00 PM. Mr. Darrin Abel: Present, Ms. Valory Dalton: Present, Mr. Jeff Dingee: Absent, Ms. Tiffany Elczyn: Present, Mr. Jeremy Gilbertson: Present.

1. Flag Salute
2. Call to Order and Roll Call of Members
3. Outstanding Service or Achievement Awards

Dr. Walker presented Pioneer for the first Outstanding Community Partner for Newcastle Public Schools

4. Discussion and possible action on the Consent Agenda:

Motion to approve consent agenda items A through P with tabling items Q and R passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

A. Agenda of Regular Meeting of August 13, 2024

B. Minutes of Special Meeting of August 2, 2024

C. Minutes of Regular Meeting of July 16, 2024

D. Brent Hodges' Surplus Items from Main Gym

E. FY25 Textbook Surplus

F. Middle School Library Surplus Books

G. High School Library Surplus Books

H. Resolution to Transcript Math, Science and Technology Classes Taught at Mid-America Technology Center

I. Mr. Mike Crossley, Fastpitch Softball Coach requests permission to travel to Tulsa, OK for the Tulsa Lincoln Christian Fastpitch Tournament scheduled for September 5-7, 2024. The

Booster Club will pay for the 2 nights lodging. They will have 3 Teacher/Coaches, as well as 5 chaperons for 23 students. This is an invitational tournament.

J. Brandon Morgan, FFA Instructor requests permissions for an overnight trip to Broken Bow, Oklahoma for the FFA Officer Training Retreat August 15th through the 18th. They will have 6 officers and 2 chaperones.

K. Ms. Cindy Trent, Assistant Elementary Principal requests permission to take 1) 5th grade White Team (Ms. Patterson, Ms. Ward, Ms. Gillespie, and Mr. Hutcheson's classes) to Camp Goddard September 24-26, 2024 and 2) 5th grade Blue Team (Ms. McFarland, Ms. Kielich, Ms. Mathews and Mr. Oberlander's classes) to Camp Goddard September 17-19, 2024. This will be an overnight Field Trip.

L. FY25 Newcastle ECC Handbook

M. FY25 Newcastle Elementary Handbook

N. FY25 Newcastle Middle School Handbook

O. FY25 Newcastle High School Handbook

P. FY25 THRIVE Handbook

Q. Newcastle Racer Athletic Handbook

R. Newcastle Racer Athletic Procedure Manuals

5. Public Input

No Public Input

6. Superintendent and Staff Updates:

A. Dr. Cathy Walker, Superintendent

Dr. Walker reported on the first day of school and gave an update on the Bond Projects.

B. Brent Hodges, Athletic Director

Mr. Brent Hodges presented a recap of the 23-24 season, and reported on the upcoming year as well as improvements and changes being made for the 24-25 season.

7. Presentation by Shawnee George, from Convirgent, to discuss Metrasens weapons detectors

Presented the weapons detector to the Board.

8. Discussion and possible action regarding Newcastle Public School District Policy Consent Agenda

Motion to approve NPS District Policy Consent Agenda items A through E passed with a motion by Ms. Valory Dalton and a second by Mr. Jeremy Gilbertson.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

A. Policy CHC - Bids and Quotations

B. Policy DHAC - Staff Members and Electronic or Digital Communications

C. Policy EIEC - Released Time Courses

D. Policy EMI - Voluntary Private Prayer and Moment of Silence

E. Policy FNCD - Prohibiting Bullying (Regulation and Investigation Procedures)

9. Discussion and possible action regarding Extra Duty - Athletic and Non-Athletic Stipend Lists and Administration and Director Salary Scales

Motion to approve Extra Duty-Athletic and Non-Athletic Stipend Lists and Administration and Director Salary Scales passed with a motion by Mr. Darrin Abel and a second by Mr. Jeremy Gilbertson.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

10. Discussion and possible action on the Contract Consent Agenda

Motion to approve the Contract Consent Agenda items A through G passed with a motion by Mr. Darrin Abel and a second by Mr. Jeremy Gilbertson.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

A. FY25 RAPTOR Technologies Service Agreement

B. FY25 Noregon Systems, LLC Service Agreement

C. FY25 Northwestern Oklahoma State University MOU

D. OK Department of Career and Technology Education Programs for School Year 2024-2025

E. FY25 Footworks Performance Arts Studio for Newcastle Public Schools POM

F. FY25 Image Net Agreement

G. FY25 Google Workspace for Education Plus Agreement

11. Discussion and possible action regarding Financial Consent Agenda

Motion to approve the Financial Consent Agenda items A through L passed with a motion by Ms. Valory Dalton and a second by Mr. Darrin Abel.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel:

Yea, Ms. Tiffany Elczyn: Yea

Yea: 4, Nay: 0, Absent: 1

A. General Fund 11 Encumbrances and Change Orders

B. Building Fund 21 Encumbrances and Change Orders

C. Bond Fund 32 Encumbrances and Change Orders

D. Bond Fund 33 Encumbrances and Change Orders

E. Bond Fund 39 Encumbrances and Change Orders

F. Monthly payroll and extra duty disbursement

G. Purpose of Activity Fund Accounts

H. Revenue Analysis-General Fund

I. Revenue Expenditure Summary-Athletic

J. Revenue-Expenditure Summary-Non Athletic

K. Treasurer's Report

L. Booster Club Sanctioning

I. Newcastle Quarter Back Club

II. Racers FastPitch Booster Club, Inc.

III. Newcastle Golf Booster Club, Inc.

IV. Newcastle Wrestling Booster Club, Inc.

V. Newcastle High School Racer Pom

12. New Business

No new business

13. Proposed executive session to discuss employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A, and Superintendent's Evaluation, pursuant to 25 O.S. Section 307 (B)(1)

14. Vote to convene or not to convene in executive session

Motion to convene in Executive Session at 8:05pm passed with a motion by Mr. Darrin Abel and a second by Mr. Jeremy Gilbertson.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

15. Return to Open Session

Returned to Open Session at 9:09 pm. Dr. Walker, Valory Dalton, Jeremy Gilbertson, Darrin Abel and Tiffany Elczyn were in the executive session and no votes were taken.

16. Discussion and possible action regarding employment of personnel, retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on attached Schedule A

Motion to approve Schedule A as attached passed with a motion by Mr. Darrin Abel and a second by Mr. Jeremy Gilbertson.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

17. Discussion and possible action regarding paying the planning periods of Mr. Brandon Morgan and Ms. Carol Craven for the 2024-2025 school year

Motion to approve paying the planning periods of Mr. Brandon Morgan and Ms. Carol Cravens for the 24-25 school year passed with a motion by Mr. Darrin Abel and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

18. Discussion and possible action regarding the attached FY25 Mentor List

Motion to approve the FY25 Mentor List as attached passed with a motion by Mr. Jeremy Gilbertson and a second by Mr. Darrin Abel.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

19. Discussion and possible action regarding the attached FY25 Adjunct List

Motion to approve the FY25 Adjunct List as attached passed with a motion by Mr. Jeremy Gilbertson and a second by Ms. Valory Dalton.

Mr. Jeff Dingee: Absent, Mr. Jeremy Gilbertson: Yea, Ms. Valory Dalton: Yea, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea
Yea: 4, Nay: 0, Absent: 1

20. Adjournment

Meeting adjourned at 9:17pm by Ms. Tiffany Elczyn

President

Vice President

Clerk

Deputy Clerk

Member

Asset ID	Brand	Model	Ser. No.
Admin	HP	2CF59A	MXBCM1Y1CM
ECC Office	HP	2CF59A	MXBCM1Y1XV
ECC PreK	HP	2CF59A	MXBCM2412T
ECC Kindergarten	HP	2CF59A	MXBCM24155
ECC 1st Grade	HP	2CF59A	MXBCM241CG
ES Lower Office	HP	2CF59A	MXBCM241CP
ES 2nd Grade	HP	2CF59A	MXBCM241FF
ES 3rd Grade	HP	2CF59A	MXBCM241GQ
ES 4th Grade	HP	2CF59A	MXBCM241H5
ES 5th Grade	HP	2CF59A	MXBCM241JF
ES 5th Grade Office	HP	2CF59A	MXBCM241HX
MS Office	HP	2CF59A	MXBCM241K5
MS 6th Grade	HP	2CF59A	MXBCM241L0
MS 7th Grade	HP	2CF59A	MXBCN5M2HM
MS 8th Grade	HP	2CF59A	MXBCM241MN
Transportation	HP	2CF59A	MXBCM2B1S2
HS East Office	HP	2CF59A	MXBCN1N07T
HS E Workroom	HP	2CF59A	MXBCM241P2
HS W Workroom	HP	2CF59A	MXBCM241S6
HS West Office	HP	2CF59A	MXBCM241SD
HS Library	HP	2CF59A	MXBCM2426P
Fieldhouse	HP	2CF59A	MXBCM2B1RY

24-25 Newcastle High School Handbook Changes

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Semester Exam Policy

Previous School Year

All high school students are required to take comprehensive semester exams in all courses each semester. Semester tests will count 10% of the semester grade.

24/25 School year

All high school students are required to take comprehensive exams each semester. Beginning in the Fall semester of 2024, students will have the option to exempt two semester finals. The criteria to be eligible to exempt two semester exams is as follows:

Eligibility Criteria:

1. **Grade Requirements:**

- Students must maintain a minimum grade of **B** (80% or higher) in the course throughout the semester.
- The grade will be calculated based on all assessments and assignments up to the week before final exams.

2. **Attendance Requirements:**

- Students must have no more than **3 absences** (excused or unexcused) with an **A** per semester course.
- Students must have no more than **2 absences** (excused or unexcused) with a **B** per semester course.

Exemption Process:

1. One week before the final exam period, teachers will review student eligibility.
2. Eligible students will be notified of their exemption status.
3. Students must confirm their acceptance of the exemption within 48 hours of notification.

Additional Policies:

1. Exempted students will receive their current course grade as their final grade.
2. Students may choose to take the final exam even if exempt. The exam grade will only be counted if it improves the student's overall course grade.
3. Exemptions are determined on a course-by-course basis.
4. Students cannot be exempt from the same course in the fall semester and spring semester.

Exceptions:

1. State-mandated end-of-course exams cannot be exempted.
2. Students with any suspensions or serious disciplinary infractions during the semester are not eligible for exemptions.

Teacher Discretion:

Teachers reserve the right to require a student to take the final exam, even if the student meets the exemption criteria, if they believe it is in the best interest of the student's academic progress.

Policy Review:

This policy will be reviewed annually by the school administration and faculty to ensure its effectiveness and make any necessary adjustments.

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Valedictorian Policy

Previous school year

The criteria to be honored as a Valedictorian of Newcastle High School is as follows: Students must take 4 Math courses and 4 Science courses, 2 AP or 2 Concurrent courses, score a 27 or higher on the ACT or SAT equivalent, and maintain a 4.0 unweighted GPA.

All students meeting the above mentioned criteria will be honored as Valedictorian and ranked number one. There will be no Salutatorian. During the graduation ceremony, providing all other graduation requirements are met, each Valedictorian will be allowed to present a speech during the ceremony. A total of 20 minutes will be allotted for speeches each year. This time allotment will be equally distributed between the Valedictorians (e.g. If there are 5 Valedictorians, each will be given 4 minutes to speak). The speeches must be submitted to the senior class sponsor and building principal for approval at least one week prior to the graduation ceremony. Determination of Valedictorian is based on the seven semester transcript. Newcastle High School uses the unweighted GPA to determine valedictorian status and is the preferred calculation of local colleges and universities.

Early Graduates must have eighteen (18) credits completed by the end of the 5th semester; the unweighted GPA of those eighteen (18) credits are used for valedictorian determination.

24/25 School Year**Valedictorian Selection Policy**

Effective: Beginning with the Class of 2029

Purpose:

To establish clear and equitable criteria for selecting the valedictorian, recognizing outstanding academic achievement and rigorous course selection.

Eligibility Criteria:

1. **Grade Point Average (GPA):**
 - Candidates must have achieved a 4.0 unweighted GPA throughout their high school career.
 - GPA will be calculated based on all courses taken for high school credit.
2. **Mathematics, Science, History, English Requirement:**
 - Candidates must have successfully completed a minimum of 4 courses for each during their high school career.
3. **Advanced Coursework:**
 - Candidates must have successfully completed at least 2 courses that are either:
 - a. Advanced Placement (AP) courses, or
 - b. Concurrent enrollment courses (college-level courses taken for both high school and college credit)

Selection Process:

1. At the end of the seventh semester (fall of senior year), all students meeting the above criteria will be identified as potential valedictorian candidates.
2. If multiple students meet all criteria, all qualifying students will be named co-valedictorians.

Additional Considerations:

1. **Transfer Students:**
 - Must have been enrolled at the school for a minimum of four consecutive semesters, including the entire senior year, to be eligible.
2. **Conduct:**
 - Candidates must have maintained good standing in terms of behavior and adherence to the school's code of conduct throughout their high school career.

Recognition:

Valedictorian(s) will be honored with:

- Special recognition at the graduation ceremony
- A designation of "Valedictorian" on their official transcript and diploma

Policy Review:

This policy will be reviewed bi-annually by the school administration and school board to ensure its continued effectiveness and alignment with the school's academic goals.

Early Graduates must have eighteen (18) credits completed by the end of the 5th semester; the unweighted GPA of those eighteen (18) credits are used for valedictorian determination.

Previous school year

Commencement

As a graduating senior, students must comply with the guidelines provided herein in order to participate in the graduation ceremony. The official ceremony is a formal school event and participation in this event is a privilege, not a right. Participation in the commencement ceremony shall be governed by the Site Administrators.

Guidelines for the commencement ceremony include the following: A student can participate in Newcastle High School Commencement Ceremonies when the student is in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.

A student participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Procedures Manual.

Students who do not have 18 credits of coursework required at the beginning of the second semester of their 12th grade year shall not be permitted to participate in graduation exercises for that year.

A student will not engage in any disruptive activity which interferes with the graduation process or infringes on the rights of other graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

Dress Code for Commencement

In order to preserve the unity of the class at the event, students are required to wear caps and gowns during the entirety of the ceremony. Students may not wear any designs, decorations, or attachments of any kind with or on their cap and gown. The only exception will be for approved cords.

24/25 School Year

Commencement

As a graduating senior, students must comply with the guidelines provided herein in order to participate in the graduation ceremony. The official ceremony is a formal school event and participation in this event is a privilege, not a right. Participation in the commencement ceremony shall be governed by the Site Administrators.

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in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.

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A student will not engage in any disruptive activity which interferes with the graduation process or infringes on the rights of other graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

Speakers for Commencement

Beginning with the class of 2029

All elected senior class officers will be given the opportunity to speak at graduation ceremonies. The 4th student speaker for the ceremony will be the Valedictorian with the highest weighted GPA. In the event of a tie for the highest weighted GPA both students will be given the opportunity to speak.

Dress Code for Commencement

In order to preserve the unity of the class at the event, students are required to wear caps and gowns during the entirety of the ceremony. Students may not wear any designs, decorations, or attachments of any kind with or on their cap and gown. The only exception will be for approved cords.

USE OF WEAPONS DETECTORS

Newcastle Public Schools takes the safety of our students, staff, and guests seriously and authorizes the use of weapons detectors in our schools, at athletic events, and after school events.

The deterrence of the possession of weapons or other dangerous objects as defined in this policy is necessary to promote health and safety within the school setting and to provide a school environment conducive to education. The administration is authorized to utilize stationary or mobile metal detectors when:

1. The administration has reasonable cause to believe weapons or dangerous objects are in the possession of students or other persons on school property;
2. There has been a pattern of weapons or dangerous objects found at school, on school property, at school functions, or in the vicinity of a school;
3. Violence involving weapons or dangerous objects has occurred at the school, on school property, at school functions or in the vicinity of the school;
4. If a school official or law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a weapons detector check of the student's person and personal effects; and
5. If a school official or law enforcement has reasonable suspicion to believe that a particular student or students is in possession of an illegal substance (vape).

Weapons detectors may be used as an extra layer of security at all sporting events and after school events.

School personnel operating the weapons detectors must comply with the rules and regulations for the use of such devices as adopted by the board of education. Any search of a student's person as a result of the activation of the detector shall be conducted in accordance with board policy on student searches.

Upon enrollment and at the beginning of each school year, students and parents/guardians shall receive notice that the district uses weapons detector checks as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools to explain that anyone may be scanned by weapons detectors for guns, knives, or other illegal weapons or dangerous objects when on campus or attending athletic or extracurricular events.

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 nurturing of democratic principles.

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

PRINCIPLE I COMMITMENT TO THE STUDENTS

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
 - a. Exclude any student from participation in any program,
 - b. Deny benefits to any students,
 - c. 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 or required by law.

PRINCIPLE II COMMITMENT TO THE PROFESSION

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

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

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 entry into the teaching profession of any 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 teaching 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.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
 - a. Willful neglect of duty.
 - b. Repeated negligence in performance of duty.
 - c. Mental or physical abuse to a child.
 - d. Incompetency.
 - e. Instructional ineffectiveness.
 - f. Unsatisfactory teaching performance.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

- g. Commission of an act of moral turpitude.
 - h. Abandonment of contract,
 - i. Conviction of a felony,
 - j. 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, or
 - k. Failure to earn required staff development points.
2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
 3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
 4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
 5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
 6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - a. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - b. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).
 7. **A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in the light of the educational value of the material and in light of the youngest age of any student with access to said material.**

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

THIS POLICY REQUIRED BY LAW.

TERMINATION OF EMPLOYMENT TEACHERS

It is the policy of the Newcastle Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Incompetency,
5. Instructional ineffectiveness,
6. Unsatisfactory teaching performance,
7. Commission of an act of moral turpitude,
8. Abandonment of contract.
9. Conviction of a felony,
10. 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, or
11. Failure to complete required staff development points.
12. Repeated neglect of directives and practices.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

Probationary teachers may be terminated or nonrenewed by the board for cause subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

REFERENCE:

70 O.S. §6-101, §6-101.20, et seq.

70 O.S. §18-123

Accreditation Standard 210:20-29-5

**SUPPORT PERSONNEL
SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION**

The Newcastle Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred sixty days (160) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred sixty days (160) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.

**SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR
TERMINATION (Cont.)**

4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking on school property.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. Failure or inability to perform the essential functions or duties of the assigned position.
43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

REFERENCE: 70 O.S. §6-101.40, et seq.

THIS POLICY REQUIRED BY LAW.

SUSPENSION OF CERTIFIED PERSONNEL

It is the policy of the Newcastle Board of Education that a teacher or administrator may be suspended from employment in accordance with state law and the accreditation standards. Such suspension will be with pay, pending additional due process procedures.

If a district that has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. The determination as to whether the employee will be placed on leave is a decision of local control. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency.

Whenever the superintendent of a school district has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent or the local board of education upon receiving recommendation for suspension from the superintendent may suspend the teacher without notice or hearing. However, the suspension shall not deprive the teacher of any compensation or other benefits to which otherwise entitled. Within ten (10) days' time after the suspension becomes effective, the local board of education shall initiate a hearing for dismissal pursuant to law.

However, in a case involving a criminal charge or indictment, the suspension may extend until the case for the teacher is finally adjudicated at trial. The extension shall not include any appeal process.

Whenever the local board of education or the administration of a school district has reason to believe that cause exists for the dismissal of an administrator, and when they are of the opinion that the immediate suspension of an administrator would be in the best interests of the children in the district, the local board of education or the superintendent of the school district may suspend the administrator without notice or hearing. However, the suspension of the administrator shall not deprive the administrator of any compensation or other benefits to which he or she would otherwise be entitled under his or her contract or pursuant to law. Within ten (10) days' time after such suspension becomes effective, the local board of education shall initiate proceedings pursuant to Section 6-102.4 of this title to have the administrator dismissed. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the administrator's case is finally adjudicated at a trial. Provided, however, such extension shall not include any appeal process.

LEGAL AUTHORITY: **70 O.S. Section 6-101.14**
 70 O.S. Section 6-101.29
 Accreditation Standard 210:35-3-86

STRONG READERS ACT

To identify students who have a reading deficiency including students with characteristics of dyslexia, every student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for reading skills including, but not limited to, phonological awareness, phonics, decoding, fluency, vocabulary, and comprehension. Any student who is assessed and found not to be meeting grade level targets shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade level reading skills. The program of reading instruction required shall be based on scientific reading research and shall align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall also include, but not be limited to:

1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;
2. If necessary, and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 180 day or 1080-hour school year required by law;
3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction;
4. High-quality instructional materials grounded in scientifically based reading research, and
5. A means of providing every family of a student in prekindergarten, kindergarten, first, second, and third grade access to free online evidence-based literacy instruction resources to support the student's literacy development at home.

A student enrolled in kindergarten, first, second, or third grade who exhibits a deficiency in reading at any time based upon the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after the identification of the deficiency in reading. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

1. Describe the research-based reading intervention services the student will receive to remedy the deficiency in reading,
2. Provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension as applicable,
3. Monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs; and
4. Continue until the student is determined to be meeting grade-level targets in reading based on screening instruments or assessments.

STRONG READERS ACT (Cont.)

The district strong readers plan shall be adopted and annually updated, with input from school administrators, teachers, and parents and legal guardians, and if possible, a reading specialist, and which shall be submitted to and approved by the State Board of Education. This plan shall include a plan for each site that includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized which outlines how each school site shall comply with the provision of the Strong Readers Act.

Beginning with the 2022-2023 school year, any student enrolled in first, second, or third grade who is assessed through the Strong Readers Act and is not meeting grade level targets in reading after the beginning of the year assessment shall be screened for dyslexia. Screening may also be requested for a student by his or her parent or guardian, teacher, counselor, speech-language pathologist or school psychologist.

REFERENCE: 70 O.S. §1210.508A, et seq.

NOTE: Referenced statute requires each school district to adopt and annually update a district plan that includes a plan for each site, and which outlines how each school site will comply with the provisions of the Reading Sufficiency Act.

FLAGS

It is the policy of the Newcastle Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned individual will be responsible for raising and lowering the flags.

The school day will begin with a flag salute. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. Any other flag that is to be flown or displayed on school property must be approved by the administration. Appeals may be presented to the school board.

Newcastle Schools takes a no tolerance approach to any desecration of the American Flag.

REFERENCE: 25 O.S. §91.2
25 O.S. §153
70 O.S. §24-106

ANIMALS IN SCHOOL

The Newcastle Board of Education does not allow students, staff, and/or patrons to bring animals onto school premises except in connection with an organized and approved school activity, or as otherwise authorized by the appropriate building principal. Written permission must be obtained from the appropriate building principal before animals are brought to school or to any school activity.

Authorized animals must be adequately housed and cared for while on school grounds. In addition, pets for “show and tell” need to be cleared with the classroom teacher. Only the teacher or students designated by the teacher may handle the animals. The teacher should notify parents of planned use of animals in the classroom so that student and staff allergies or other concerns may be considered. If a parent communicates their student is not permitted to handle the animal, the teacher will not permit the student to handle the animal. If a student or staff member exhibits an allergic reaction, the animal should be removed. If dogs are allowed by the principal to be on school grounds, the dogs must be leashed at all times and not permitted to run at large.

No wild animals shall be allowed in school unless under the control of an individual trained in the care and management of the animal and properly licensed by state or federal agencies as appropriate (i.e., zookeepers, veterinarians, biologists). Students shall not be permitted to handle wild animals.

Animals kept in the classroom must be housed in appropriate containers and cared for in a safe and humane manner. Only the teacher or students designated by the teacher may handle these animals. If animals are to be kept on school grounds on days when classes are not in session, arrangements must be made for their care.

If a staff member or student has been bitten by an animal and the skin has been pierced, the incident must be reported immediately to the school office by the student or the supervising adult. The principal will notify public health authorities and cause the animal to be impounded for observation. Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

Service Animals

Purpose

The purpose of the Procedures for Service Animals is to establish procedures for the use of service animals in the district, including school buildings, school vehicles and other school property.

Service animals will be allowed in accordance with federal law. Members of the public, staff, and students shall not be allowed to bring emotional support animals and therapy animals which do not meet the definition of a service animal on school property. An exception may be made by the superintendent for emotional support animals and therapy animals to be brought onto school premises by the school counselor for the benefit of the student body. The district shall post a sign in a conspicuous location outside the entrance of each school building stating which animals or types of animals are prohibited in accordance with Oklahoma law. The sign posted will indicate that service animals are permitted in accordance with federal law.

Definitions

“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Service animals are limited to the animals defined under the ADA and do not include any other species of animal, wild or domestic, trained or untrained. The district does not allow the following types of animals in its facilities and programs unless specifically authorized by the district’s superintendent and/or superintendent’s designee and site principal:

1. “Emotional support animal” meaning an animal selected to reside with an individual with a disability that does not work or perform tasks for the benefit of an individual with a disability and does not accompany at all times an individual with a disability.
2. “Therapy animal” meaning a personal pet who is certified to make therapeutic visits with a trained volunteer to places including, but not limited to, nursing facilities, schools and hospitals to bring therapeutic benefit, comfort and cheer to others.

An exception may be made by the superintendent and site principal for therapy animals to be brought onto school premises by the school counselor and housed primarily in the counseling office and/or main office for the benefit of the student body.

Procedures/Requirements for Employees and Students

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a notification of the intent to use a service animal to the district's Special Education Director. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).
- B. Notifications for the use of service animals on district property by an employee or student will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- C. As part of the district’s consideration of the use of a service animal, the district may require certification of proper vaccinations verified by a veterinarian **in accordance with state law**.
- D. The district’s review of use of a service animal may include consideration of a student’s IEP or Section 504 records. The district may also request a meeting with the employee or student.

- E. The use of a service animal on district property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the district. The district's approval of the use of a service animal on district property is subject to periodic review, revision or revocation by district administration.
- F. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in district vehicles when:
1. The inclusion of the service animal is documented as required on district transportation forms; and
 2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.
- H. The responsibility for the care and supervision of the service animal rests solely on the employee or student. The district is not responsible for any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.
- I. Pursuant to federal law, the district retains discretion to exclude or remove a service animal from district property and transportation if:
1. The service animal is out of control or the service animal's handler does not effectively control the service animal's behavior;
 2. The service animal is not housebroken;
 3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or
 4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

Liability

An employee, student, visitor or service animal trainer accompanied by a service animal or service animal in training will be responsible for any damage to district or personal property and any injuries to individuals caused by the animal. Individuals who use a service animal or service animal in training on district property will hold the district harmless and indemnify the district from any such damages.

Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal or service animal in training can file a grievance, using the district's grievance procedures.

Miniature Horses

- A. The district will make reasonable modifications in policies, practices, or procedures to accommodate a miniature horse that qualifies as a service animal under this policy and the ADA, but doing so may not be possible in all circumstances.
- B. In determining whether it is feasible to allow a student, employee or visitor to be accompanied by a miniature horse that qualifies as a service animal in a specific district facility, the district will consider:
1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
 2. Whether the handler has sufficient control of the miniature horse;
 3. Whether the miniature horse is housebroken; and
 4. Whether the miniature horse's presence in the specific facility compromises legitimate safety requirements that are necessary for safe operation.

Requirements for Service Animals and Service Animals in Training

Vaccination: Service animals and service animals in training must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

Licensing: All service animals and service animals in training must be licensed as may be required by state and/or local law.

Identification: It is recommended, but not required, that service animals and/or service animals in training have proper identification.

Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

Cleanup Rule: The handler of the service animal/service animal in training, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

Grooming: All service animals and service animals in training must be treated for, and kept free of, fleas and ticks. All service animals and service animals in training must be kept clean and groomed to avoid shedding and dander.

If, in the opinion of the Superintendent or designee, any service animal is out of control in the school setting or during District transportation, the matter shall be immediately reported to local law enforcement. The parent or guardian of the student having custody and control of the service animal will be required to remove the service animal from District premises immediately.

Reference: 28 C.F.R. Part 36; OKLA. STAT. tit. 4, § 801; OKLA. STAT. tit. 7, §19.1

NOTIFICATION OF USE OF A SERVICE ANIMAL

Date: _____ Building: _____

Staff Member or Student's Name: _____

Parent's/Guardian's Name (for minor students only): _____

Identify whether the service animal is required because of a staff member or student's disability, and if so, identify and describe the manner in which the service animal will meet the individual's particular need(s):

Name of service animal: _____

Documentation attached that the service animal is:

- Properly and currently vaccinated
- Under the control of a handler

Name of handler: _____

Submit Request to Superintendent Annual Notification Required

STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. The school district will begin accepting applications for the next school year starting the **June 1 first Monday in April**. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. ~~The administration will not approve or deny transfers received for the next school year until after the July 1, capacity data is determined for each grade level and site within the school district.~~

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. ~~Any brother or sister of a student who transfers will be provided preferential treatment and approved regardless of capacity with only discipline and attendance records reviewed in the determination of the sibling transfer request. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.~~

~~A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such student's application will be reviewed utilizing only disciplinary records and attendance in the determination of the transfer request.~~

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site.
2. The transferring student has not been disciplined for;
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

STUDENT TRANSFER POLICY(Cont.)

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size. The exception to this practice will be for grades PreK-1st. The class size for these grades will be 18.

A student ~~shall~~ **will** be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a ~~teacher~~ **full time employee** as per 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active-duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, **or when deemed appropriate**, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

STUDENT TRANSFER POLICY(Cont.)

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made.
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept.
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken.
2. The date the district gave notice denying the transfer request.
3. The basis for appealing the decision of the school district; and
4. The name, address, and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration, and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial, and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made.

STUDENT TRANSFER POLICY(Cont.)

2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept.
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

~~A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.~~

REFERENCE: 70 O.S. §1-114**70 O.S. §1-113****70 O.S. §5-117.1****70 O.S. §8-101, et seq.****70 O.S. §24-101, et seq.; §24-102****Family Education Rights and Privacy Act****Atty. Gen. Op. No. 87-134, April 1, 1988****State Accreditation Standards 210:10-1-18 and 210:10-1-18.1**

A POLICY ON THIS TOPIC IS REQUIRED BY LAW



**ADDENDUM A
Terms of Teleservices Assignment**

PID: __

This Terms of Teleservices Assignment is subject to the terms and conditions of that certain Client Services Agreement between the parties outlined below.

Assignment Details

Sunbelt Staffing, LLC will contract with VocoVision for the provisions of telepractice services to Client. Client will pay Sunbelt Staffing, LLC for the hours worked by Telepractitioner under the following terms:

Telepractitioner:	Angel Hallauer	
Client:	Newcastle Public Schools	
Assignment Start Date:	09/11/2024	Assignment End Date: 05/22/2025
Position:	SLP	
Hours per Week:	24	
Bill Rate per Hour	\$85.00	<i>Bill Rate is all-inclusive^(a)</i>
Technology Fee:	\$0.00	

One VocoVision station per full time position at no cost. Additional stations can be provided with a \$1,000 per unit refundable deposit and \$200 per unit nonrefundable configuration and shipping charge. Deposit will be refunded to the school district upon return of the station(s) in working condition within fifteen (15) days of the assignment being completed.

Miscellaneous: _____

- a) Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.
- b) Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by Sunbelt or VocoVision for a period of (24) months after the last date Client received Services from such Consultant. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to first year's total compensation including but not limited to a signing and/or relocation bonus, as agreed upon at the time of hiring. Payment is due and payable to Sunbelt upon start date.
- c) Client agrees to approve Telepractitioner's weekly log of service. Logs will be submitted on a weekly basis by Telepractitioner for Client's review and approval. Should Telepractitioner fail to submit paperwork or weekly log to show proof of completed work, Client agrees to notify Sunbelt in writing within three (3) business days of alleged failure. Client's failure to notify Sunbelt in writing within three (3) days period shall negate any Client invoicing dispute.

By: 48770 - Newcastle Public Schools

Print Name: _____

Title: _____

Date: _____

Client Responsibilities. Client agrees to the following items to facilitate VocoVision's provision of Services:

- (a) Client shall be responsible for providing a secure environment for VocoVision hardware and software ("Equipment") installed and operated at Client's designated location(s).
- (b) Client will provide sufficient infrastructure to support the proper operation of the Equipment, including network connectivity equal or superior to DSL access.
- (c) Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards.
- (d) Client warrants that it will not use the Equipment for any purpose other than as contemplated hereunder and acknowledges that VocoVision is not responsible for any damages associated with such impermissible use.
- (e) Client agrees to provide appropriate local support to facilitate remote Telepractitioner's ability to fulfill the responsibilities outlined in Addendum C: Duties and Responsibilities.

Scheduling. Client agrees to the minimum hours of Services per week as stipulated in Addendum A: Terms of Teleservices Assignment and will schedule the appropriate number of student speech sessions and other related services each week to meet or exceed the minimum hours requirement. Client and telepractitioner will agree upon a weekly schedule for Services which will be loaded into the VocoVision system. Any revisions to the schedule must be submitted to the VocoVision Operations Department no later than 12:00 PM EST Friday for Services the following week. VocoVision requires a 24-hour notice to cancel scheduled Services. One cancellation without notice is permitted per school year. Additional cancellations with less than 24 hours' notice will be billed at the regular rate. Note that VocoVision telepractitioners are encouraged to complete non-therapy work (e.g., paperwork, planning, file reviews, etc.) during any such cancellation time.

Administrative Responsibilities. Client shall be responsible for orienting telepractitioners to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, individual education plans or Client-specific program plans. During the contracted assignment, should telepractitioners fail to submit paperwork as required per Client's policies and procedures, Client must notify VocoVision in writing within three (3) business days of alleged failure. Failure to notify VocoVision within the three (3) day period shall negate any Client claim to withhold payment due to paperwork non-compliance by telepractitioners. Within three (3) business days following the conclusion of a contracted assignment, Client shall conduct a final review to determine whether the completion of additional paperwork is needed from the telepractitioners. Failure to notify VocoVision prior to the fourth (4th) day after conclusion of the assignment will negate any Client claim to withhold payment due to paperwork non-compliance by telepractitioner.

By: 48770 - Newcastle Public Schools

Print Name: _____

Title: _____

Date: _____

Duties and Responsibilities

The duties and responsibilities of a Telepractitioner include, but are not limited to the following:

- Collaborates with the school district to identify students' communication characteristics, support resources, as well as any physical, sensory, cognitive, behavioral and motivational needs to determine the benefit a student may receive through telepractice.
- Collaborates with the school district to determine assessment resources - including their potential benefits and limitations - in the telepractice setting, and to develop a plan to assess students appropriately.
- Monitors effectiveness of services and modifies evaluation and treatment plans as needed.
- Maintains appropriate documentation of delivered services in a format consistent with professional standards and client requirements.
- Complies with state and federal regulations to maintain student privacy and security.
- Facilitates behavior management strategies in students as appropriate.
- Provides information and counseling to families and school personnel as needed

By: 48770 - Newcastle Public Schools

Print Name: _____

Title: _____

Date: _____



VocoVision Damaged Equipment Policy

If, during the course of contracted services, VocoVision computer equipment sustains damage or is missing components (keyboard, audio accessories, etc.), it should be reported immediately to the VocoVision Operations Department at 1-866-779-7005. Replacement equipment will be shipped to Client as needed. The costs of repairing or replacing the equipment (including shipping) will be charged to Client, but in no case shall exceed \$1,000 per unit.

At the end of the VocoVision contract period, all equipment must be returned in original packaging within 15 days of completion of services. All returned equipment will be inspected for both physical and internal damage. If equipment is found to be damaged, VocoVision reserves the right to withhold from Client deposit the cost of repairing or replacing the damaged equipment. If no Client deposit exists, VocoVision will bill Client for such charges and will provide supporting documentation of all costs.

Packaging

All packaging, boxes and containers used to ship VocoVision equipment are considered property of VocoVision and must not be discarded. Packaging should be stored and kept in good condition during the course of the contract and must be used for return shipping at the conclusion of services. If VocoVision packaging is lost or damaged, Client is solely responsible for obtaining replacement packaging to ensure undamaged return of equipment to VocoVision. In such cases, we strongly recommend the use of a professional packaging and shipping service, such as the UPS Store or a FedEx retail location.

By: 48770 - Newcastle Public Schools

Print Name: _____

Title: _____

Date: _____

Sunbelt Staffing, LLC (hereafter referred to as “Sunbelt” or the “Company”) and **Newcastle Public Schools** whose location is 101 N Main St, Newcastle, OK 73065 (hereafter referred to as “Client”) enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Consultants (“Consultants”) with Client. This Agreement shall govern the overall terms of the relationship, while a separate assignment confirmation for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

1. Scope of Services.

Sunbelt, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Sunbelt will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers’ compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Sunbelt will use its commercially reasonable efforts to find a replacement in a timely manner.

2. Independent Contractor.

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor that each Consultant shall be an employee of Sunbelt and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Sunbelt agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Sunbelt does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Sunbelt will notify Client in advance of the assignment in order to receive approval of this arrangement.

3. Telepractice Services.

Sunbelt, at Client’s specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D – VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision’s telepractice services.

4. Insurance.

Sunbelt will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employer’s Liability - \$1,000,000.

Excess Liability over General Liability and Employer’s Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability of \$1,000,000 per occurrence and \$3,000,000 aggregate.

Sexual Abuse and Molestation - \$1,000,000 per occurrence and \$3,000,000 aggregate.

5. Competency and Licensing.

Sunbelt will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Sunbelt will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Sunbelt will make every effort to prescreen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Sunbelt will make available to Client all appropriate Consultant records that Sunbelt may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. In the event Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results that may negatively impact the commencement or continuation of said assignment, the Client shall notify Sunbelt in writing within three (3) business days of Client becoming aware. Client shall furnish all relevant details regarding the situation. Failure to notify Sunbelt of such matters may result in the termination of the contractual relationship. Sunbelt will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with



Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

6. On-Site Responsibility.

Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Sunbelt is not providing special education and/or related services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Sunbelt is not responsible for the Consultant's on-site performance given that Sunbelt does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Sunbelt's Consultant should be reported in writing and directly to Sunbelt immediately so that Sunbelt may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

7. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by the Company for a period of one year after the latest date of introduction, referral, or placement or the conclusion of Consultant's assignment through the Company. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to the Company upon start date.

8. Equal Opportunity.

It is the policy of Sunbelt to provide equal opportunity to all Consultants for employment. Sunbelt and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

9. Professional Fees.

Client will pay Sunbelt based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. Sunbelt pays its Consultant(s) overtime in compliance with federal, state, and/or local laws. Sunbelt will bill Client at one and one-half times the regular bill rate for all hours Sunbelt is required to pay the Consultant(s) overtime. It is Client's responsibility to notify Sunbelt if pre-approval is required for any or all overtime hours prior to any such hours being worked.

10. Payment Terms.

Client will be billed on a weekly basis for all services provided during the previous week. Payment is due within fifteen (15) days of receipt of invoices. Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, Sunbelt reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

11. Timekeeping and Invoicing.

Client will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of Sunbelt's timesheet. Timesheets are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

Sunbelt will generate an invoice for Client based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) services were provided, Consultant name, Consultant job title, hourly bill rate, total hours billed, and total amount due. Client must review the invoice and notify Sunbelt of any errors, including billed hours or improper rates, immediately and in writing. Invoicing errors not received within thirty (30) days of the date of invoice shall not be disputed and invoices will be due in full.

12. Administrative Responsibilities.



Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Sunbelt in writing within three (3) business days of alleged failure. Failure to notify Sunbelt before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify Sunbelt of time sheet and work performed discrepancies.

13. Limitation of Liability.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

14. Incident and Error Tracking.

Client will report to Sunbelt any performance issues, incidents, errors and other events related to the care and services provided by Sunbelt employees. Sunbelt will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

15. Reporting of Work-Related Injuries.

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate by the Client and suitable to the setting to which Sunbelt's Consultant has been assigned. Client ensures compliance with all applicable OSHA obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Sunbelt within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Sunbelt concurrently with Client for the purpose of reporting such event to Sunbelt's worker's compensation carrier. If Sunbelt's Consultants are not eligible for treatment of work-place injury, incident or exposure by Client or if reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Sunbelt and Sunbelt's Consultant.

16. Termination of Contracted Assignment with Cause.

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered averse to the overall operation of Client. Client may request that Sunbelt facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless Sunbelt has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Sunbelt's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Sunbelt's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Sunbelt in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. Sunbelt shall have five (5) business days to refill the position in the event of termination



with cause. Should Sunbelt identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultant's assignment.

17. Termination of Contracted Assignment without Cause.

Client may cancel an assignment with sixty (60) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 60-day period of notice. In the event Client is unable to provide sixty (60) days' notice of termination, Client will be billed for sixty (60) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Sunbelt as a result of such cancellation.

18. Guaranteed Minimum Hours.

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.

19. Unscheduled Facility Closure Policy.

Sunbelt will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by Sunbelt. Sunbelt and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of 75% of the regular hourly bill rate for the total hours normally scheduled for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

20. Multiple Locations.

If client requires Consultant to travel to and perform services at more than one location, Client will compensate Sunbelt for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

21. Issue Resolution.

In the event Client encounters an issue that is not satisfactorily resolved by its Sunbelt representative, Client should escalate the issue to the appropriate Sunbelt manager by calling 800-659-1522 or emailing info@sunbeltstaffing.com.

22. Indemnification.

To the extent permitted by law, each party will be responsible for damages associated with third party claims to the extent of their respective negligence, willful misconduct or breach of this agreement.

23. Confidentiality.

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement**. It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information.

Disclosures required by law including properly executed Freedom of Information Act requests and information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement shall be the only exceptions permitted under this Agreement.



Confidential Information of Sunbelt shall include, but is not limited to, any and all unpublished information owned or controlled by Sunbelt and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Sunbelt and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

24. Family Education Rights and Privacy Act.

Sunbelt shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g (“FERPA”) and acknowledges that certain information about the Client's students is contained in records maintained by Sunbelt and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

25. State Retirement System Notice.

Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant’s election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultants and fulfilling all associated administrative duties. Client shall immediately notify Sunbelt if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Sunbelt of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Sunbelt by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Sunbelt. The Client and Sunbelt expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant’s interest in retirement system/pension.

26. Conflicts of Interest.

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party’s business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

27. Notices.

All notices required to be given in writing will be sent to the names/addresses listed below.

Sunbelt Staffing LLC
 Contract Department
 501 Brooker Creek Blvd
 Suite A-400
 Oldsmar, FL 34677
 contractnotices@sunbeltstaffing.com

To Client
 Client: Newcastle Public Schools
 Address: 101 N Main St, Newcastle, OK 73065

28. Survival.



The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

29. Governing Law.

This Agreement shall be governed by the laws of the state of Delaware.

30. Modification of Agreement.

This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement.

31. Entire Agreement.

This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. *(Please return all pages of this Client Services Agreement).*

Client ID – CLIENT NAME

48770 - Newcastle Public Schools

Sunbelt Staffing, LLC

Signature Date

Signature Date

Print Name

Print Name

Title

Title

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES

Dear Vendor:

Please read the attached agreements and the following instructions carefully.

1. **One (1) agreement with original signature (no signature stamps) is required**, a fully-executed agreement will be emailed back to you with the Award of Contract (Purchase Order).
2. Certificates, if included, **must have original signatures (no signature stamps) and must have the same signatures as the agreements.**
3. If changes or corrections are necessary, please line through the incorrect information and write in the correct information. **Please do not use white out or erase in any manner. Each change must be initialed by the same individual who signed the agreements.**
4. Please fill in all blanks, if any, on the agreements. If not applicable, note N/A. **Please provide a copy of the vendor license if applicable.**
5. Signed agreements and certificates must be returned as soon as possible to avoid a disruption of services. Please note that the time period from submission of the signed agreement until receipt of the Award of Contract may be several weeks. **Services must not be provided until the Award of Contract has been issued.**

Please **email** signed agreements and attachments to: Stacey Dutton at Sdutton@okdrs.gov and cc: Renee Sansom at rsansom@okdrs.gov or **mail** to: State Office, 3535 NW 58th St., Suite 500, Oklahoma City, OK 73112, ATTN: Renee Sansom.

If you have any questions, please call Renee at 405-212-7789

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK ADJUSTMENT TRAINING (WAT)**

This agreement, consisting of twenty-one (26) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**Newcastle Public Schools
101 North Main St.
Newcastle, OK 73065**

("Contractor"), 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 Oklahoma Department of Rehabilitation Services desires employment training for its individuals; 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, O.A.C. 612: 10-7-164 to provide work adjustment training; and

WHEREAS, the fees for services set forth herein have been approved as fixed rates by the Oklahoma Commission for Rehabilitation Services and the Office of Management and Enterprise Services pursuant to 74 O.S. § 85.7(A)(6)(f).

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, 2025, 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

A. Contractor's Obligations

1. The Contractor agrees to submit a proposal initially to start a program or as requested by DRS staff. A proposal should include a description of the referral process, staff qualifications, admission criteria, individualized assessment tools, individualized training plan forms, curriculum, progress assessment and reporting methods and tools, a plan for post-training services, and information about facilities and equipment to be utilized. Upon approval, a contract shall be issued to the Contractor. **The work adjustment training program is designed to prepare high school age youth with the most significant disabilities or equally significant barriers for competitive integrated employment in the community by developing important work habits, attitudes and personal and social adjustment skills.** Services such as these are made possible by the Workforce Innovation and Opportunity Act (WIOA) of 2014.
2. DRS clients preauthorized to participate in work adjustment training (WAT) may do so for a maximum 18 cumulative months, as pre-approved on an individual basis by the DRS counselor. If the DRS client requires more time to make additional progress, the DRS counselor may authorize additional time. If the Contractor provides WAT during the summer months, any summer months worked by the DRS client count as part of the maximum 18 cumulative months. **The Contractor 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 and pertinent documents.**

Students eligible to participate include those DRS transition students:

- a. with documented disabilities (includes individualized education plan (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.
 - b. with an approved DRS case.
 - c. with an individualized plan for employment (IPE) in place.
 - d. with WAT as a line of service on the IPE.
 - e. who have been provided written authorization by DRS as to their start date.
and
 - f. who are at least 16 years of age.
3. There are rare cases where students NOT on an IPE may participate in WAT under a Trial Work Plan, as approved by the DRS counselor. In either case, no services may begin without prior written authorization from DRS.
 4. Students who are completing high school at the end of the school year and who

are participating in services through the Contract must cease participation upon their last day of school/graduation. They may not continue to participate in WAT beyond their last day of high school (unless in rare cases and only with DRS counselor approval).

5. Work adjustment training provided under the provisions of the Contract must comply with the component parts as described:

B. Program Requirements

1. Referral

The Contractor agrees to provide work adjustment training to eligible individuals of the DRS who are referred to the Contractor by the DRS and pre-authorized in writing by the DRS counselor. All services for DRS individuals shall be pre authorized in writing by the DRS counselor as “work adjustment training”. It is the Contractor’s responsibility to market and educate others about its program.

2. Staff Qualifications

The work adjustment training center shall assure that all instructional staff and assistants are properly trained to perform their assigned functions. Minimum staff training and qualifications should include the following:

- a. complete DRS Employment Consultant Training within the first year of employment; or
- b. be a certified special education teacher; and
- c. have experience working with people with disabilities and knowledge of transition requirements under IDEA and the Pre-ETS of WIOA.

The instructional staff must also have access to technical assistance and receive update training as appropriate. The Contractor shall document qualifications and ongoing training/professional development.

3. Admission Criteria

The work adjustment training center shall provide specific admission criteria for individuals with the most significant disabilities or equally significant barriers expressing a desire to obtain competitive integrated employment in the community after completing work adjustment training. Admission criteria shall be made available in accordance with the DRS requirements. The Contractor shall make every effort to educate clients and parents about working toward competitive integrated community employment.

4. Individualized Assessment

The work adjustment training center shall assure that each individual is afforded, **on a monthly basis**, an individualized assessment of interpersonal and competitive work related skills. This shall be documented on the DRS Monthly Progress Report form and any other assessments chosen by the Contractor. The

individualized assessment shall be documented and must include:

- a. an assessment of the individual's interpersonal skills, including the ability to interact socially.
- b. capacity to understand verbal and written instructions.
- c. job skills, including the ability to meet both the physical and social aspects of competitive integrated employment.
- d. work speed and endurance.
- e. career interest and awareness.
- f. work behaviors, which include the ability to work independently. and
- g. physical capacities and psychomotor skills.

The Contractor shall assist each client in developing a realistic vocational goal upon completion of one school year (i.e., 9 months) in the work adjustment training center program. This shall include working with clients to identify strengths, interests, abilities, challenges, job matches and mismatches, and researching alternative jobs within various career fields. This vocational goal shall be shared with the DRS counselor upon development with the intent of aligning this goal with the IPE goal and jointly planning activities to reach the goal. The Contractor shall share with the DRS concerns regarding client participation or lack of progress as soon as possible as well as a change in client's goal toward achieving competitive integrated employment.

5. Individualized Training Plan (ITP)

- a. The work adjustment training center shall assure that an individualized training plan be prepared for each individual served within 60 calendar days of admission. The goal of the individualized training plan shall be working towards independent competitive community integrated employment and shall be based on input from the individual and his/her parent(s) or authorized representative. It should address areas of strength and needed services based on the individualized assessment, and provide the basis for periodic evaluation of progress towards competitive employment. ITPs for each client must be submitted to the DRS counselor within 60 calendar days.
- b. This ITP shall be reviewed regularly (or at least every 3 months along with the DRS Progress Report) and shall also contain a detailed description of how each client shall progress through work adjustment training and ultimately into a paid work experience through the Transition School-to-Work: Work Study contract, or other paid or unpaid work experience (e.g., job shadowing, on the job training). DRS counselors shall work with the Contractor on an individual basis to determine when a client is ready to transition out of work adjustment training and into a work experience; however, the DRS counselor and the Contractor shall be given the flexibility to allow for alternate plans for exceptional individual cases. The Contractor shall also assist each DRS client with developing a transportation plan for employment upon completion of services (e.g., city bus, call-a-ride, taxi, walking, carpooling, parent driving, driving self, riding a bicycle, Uber). This may be included in the ITP or another document but must be in writing.

6. Curriculum

- a. The work adjustment training center shall provide instruction and orientation to work practices which is tailored to individual needs and falls

within the five core Pre-Employment Transition Services:

- 1a. job Exploration Counseling;
- 2a. work-based Learning Experiences;
- 3a. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
- 4a. workplace Readiness, including social and independent living skills; and
- 5a. self-advocacy, including peer mentoring.

and that encompasses:

- 6a. career interest/awareness and Job seeking skills (e.g., utilize resources for finding jobs, stating job interests, recognizes purpose for work and need to develop skills).
- 7a. work Behaviors (e.g., attendance, punctuality, working independently or in groups, dressing appropriately, demonstrating safety and maturity, and following work rules, using breaks wisely, cell phones and other electronic devices in the workplace, e-mail etiquette).
- 8a. job Skills (e.g., switching tasks, remaining on task, obtaining supplies, and cleaning up work area).
- 9a. work speed and endurance (e.g., completing tasks with accuracy, increasing time on task, asks for additional work, and adjusts to change).
- 10a. interpersonal/communication skills (e.g., ability to interact socially, cooperate, ask for help, use appropriate manners, respond to criticism; initiate, maintain, and end conversations; appropriate conversation topics for the workplace; forms of harassment and how to respond/get help; what is NOT harassment).
- 11a. independent living skills (e.g., value of money, how to organize money, banking, setting a budget, money/identify safety, preparing for meals, grocery shopping, light meal preparation, kitchen safety, accessing and using various transportation options, transportation safety, community safety, sorting laundry, using washing machines/dryers, community resources, personal needs/medical, home safety, emergencies); Safety training may include real life practice, class discussion and activities, role playing, watching safety videos, having guest speakers, etc. Sample transportation topics may include, but are not limited to:
 - specific equipment and documentation to keep in vehicle or on your person.
 - emergency procedures for specific transportation option.
 - communication between program and driver before, during, and after transport.
 - maintenance and inspection of vehicles and bicycle.
 - safety in and around vehicles.
 - school zones, railroad crossings.
 - unloading and double-checking vehicles after unloading.
 - knowing your surroundings and people around you.
 - seatbelts, car seats, booster seats, helmets, and other safety devices.
 - waiting on the curb.

- crossing the street.
- waiting at bus stops.
- rules for bicycles.
- strangers. and
- being street smart.

12a. understanding verbal and written instructions (e.g., following directions, responding to directions in a timely manner, remembering steps, and asking for help). and

13a. work related skills (e.g., dealing with work pressures, counting, measuring, telling/managing time, travel and transportation, including planning around work schedules to arrive on time, what to do when you will be late or not able to go to work).

- b. The Contractor shall integrate the use of technology for clients and ensure clients are accessing technology in meaningful ways that will help better prepare them for ways to use technology for employment purposes (e.g., resume development, online applications, job searches, e-mail, and interest inventories). If a client has a cell phone or other electronic device and can be taught how to use it for reminders, lists or steps, video modeling, the Contractor is encouraged to make use of such opportunities for independence.
- c. The curriculum must also include real work observation and include a variety of work experiences in the community (e.g., ability to transfer work skills, learn new job tasks, and demonstrate appropriate behavior). The Contractor shall ensure that each client is afforded the opportunity to experience at least six (6) different types of jobs in various community settings (e.g., retail, hotel, restaurant, manufacturing, industry, customer service, medical) throughout each school year. This must include at least 6 separate experiences in the community. Situations in which students would be performing tasks of a volunteer nature may count as only one of the 6 experiences. The DRS counselor and the Contractor shall be given the flexibility to allow for alternate plans for **exceptional individual cases**.
- d. Virtual opportunities for WAT that's available through the Contractor may be provided to students due to Covid-19-related concerns. A proposal for virtual training **MUST** be received and approved by the DRS Transition Coordinator in order to continue with the WAT program, if the need for virtual training occurs. The vendor **MUST** provide detailed information regarding virtual activities on any progress reports and in the time sheet notes. The Contractor **MUST** justify what has been done virtually with each DRS client. Online YouTube videos and virtual job shadowing opportunities for students can be used to continue the various community experiences. There shall be no change to time sheet billing amounts during virtual training.

7. Progress Assessment And Reporting

The work adjustment training center shall have established procedures for evaluating the individual's progress toward independent competitive integrated employment and skills identified in items 4 and 5 above and must report results periodically in accordance with the DRS requirements. Evaluation of progress of individuals shall be required every 30 days, and an additional evaluation of level of independence every 90 days, with work adjustment training not to exceed a

maximum 18 cumulative months, unless pre-approved by the DRS counselor. All progress reports and time sheets must be submitted to the DRS counselor by the 15th of the following month for timely payment to the Contractor for students participating in work adjustment training.

8. Post-Training Services

The work adjustment training center shall provide post-training referral services for each individual in accordance with the individual's needs. Such services should include but not be limited to referrals for job placement assistance and/or continuing education.

9. Facilities And Equipment

The work adjustment training center shall have adequate equipment and facilities to facilitate the training services provided by the center. The equipment and facilities used for training purposes shall meet or exceed all appropriate safety standards. Additionally, the facilities must meet the ADA requirements for accessibility. The Contractor shall ensure adequate staff to supervise students in the various facilities utilized for work adjustment training. Staff assigned to implement WAT program requirements must have appropriate training and qualifications (e.g., employment consultant training).

10. Reporting

The Contractor agrees to maintain all appropriate training standards and provide monthly attendance and progress reports for each authorized individual. These reports shall be processed through the assigned DRS counselor. The DRS staff shall conduct ongoing annual evaluations through visits, reviewing paperwork, and onsite auditing to ensure compliance with the DRS guidelines. Should the DRS find areas of noncompliance, the Contractor shall be required to submit a corrective action plan (CAP) within 30 days. The DRS shall do a follow-up visit within two months to ensure all areas on noncompliance are corrected. Final reporting and recommendation regarding competitive employment abilities or obstacles shall be completed by the Contractor on each individual at the conclusion of the work adjustment training period. This final report shall include each client's plans for future employment.

C. Additional Contractor Requirements

The Contractor's designated teacher/transition coordinator(s) shall:

1. be knowledgeable about the contents and requirements of the Contract, especially the Key Points documented in Appendix A.
2. obtain written preauthorization from the DRS counselor before initiating services for students.
3. be a part of the decision making process for community work experiences and transitioning students out of the WAT program.
4. provide information regarding the program to school personnel, students, and parents.
5. provide job readiness instruction and assistance to the students as outlined above that fall within the following 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; e. self-advocacy, including peer mentoring.

6. assist with regular assessment of the students' progress.
7. work with the DRS counselor to maintain a list of all authorized participating students at least one time per semester or updated as new students join or exit.
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the WAT services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP.
9. document such transition services or Pre-Employment transition services provided and completed by participating students on the progress report form or other documents developed by the Contractor or required by DRS.
10. provide monthly documentation to DRS counselor, such as progress reports and attendance reports.
11. provide an ITP within 60 calendar days of admission to the DRS counselor. and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

D. DRS's Obligations

The DRS counselor shall:

1. provide the Contractor written preauthorization prior to the initiation of services for each student approved for the WAT program.
2. provide to the Contractor a signed copy of each client's IPE within 30 days of beginning the WAT program.
3. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals.
4. provide payment to the Contractor for work adjustment training as set forth in Paragraph III. A, in a timely manner when provided with progress reports and timesheets for processing.
5. serve as a member of the transition team and help make decisions regarding experiences and transition out of the WAT program.
6. organize his or her work schedule in order to be available to confer with the Contractor, the students in the program, parents, employers and other partners in the process.
7. arrange and provide services as needed, including vocational evaluations, and counseling and guidance.
8. provide technical assistance to the Contractor.
9. make regular visits to the WAT program, either at the facility or in the community to observe activities and client progress.
10. work with the school staff/teachers to maintain a list of all authorized participating students, the vocational goal, experiences, skills learned, and areas for further development, at least one time per semester or updated as new students join or vocational goals change. and
11. ensure the Contractor is submitting accurate monthly time sheets and progress reports, including documentation of transition services or pre-employment transition services (as completed)

III. Compensation

A. Contract Amount

In consideration of the satisfactory performance of said services, the DRS shall pay

the Contractor at the rates set forth below.

1. The DRS shall pay a fixed rate to the Contractor up to \$375.00 per month for half day (3 hour) training periods, \$250.00 per month for 2 hour per day training periods, or \$125.00 per month for 1 hour per day training periods per individual client. The Contractor shall be paid at the full amount for clients who participate in trainings for at least 61% of school days in each month. A school day is defined as a day in which school is in session and students are expected to be in attendance. Snow days do not count as school days. Participation of 60% or less must be prorated accordingly. For example, if a student was present 12 out of the 20 possible school days in a month (i.e., 60%) and was in the program daily for at least 2 hours (i.e., \$250), the Contractor would bill the DRS for \$150.00 (i.e., 60% of \$250). A school month begins effective the first day the student is authorized to attend. For example, if school starts August 1, but the student is not authorized to attend until August 15, the school days that month available to that student begin on August 15.
2. For all school months containing fewer than 10 school days, the DRS shall pay to the Contractor on a prorated daily rate per individual client. The daily rates to be utilized are as follows.
 - Daily rate for clients participating for 3 hours at \$375.00 per month-- \$18.75 per day.
 - Daily rate for clients participating for 2 hours at \$250.00 per month-- \$12.50 per day.
 - Daily rate for clients participating for 1 hour at \$125.00 per month-- \$6.25 per day.
3. For example, if a student was present 9 out of the 9 school days for the month of December (100% of the days in the short month) and was in the program daily for at least 3 hours (which would be at the \$375.00 per month amount), the Contractor would bill the DRS at a daily rate of \$18.75 for each day (i.e., \$168.75, which is \$18.75 times 9 school days).
4. This daily rate is to account for the months in which a school incurs a long holiday or significant break of any kind in which the students would not be attending school the typical number of days in a month (i.e., an average of 20 school days), and to account for schools that go year-round.
5. A student is considered in attendance for the day if the student is present at least 50% of the time that day that they are designated to be in Work Adjustment Training. For example, if a student is enrolled in Work Adjustment Training for 3 hours per day, and they are present in the program for at least 1 ½ hours of the program that day, they are considered in attendance. If they are present less than that amount of time due to illness or other reason, they are considered not in attendance. If they are enrolled in 2 hours, they would need to be present for at least 1 hour that day, and for 1 hour of enrollment, they would need to be present for at least a half an hour that day to be counted in attendance. Billing invoices must be adjusted if a student averages less time during the month than which he or she was originally authorized (e.g., a student who is authorized 3 hours a day who really ends up averaging about 2 hours a day over the month shall only be billed at 2 hours that month).
6. Time in WAT begins when instruction or employment readiness/practice begins and ends when said instruction/readiness ends. Breaks are not allowable billed time for DRS WAT programs. Travel time to get to the WAT facility does not count toward billable time.
7. There are no “free/excused” absences that may still be billed for by the Contractor. Daily student attendance must be counted.

8. The school Contractor providing WAT for its students and the Community Rehabilitation Provider (CRP) providing WAT services to students are responsible for providing transportation for DRS transition clients to and from community employment activities (unless other arrangements are made between the school and CRP) and may not seek reimbursement from the DRS for travel expenses. Schools are responsible for transporting their students to and from the CRP who is providing the WAT program for their students.
9. If an individual does not participate in training during any given month, payment shall not be made for that month. Payment shall be made upon submission of properly completed and approved progress reports and time sheets documenting 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 and accepted by the DRS pursuant to the Contract.
10. The Contractor may use funds to develop, enhance, and implement the WAT program. All funds paid to the Contractor by DRS must be put back into the program and used for implementing the program. Examples of ways in which funds may be spent include, but are not limited to:
 - a. WAT staff salaries and compensation package.
 - b. facility and maintenance costs.
 - c. substitutes to cover staff when at trainings.
 - d. training costs for WAT staff to attend the Annual Oklahoma Transition Institute (OTI), job coach training, and other training relevant to fulfilling the requirements of the WAT contract (and may include registration fees, hotel, per diem, mileage, and parking for WAT staff).
 - e. curriculum.
 - f. gas for transporting DRS clients to and from community businesses for the required minimum 6 community visits.
 - g. WAT vehicle maintenance, repairs, and depreciation.
 - h. program materials. and
 - i. uniforms or protective clothing and equipment required by community business partners.
11. DRS funds shall NOT be used to purchase food without the written permission from the designated DRS contract monitor and solely for the purpose of teaching independent living skills. DRS shall only authorize the use of funds for food in situations in which independent living skills are taught to DRS clients, and the clients have a role in planning the menu, preparing shopping lists, budgeting, shopping, preparing and cooking, serving, and cleaning after the skills instruction.
12. Upon request, the Contractor shall submit to the DRS monitor an expenditure report or other proof of purchase/payment for expenditures of DRS funds.

B. Payment

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice documenting the provision of services and/or receipt of a proper claim for reimbursement of travel expenses pursuant to the contract for services, timesheets, and progress reports documenting the provision of services to issue payment to the Contractor. Invoices/claims, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. 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. DRS cannot make payment for services that are not pre-approved in writing by the DRS counselor.

All students who are placed in the Work Adjustment Training program must be active VR/VS clients and have a trial work plan and/or an Individualized Plan of Employment (IPE) in place in order for the training facility to be paid a fixed rate.

C. Lapse Of Invoices/Claims

Proper invoices 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.

IV. 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.

B. 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.

C. 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.

D. 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.

E. Modification

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

F. 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.

G. 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 shall be required to maintain all records for three (3) years after the DRS makes final payment and all other pending matters are closed.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.

3. 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 to the Department of Rehabilitation Services - Contracts Unit 3535 N.W. 58th Street, Suite 300, Oklahoma City, Oklahoma 73112, plus a copy of the management letter, if applicable, and corrective action plan to all audit findings, and the auditor's latest external quality control review report 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 to the address listed above for an extension citing the reason for delay. DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if DRS has not received the prior year audit.

N. 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.

O. 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.

P. 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.

Q. 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.

R. Prior DRS/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she, or if applicable, no 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.

S. 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/EVerify.

T. 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.

U. 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.

V. Signatures

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of Contractor
Rehabilitation Services

_____/_____/_____/_____
Signature *Date* *Signature* *Date*

<hr/> Print Name	Kiley Rios <hr/> Print Name
<hr/> Manager Contracts & Purchasing Title	<hr/> Director of Special Services Title
	405-387-2890 <hr/> <i>Contact Person Telephone</i>
	krios@newcastle.k12.ok.us <hr/> <i>Contractor's Email Address</i>

Appendix A

Key Points of the DRS Work Adjustment Training Contract

1. The Contractor must obtain written preauthorization from the DRS counselor before initiating services for students.
2. Students may participate 1 hour per day (\$125 per month to the Contractor), 2 hours per day (\$250 per month to the Contractor), or 3 hours per day (\$375 per month to the Contractor).
3. Students may participate in WAT for a maximum 18 cumulative months, as pre approved by the DRS counselor. Additional WAT training exceeding the maximum 18 cumulative months must be pre-approved by the DRS counselor.
4. The team must meet to determine when the student can transition out of WAT and into a less restrictive employment experience.
5. A minimum of 6 community employment experiences must be completed for each student.
6. DRS shall reimburse the Contractor for the amount invoiced based on student attendance and prorated accordingly.
7. Documents required for payment:
 - a. the monthly timesheet; and
 - b. the progress report(s).
 - c. These documents should be sent to the DRS counselor on a monthly basis. Waiting until the end of the semester or the end of the year to submit them is not acceptable.
8. WAT Payment Process:
 - a. School sends individual student Progress Report and Time Sheet to the DRS counselor.
 - b. The DRS counselor authorizes payment to the Contractor.

- c. The DRS counselor enters payment amount.
- d. The DRS State Office sends a check to the Contractor.
- e. The State of Oklahoma has forty-five (45) days from receipt of proper timesheets and progress reports to make payment to the Contractor.

Appendix B

Resources to Assist in Program Implementation

Free Resources

1. Autism Speaks (IL Skills)
https://www.autismspeaks.org/sites/default/files/docs/ttk2_independent_living.pdf
- f 2. Biz Kids (Money Management)
<http://bizkids.com/>
<http://bizkids.com/students>
<http://moneytalks4teens.ucanr.edu/>
<http://www.themint.org/teens/index.html>
3. CaseyLifeskills (Money, Home, and Food Management)
http://www.casey.org/media/CLS_ResourceGuides_subdocs_PAYAModule1.pdf
- f 4. CaseyLifeskills (Moving Out on Your Own)
http://www.casey.org/media/CLS_ResourceGuides_subdocs_imgettingready.pdf
- f 5. University of Oklahoma
 - a. Self-Determination Assessments for Transition
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/self-determination-assessment-tools.html>
 - b. Self-Determination Curriculum
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/choicemaker-curriculum.html>
 - c. Transition Education Materials
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/transition-education-materials.html>
 - d. Preference Indicators
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/transition-assessment---severe-disabilities.html>
 - e. Timeline of Transition Activities developed by the Oklahoma Transition Council
<http://www.ou.edu/content/education/centers-and-partnerships/zarrow/timeline-of-transition-activities.html>
6. Minnesota Literacy Council (Employment Readiness)

<http://mnliteracy.org/tools/employment-readiness-curriculum>

7. Applied Educational System

<http://www.aeseducation.com/careercenter21/employability-skills-lesson-plans/>

Resources for Purchase

8. Conover Company (Functional Skills)

https://www.conovercompany.com/downloads/fss_brochure.pdf

9. University of Oklahoma Zarrow Center for Learning Enrichment Resources

a. Transition Assessments

<https://tagg.ou.edu/tagg/>

10. Brigance Transition Skills

<http://www.curriculumassociates.com/products/detail.aspx?title=BrigTSA>

11. Skills USA

<http://www.skillsusa.org/programs/career-readiness-curriculum/>

Resources for Driving Readiness

[Montgomery College readiness checklist](#)

[Children’s Hospital of Philadelphia readiness](#)

[Quizlet Driver Readiness flashcards](#)

[DriveWell Info and Resources for Drive](#)

Please complete the enclosed **non collusion certification** by filling in each line that has a check mark by it, and placing a check mark inside the box labeled **“the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes”**. The certification must have an original signature, and it must be the same as the signature on the accompanying contract/agreement.



OKLAHOMA
Office of Management
& Enterprise Services

**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma Department of Rehabilitation Services Agency Number: 805

Solicitation or Purchase Order #:	
Supplier Legal Name:	Newcastle Public Schools
<p>SECTION I [74 O.S. § 85.22]: A. For purposes of competitive bid, 1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid; 2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and 3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party: a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title. B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.</p> <p>SECTION II [74 O.S. § 85.42]: For the purpose of a contract for services, the supplier 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 supplier to fulfill any of the services provided for under said contract.</p>	

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

August 26, 2024

Supplier Authorized Signature

Certified This Date

Kiley Rios

Director of Special Services

Printed Name

Title

405-387-2890

krios@newcastle.k12.ok.us

Phone Number

Email

Fax Number

DRS Work Adjustment Training (WAT) Monthly/90-Day Progress Report

Student Name: _____ School/Provider: _____ School Year: 20__ to 20__

Job Site(s)/Date(s): _____

Progress Rating (P)

1 = Unsatisfactory 2 = Below Average, needs improvement 3 = Satisfactory, but could improve 4 = Good, no major improvements needed 5 = Excellent, no improvement needed

90-Day Independence Rating (I)

I = Independent, no prompts needed M = Modeling, task must be demonstrated first

V = Verbal, instructions must be given H = Hand-Over-Hand, teacher/provider must place hands over student's hands to complete task

Pre-employment Transition Services Work Skills Five Required Areas	Sept.	Oct.	Nov. 90 Day	Dec.	Jan.	Feb. 90 Day	March	April	May 90 Day
1. Workplace Readiness Training/Social & Independent Living P I P I P I									
Cooperates with co-workers and supervisors									
Is courteous, and uses appropriate manners									
Accepts and responds appropriately to criticism									
Attendance and Punctuality									
Works independently									
Wears appropriate dress									
Demonstrates mature/safe work behaviors									
Follows work rules and uses breaks appropriately									
Ability to tell time/manage time									

Ability to manage money																				
Understands transportation needs and available resources																				
Understands safety as it relates to transportation																				
2. Work-Based Learning Experiences																				
Follows written and verbal instructions and asks for help when needed																				
Responds to instructions within an appropriate amount of time																				
Remembers jobs steps or asks appropriate questions when needed																				
Can switch tasks without maladaptive behavior																				
Remains on task in distracting environments, for increasing durations																				
Asks for supplies as needed, and returns supplies at end of work period																				
Completes assigned tasks with accuracy																				
Asks for work upon completion of a task; is self-motivated																				
Ability to adjust to change and pressure																				
Demonstrates appropriate behavior in the community setting																				
Ability to transfer work behaviors and skills from class to community																				
3. Job Exploration Counseling																				
Ability to utilize resources for finding available jobs																				
Ability to communicate values, interests, and preferences																				
Recognizes the importance of acquiring marketable skills, the purpose of work, and that work is a part of life																				
Ability to voice career of choice and reasons for choosing																				
4. Instruction in Self-Advocacy																				
Understands his or her needs																				
Knows what help or support needed to get needs met and be successful																				
Knows how to request to needs and support in appropriate ways																				
Knows how to advocate for needed accommodations and services																				
5. Counseling on postsecondary opportunities																				
Participates in career vocational assessments																				
Ability to research career and postsecondary education options																				
Ability to choose a postsecondary option (if appropriate)																				
Identifies skills and abilities necessary for postsecondary programs																				

Student Participated in Assessment (student initials/mark in boxes)									
Initials of Person Completing Assessment									

Comments:

WAT Progress Form FY 18

DRS Work Adjustment Training (WAT) Monthly Time Sheet

Student Name: _____ School/Provider: _____
 Job Site(s)/Date(s): _____

Month _____ Year _____

Date:	Date:	Date:	Date:	Date:
In: _____ Out: _____ Hours: _____				
Date:	Date:	Date:	Date:	Date:
In: _____ Out: _____ Hours: _____				
Date:	Date:	Date:	Date:	Date:
In: _____ Out: _____ Hours: _____				
Date:	Date:	Date:	Date:	Date:
In: _____ Out: _____ Hours: _____				

Total Days Present: _____	Total School Days in Month: _____	Percent of School Days Present: _____ _____% (Days present divided by School days)
----------------------------------	--	--

Option 1

If month has **10 or more school days**, and student is there 61% or more of school days, **Amount Billing \$** _____

Option 2

If month has **10 or more school days**, and student is there 60% or fewer of the school days, Percent of School Days Present: _____ % x (either \$125, 250, or 375) = **Amount Billing \$**

Option 3: If month has **fewer than 10** school days, # of days present _____ x daily prorated amount of either (\$6.25, \$12.50, or \$18.75) per day = **Amount Billing \$**

Student Signature		Date:	
Work Adjustment Coordinator Signature		Date:	

NOTE: If the above student is not being credited with work adjustment hours, see the explanation checked below.

- Student was unable to participate due to excessive absences.
- Student was unable to participate at this time due to unacceptable employment behaviors.
- Student is no longer enrolled in the program.
- Student is not authorized for Work Adjustment Training for the next month(s).

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Newcastle Public Schools

VENDOR Contract Number

Renee Sansom-Briscoe 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).

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2025 (July 1, 2024 – June 30, 2025).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the “eSign”, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to klowry@okdrs.gov.

We must receive the completed contract and Vendor Information Form before we can process your contract. Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

Services beginning July 1, 2024 or after may not be provided until the Award of Contract has been issued.

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are ccompton@okdrs.gov at (405) 605-9651 and rsansom@okdrs.gov at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at rsansom@okdrs.gov or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEA's are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

A handwritten signature in black ink that reads "Renee Sansom Briscoe".

Renee Sansom Briscoe
Transition Coordinator
405-212-7789
rsansom@okdrs.gov

A handwritten signature in black ink that reads "Lori Chesnut".

Lori Chesnut
Program Specialist
405-521-4802
lori.chesnut@sde.ok.gov

**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

**Newcastle Public Schools
101 N. Main St.
Newcastle OK 73065**

(“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

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Newcastle Public Schools
VENDOR

Contract Number

Kayla McKelvin 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).



CLIENT ASSIGNMENT CONFIRMATION

This Client Assignment Confirmation is entered into on the date first signed below and supplements the Client Services Agreement between Soliant Health, LLC ("Soliant" or "the Company") and the Client named below. The Soliant Consultant has been placed with Client and Client will pay Soliant for hours worked by Consultant according to the terms outlined in this confirmation.

ASSIGNMENT DETAILS

CLIENT NAME: Newcastle School District PID: -
Consultant: Carmen Jackson-Heath Position: SLP-CCC
Assignment Start Date: 09/03/2024 Assignment End Date: 05/23/2025
Bill Rate per hour: \$85.00 Overtime Bill Rate per hour: \$85.00
Minimum Hours: 35
Miscellaneous: M-F

It is the Client's responsibility to notify their Account Representative if a Teaching Certification will be required for this position.

Please note: Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.
If Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.
Option of virtual services will be offered by Soliant in lieu of onsite services.
All precautions will be taken by the Client to create a safe and healthy environment.
Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by the Company for a period of (12) months after the latest date of introduction, referral, or end of contract placement.

Account Representative Contact Information: Drayton Hughes
drayton.hughes@soliant.com
678-451-1039

By: 125236 - Newcastle School District

Print Name: _____

Title: _____

Date: _____

*Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless Soliant is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.



Soliant Health, LLC

By: _____

****Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless Soliant is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.***

Employee Assistance Program (EAP) Services Agreement

THIS AGREEMENT is made and entered into on *September 5, 2024* by and between *Newcastle Public Schools*, an Oklahoma corporation (herein after referred to as Company), located at 101 North Main, Newcastle, OK 73065, United States, and CuraLinc, LLC, otherwise known as CuraLinc Healthcare, an Illinois corporation (herein after referred to as CuraLinc), located at 314 W. Superior St., Suite 601, Chicago, IL 60654. The parties of this Agreement, in consideration of the mutual covenants and stipulations set forth herein, agree as follows:

I. CONTRACT TERM

The Initial Term of this Agreement shall commence on *October 1, 2024* (the “Effective Date”) and continue through *September 30, 2027*. Thereafter, this Agreement shall automatically be renewed for successive one (1) year terms, unless either party has notified the other in writing of its intention not to renew this Agreement at least 90 days prior to the anniversary.

Notwithstanding the foregoing, Company shall have the right to terminate this Agreement at any time prior to *September 30, 2027* (the “Early Termination Option”) provided that on the date that Company delivers written notice of its election to exercise its Early Termination Option, no Event of Default exists, and no condition exists which, with the giving of notice or the passage of time, or both, would constitute an Event of Default. Company will exercise the Early Termination Option by delivering written notice to CuraLinc no less than 90 days prior to the date upon which the early termination shall occur. Failure by Company to deliver such written notice will constitute a failure by Company to exercise its termination option. Further, if Company elects to terminate this Agreement within twelve months of the Effective Date, Company shall pay to CuraLinc an early termination fee in an amount equal to the fees for the first three (3) months of the Program.

II. DEFINITIONS

The following definitions apply to this Agreement:

1. **“Agreement”** means the contents of this document in full, including attachments incorporated herein by reference.
2. **“Allocation Value”** applies to Company’s bank of onsite CISM, Topical Training and Benefit Training hours and refers to a reduction of said hours if a notice to cancel is not provided to CuraLinc within 48 hours of the event.
3. **“Assessment”** refers to an element of the intake into the Program that includes a telephonic evaluation of the CIEBD’s Presenting Issue(s).
4. **“Benefit Training”** consists of an Orientation Meeting(s) to describe the Program to CIEBDs.
5. **“Benefits”** means the services to which CIEBD’s are entitled under the Employee Assistance Program Services Agreement.
6. **“Covered Employee(s)” (“CE”)** refers to benefit-eligible employees of the Company.
7. **“Covered Individuals and Eligible Beneficiaries/Dependents” (“CIEBD”)** refers to benefit-

eligible employees of the Company and their family members who are eligible for the services described herein. Eligible Beneficiaries/Dependents include, but are not limited to, spouses, domestic partners and children, up to age 26.

8. **“Covered Services”** means the services described in this Agreement. Any services not explicitly set forth in this Agreement are not included as part of this Agreement.
9. **“Critical Incident(s)”** refers a traumatic event that occurs at the workplace or to a crisis that negatively impacts the workforce.
10. **“Critical Incident Stress Management Services” (“CISM”)** will be provided for Critical Incidents. These services will be handled face-to-face, whenever possible, or telephonically, when a face-to-face appointment cannot be arranged.
11. **“Distance Counseling”** refers to a Short-Term Counseling or Sub-Clinical Coaching approach that takes the best practices of traditional counseling and adapts them for delivery to clients via electronic means in order to maximize the use of technology-assisted counseling techniques.
12. **“EAP Provider”** refers to the licensed mental health professionals employed by, or under contract with, CuraLinc to provide services to CIEBDs.
13. **“Employee Assistance Program” (“EAP” or “Program”)** An EAP is a service for CIEBDs to provide confidential assessments, Short-Term Counseling or Sub-Clinical Coaching and referrals to address their Presenting Issue(s).
14. **“Employee Count”** refers to the number of Covered Employees eligible for EAP services.
15. **“Event of Default”** refers to delinquent or non-payment of the fees outlined in this Agreement.
16. **“Fee for Service”** entails invoicing and payment for non-Agreement services on a mutually agreed upon hourly rate.
17. **“Initial Term”** refers to the first time period covered under this Agreement, at the end of which the Agreement will either terminate or be renewed.
18. **“Limitation”** means the maximum number of sessions available to a CIEBD per separate Presenting Issue brought to the Program.
19. **“Mental Health Navigator”** refers to a web and mobile tool that guides CIEBDs to a personalized set of resources within the Program.
20. **“Plan Implementation”** means the tasks required by the Company and CuraLinc in order to implement the services covered within this Agreement.
21. **“Presenting Issue”** means the problem or concern for the CIEBD to receive assistance through the Program. These include, but are not limited to clinical and sub-clinical issues, such as: family and marital problems; relationship problems; substance abuse; emotional distress; depression; anxiety; grief and loss; domestic and workplace violence; general emotional fitness; meditation; mindfulness; sleep fitness; and legal and financial concerns.

22. **“Short-Term Counseling”** refers to a series of counseling sessions available under the Program. Short-Term Counseling sessions are intended to be applied to clinical Presenting Issue(s) in which the EAP Provider believes can be reasonably and appropriately resolved within the Program.
23. **“Sub-Clinical Coaching”** refers to a series of emotional fitness coaching sessions available within the Program. Sub-Clinical Coaching sessions are intended to be applied for CIEBDs with Presenting Issue(s) that do not indicate an existing mental health problem or concern.
24. **“SupportLinc”** is the brand name for the Employee Assistance Program (EAP) offered by CuraLinc.
25. **“Textcoach®”** refers to a technology-based forum that allows CIEBDs to confidentially and securely exchange text messages, voice notes and resources with an EAP Provider.
26. **“Topical Training”** refers training provided to supervisors, managers and staff of the Company about issues related to the workplace, to include stress management, communication, identification and referral of employee problems.
27. **“Work/Life Services”** refers to information concerning local community and/or professional resources for dependent care (parenting, childcare, aging, eldercare, education, etc.), legal and financial concerns. Work/Life Services do not include Short-Term Counseling or Sub-Clinical Coaching.

III. SERVICES PROVIDED BY CURALINC

CuraLinc hereby agrees to perform or assist in the performance of the following services for Company.

1. Provide on-going consultation for the Company’s EAP, to include the overall design, development, implementation and management of the Program.
2. Provide telephonic access to the Program 24 hours per day, seven days per week, 365 days per year.
3. Provide an intake Assessment including, but not limited to: gathering psychosocial history; identifying Presenting Issue(s), evaluating treatment and substance abuse history; completing a risk profile for the CIEBD; and developing the appropriate care plan.
 - a. If the Presenting Issue(s) can be resolved within the framework of the EAP model, CuraLinc will provide clinical consultation and individual case management to CIEBDs, which will include:
 - i. In-the-moment support and, if necessary, immediate crisis counseling.
 - ii. Short-Term Counseling or Sub-Clinical Coaching.
 1. Referral for up to **three (3) sessions** per Presenting Issue (the Limitation).
 2. At the CIEBD’s discretion, the aforementioned sessions may be delivered either in-person or via Distance Counseling.

- iii. Post-case referral to an appropriate professional or helping agency, when appropriate.
 - iv. Follow-up on each case to determine success of the rehabilitation process or need for further assistance.
 - b. If the initial Assessment reveals that treatment is required beyond the scope of the EAP, CuraLinc will provide the CIEBD with appropriate referrals for providers or facilities that are in the CIEBD's community or benefit plan network.
 - i. CuraLinc will verify the CIEBD's eligibility.
 - ii. CuraLinc will educate the CIEBD regarding the upcoming sequence of events.
 - iii. CuraLinc will give the CIEBD names and contact information of in-network providers or facilities that are appropriate for his/her condition.
- 4. Assist in the internal promotion of the Program, including the development of an engagement strategy, which may include the preparation and delivery of posters, flyers, wallet cards, introductory letters, electronic messages and newsletters.
- 5. Provide activity reports that include aggregated trends and utilization from the Program, but do not include information about individual CIEBD participants.
- 6. Create and provide an EAP web platform customized for Company that includes, but is not limited to, information, articles, resource search engines, audio and video files, "how-to" guides, a form to schedule a call back or request more information, a comprehensive topical resource library, Textcoach®, Mental Health Navigator and online educational and training seminars.
- 7. Create and provide an EAP mobile platform customized for Company that includes, but is not limited to, information, articles, resource search engines, audio and video files, "how-to" guides, a form to schedule a call back or request more information, a comprehensive topical resource library, Textcoach®, Mental Health Navigator and online educational and training seminars.
- 8. Provide Work/Life Services as described below:
 - a. **Legal Consultation:** Each CIEBD is entitled to Telephonic Legal Services and In-Person Legal Services as described below at no cost. All additional costs following the consultation will be identified by the attorney in the retainer agreement, which must be agreed to in advance by the CIEBD, who is solely responsible for payment for services delivered beyond the scope of the Program. Excluded services are any matters involving current or prior work-related issues of the eligible employee or dependents, or any issues related to Company. Legal content is also available on the Program's web or mobile portals.
 - i. **Telephonic Legal Consultation:** CuraLinc will provide the CIEBD with one thirty-minute telephonic consultation from an attorney who: has been licensed to practice law in the forum state for at least ten (10) years; has no public record of non-administrative discipline within the last ten (10) years; carries malpractice insurance; and has not been convicted of any felony or crime involving moral

turpitude, been the subject of any non-administrative public discipline in any jurisdiction, or been the subject of a malpractice action or judgment. The attorney shall provide, via telephone and at no cost to the CIEBD, up to thirty minutes of time to answer general questions of law according to the applicable state law.

ii. **In-Person Legal Consultation:** CuraLinc will provide the CIEBD with one thirty-minute office consultation from an attorney or law firm that: is duly licensed to practice law in the CIEBD's forum state; has a managing or operating partner with a minimum of five (5) years' experience from the date admitted to the bar of the forum state; carries malpractice insurance; and has not been convicted of any felony or crime involving moral turpitude, been the subject of any non-administrative public discipline in any jurisdiction, or been the subject of a malpractice action or judgment.

b. **Financial Consultation:** Each CIEBD is entitled to consultation with financial counselor or budget specialist who can address questions on all matters of financial management including debt reduction, home buying, budgeting, foreclosure prevention, bankruptcy prevention, financial goal-setting, estate/financial planning, identity theft recovery and credit report review. Brief consultations without an appointment are available any weekday, Monday through Friday, or for up to an hour by appointment. In appropriate circumstances, a referral to non-profit service provider(s) may be suggested to further address the CIEBD's need. Financial content is also available on the Program's web or mobile portals.

c. **Child Care Resource and Referral Services** – Each CIEBD is entitled to unlimited access to referral services, mapping and reference library materials including telephonic consultation to assess need, financial ability, geographic limitations, facility/provider credentials and licensure and unlimited access to information materials offered through CuraLinc. It is understood that the selection of a facility/provider is the responsibility of the CIEBD. The delivery of the aforementioned materials is to be provided to CIEBD by CuraLinc and/or available through the Program's web or mobile portals.

d. **Elder Care Resource and Referral Services** – Each CIEBD is entitled to unlimited access to referral services, mapping and reference library materials including telephonic consultation to assess need, financial ability, geographic limitations, facility/provider credentials and licensure and unlimited access to information materials offered through CuraLinc. It is understood that the selection of a facility/provider is the responsibility of the CIEBD. The delivery of the aforementioned materials is to be provided to CIEBD by CuraLinc and/or available through the Program's web or mobile portals.

e. **Convenience Resource and Referral Services** – Each CIEBD is entitled to unlimited telephone consultation on enhanced services/convenience services that include, but are not limited to, diet and nutrition, smoking cessation, clubs/associations, kennels/pet care, relocation services, home repair, automobile services, etc. Costs associated with membership and retention of services will be the sole responsibility of the CIEBD.

9. Training and Critical Incident Stress Management Services as described below:

a. **Training** – CuraLinc provides a comprehensive array of customized workshops and personal development modules designed to make employees more effective and to amplify the

availability of the Program. CuraLinc will provide onsite or virtual Topical or Benefit Training sessions to CEs, selected from the most current version of CuraLinc's training catalog.

- b. Critical Incident Stress Management** – Incidents such as workplace violence, robbery, a natural disaster, suicide or a workplace accident can leave employees shocked, distracted and unable to perform their job effectively. Even non-violent acts, such as the natural death of an employee, spouse or child, can be temporarily debilitating. CISM services are offered to CEs following these traumatic events.
 - i. Level I (Referral):** CuraLinc will provide unlimited telephonic consultation to Company and to CEs, as well as distribution of educational materials and program flyers for all impacted CEs. CEs (and, if applicable, family members) have around-the-clock access to the Program for in-the-moment support, if necessary. ***Level I responses, which do not include onsite resources, are included on an unlimited basis at no additional cost.***
 - ii. Level II (Onsite Response):** CuraLinc will provide all services included in a Level I response, plus the coordination and delivery of onsite CISM services in the workplace. The purpose of onsite CISM services is to provide impacted CEs (and, if applicable, family members) with an opportunity to discuss their reactions to the event, to provide education and coping skills for managing reactions, and to assist CIEBDs who need additional services with linkage to the most appropriate resources, including the EAP. Onsite Critical Incident Stress Management may be delivered individually or in a group setting. CuraLinc will provide consultation regarding the most clinically appropriate timing, location and modality of services, based on the nature of the event. A written response plan, which outlines the goals and objectives for the response, as well as the plan for follow-up, is provided for all Level II Onsite Response services.
 - c. *At additional cost to Company and only at Company's request,*** in-person Topical or Benefit Training, or Level II CISM services, are available for \$195.00 per hour.
 - i.** Additional fees may apply if a Topical or Benefit Training session is not scheduled with CuraLinc at least 45 days before the event.
 - ii.** Company will be responsible for the cost of a Topical or Benefit Training session, or a Level II CISM response, if a notice to cancel is not provided to CuraLinc within 48 hours of the event.
- 10. *At additional cost to Company and only at Company's request,*** any additional onsite services will be provided for \$195.00 per hour.

IV. WARRANTIES AND REPRESENTATIONS

CuraLinc represents and warrants that: (i) CuraLinc is and will remain a company duly organized, validly existing and in good standing under the laws of its jurisdiction of organization; (ii) those providing Covered Services on CuraLinc's behalf (including, but not limited to, employees and permitted subcontractors) shall have the proper skill, training and experience to provide Covered Services, and must

be subject to binding written confidentiality agreements with CuraLinc under which they shall hold Company's confidential information and CIEBD's Personal Health Information (PHI) in strict confidence; and (iii) CuraLinc will perform all Covered Services with requisite care, skill and diligence, in accordance with all applicable laws, rules, regulations, orders and industry best standards. These warranties are in lieu of all other warranties, including all warranties or merchantability, fitness for particular purpose or other warranties, express or implied.

V. INDEMNIFICATION

Each party shall defend, indemnify and hold the other party harmless from and against any loss or damage (including reasonable attorneys' fees) to the extent incurred in connection with any actions or claims made or brought by a third party against the indemnified party alleging: (i) negligence, recklessness or willful misconduct on the part of the indemnifying party; (ii) the failure of the indemnifying party to comply with applicable laws, rules or regulations; or (iii) any breach of this Agreement by the indemnifying party.

The indemnified party shall give prompt written notice of any such claim to the indemnifying party, give the indemnifying party the opportunity to solely control, defend and resolve such claim and provide reasonable information and assistance to the defense and resolution such claim. This section shall survive any expiration or termination of this Agreement.

VI. PAYMENT

In Consideration for the above-mentioned services, Company agrees to pay CuraLinc a sum of *eighty-eight cents (\$0.88)* per Covered Employee per month. The initial payment will be based on the Employee Count referenced in Appendix A. For subsequent payments, Company will provide CuraLinc with an updated Employee Count on a quarterly basis.

If, at any time, the number of Covered Employees eligible for the Program varies from the Employee Count referenced in Appendix A by twenty percent (20%) or more, CuraLinc reserves the right to adjust the aforementioned price for the Program with thirty (30) days' notice to Company. Notwithstanding the foregoing, ***the aforementioned price(s) will be guaranteed to the Company until September 30, 2027.***

The Program will be invoiced on a quarterly basis, thirty (30) days in advance of the first day of the quarter. The fee for the Program shall be calculated based upon the number of Covered Employees designated as eligible as of the start of each period. Payment is due by the first day of the billing period. A finance charge of 2.0% of unpaid invoices will be assessed each month for any amounts that are not the subject of a good faith dispute and are unpaid past the due date. If this Agreement terminates for any reason prior to the expiration of a period for which Company has paid the aforementioned fees, then CuraLinc shall refund to Company that portion of the fees that relate to the unexpired portion of the period.

VII. ADDITIONAL TERMS AND CONDITIONS

1. **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, oral or written, with respect to the subject matter of this Agreement. No change, modification, addition or amendment of this Agreement shall be enforceable unless in writing and signed by the

party against whom enforcement is sought.

2. **Severability.** To the extent that any one or more of the provisions of this Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement shall not in any way be affected or impaired thereby.
3. **Headings.** The headings and captions of this Agreement have been included solely for convenience of reference and shall in no way define, limit or describe any of the provisions of this Agreement.
4. **Intellectual Property.** The Covered Services and all other materials provided by CuraLinc hereunder, including, but not limited to, all manuals, reports, records, programs, data and other materials, and all intellectual property rights in each of the foregoing, are the exclusive property of CuraLinc and its suppliers. The trademarks, service marks, logos and product and service names of CuraLinc are trademarks of CuraLinc (the “CuraLinc Marks”). Company agrees not to display or use the CuraLinc Marks in any manner inconsistent with the purpose and intent of this Agreement.
5. **Eligibility.** Company agrees that it will not knowingly permit any ineligible party to use the Covered Services, other than users authorized by CuraLinc.
6. **Jurisdiction and Choice of Law.** This Agreement shall be deemed to have been made in and shall be construed pursuant to the laws of the State of Illinois without regard to conflicts of laws provisions thereof.
7. **Waiver.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver of any such provision, or prevent such party thereafter from enforcing such provision or any other provision of this Agreement.
8. **Attorneys’ Fees.** If any legal action, arbitration, or any other proceeding is brought for the interpretation or enforcement of this Agreement because of any alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement, the prevailing party shall be entitled to recover from the other party the prevailing party’s reasonable attorneys’ and accounting fees and costs incurred in such proceeding, together with any other relief to which the prevailing party may be entitled.
9. **Notice.** Proper notice to each party as often required by this Agreement means delivery by U.S. mail or by facsimile. Delivery is considered to be made on the date that such correspondence is placed in the postbox and addressed to the party on the address set forth on the first page of this Agreement in the case of U.S. Mail, or as of the date of transmission in the case of facsimile.
10. **No Presumption Against Drafting Party.** This Agreement shall not be construed or interpreted for or against either Party because said Party drafted any of its provisions.
11. **Assignability.** This Agreement may be assigned by CuraLinc with written notice to Company, but in no case shall assignment change the terms of the Agreement. The Agreement shall be binding upon the Company’s heirs, successors and assigns.
12. **Confidentiality of Terms.** Company agrees not to disclose the contents of this Agreement to any other person or entity without first receiving express written consent of CuraLinc. This Agreement shall not be filed with any court and shall remain confidential except in an action to enforce or for

breach of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement between Company and CuraLinc on the day and year first above written.

Newcastle Public Schools

CuraLinc, LLC (d.b.a. CuraLinc Healthcare)

By: _____

By: _____
Sean Fogarty

Its:

Its: President and Chief Executive Officer

Date

Date

**APPENDIX A
COVERED EMPLOYEE HEADCOUNT**

As of the Effective Date, the number of Covered Employees eligible for the Program (the “Employee Count”) is as follows:

United States: 341

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 184 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	184	08/09/2024	51545	Project Lead The Way Inc	(412-Donaldson) Professional Development	2,400.00
				(412-Donaldson) Professional Development for Donaldson "HS"	412-2213-860-315-8700-000-705	08/09/2024 2,400.00
11	185	08/09/2024	51821	Arvest Bank Operations Inc	(412-Morgan) Retreat Lodging	2,000.00
				(412-Morgan) Officer Retreat Lodging8/15-18/24	412-1000-810-311-8000-000-705	08/09/2024 2,000.00
11	186	08/09/2024	47944	Amazon	gt supplies	1,700.00
				gt supplies	000-1000-619-251-0000-000-505	08/09/2024 1,700.00
11	187	08/09/2024	51821	Arvest Bank Operations Inc	knee braces from bregg medical	2,000.00
				knee braces form breg medical	019-2199-616-000-0000-000-705	08/09/2024 2,000.00
11	188	08/09/2024	51905	Okla Public School Resource Ctr	Calibration Training for Administrators	750.00
				TLE calibration training for all administrators. This is for a 1/2 day in-person training provided by OPSRC.	082-2573-860-000-0000-000-705	08/09/2024 750.00
11	189	08/12/2024	51821	Arvest Bank Operations Inc	Classroom Allowance	110.00
				Classroom supplies: student folders, binders, storage containers, art supplies	031-1000-619-100-0000-000-110	08/12/2024 110.00
11	190	08/13/2024	51821	Arvest Bank Operations Inc	Classroom Allowance	110.00
				Classroom allowance - Glue, paint, folders	031-1000-619-100-0000-000-505	08/13/2024 110.00
11	191	08/13/2024	51562	Midwest Bus Sales Inc	Windshield for N37	1,000.00
				Windshield for N37	009-2740-439-000-0000-000-050	08/13/2024 1,000.00
11	192	08/13/2024	51652	Jon Anthony Pick	Door sticker for Transportation	75.00
				Door sticker for Transportation	009-2740-612-000-0000-000-050	08/13/2024 75.00
11	193	08/13/2024	47944	Amazon	Supplies for Art Classroom	300.00
				Supplies for the art classroom for students to include glue sticks, colored pencils, crayons, etc.	024-1000-619-100-0000-000-110	08/13/2024 300.00
11	194	08/13/2024	5733	MID AMERICA CONFERENCE	CDL CLASS	1,000.00
				CDL CLASS	009-2740-860-000-0000-000-050	08/13/2024 1,000.00
11	195	08/13/2024	51821	Arvest Bank Operations Inc	Tools for Transportation- Harbor Freight	1,000.00
				Tools for TransportationHarbor Freight	009-2740-612-000-0000-000-050	08/13/2024 1,000.00
11	196	08/15/2024	5134	EAI EDUCATION.COM	Calculators	2,500.00
				TI-30XS Multi View Calculators	021-1000-619-100-0000-000-705	08/15/2024 2,500.00
11	197	08/15/2024	48113	Crisis Prevention Institute, Inc.	CPI Training Workbooks	1,519.50
				CPI Initial Training Workbooks	082-2213-641-239-0000-000-105	08/15/2024 154.95
					082-2213-641-239-0000-000-110	08/15/2024 154.95
					082-2213-641-239-0000-000-505	08/15/2024 154.95
					082-2213-641-239-0000-000-705	08/15/2024 154.95
				CPI Refresher Workbooks	082-2213-641-239-0000-000-105	08/15/2024 239.92
					082-2213-641-239-0000-000-110	08/15/2024 239.92
					082-2213-641-239-0000-000-505	08/15/2024 209.93
					082-2213-641-239-0000-000-705	08/15/2024 209.93
11	198	08/15/2024	47944	Amazon	Elem. Behavioral Room Items	500.00
				Items for Elem. Behavioral room	023-1000-619-100-0000-000-105	08/15/2024 500.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 184 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	199	08/15/2024	47944	Amazon	classroom allowance	108.80
				CD Player Portable with 60 Second Anti Skip, Stereo Earbuds, Includes Aux in Cable and AC USB Power Cable for use at Home or in Car	031-1000-619-100-0000-000-105 08/15/2024	68.97
				FRIMOONY Dough Tools Set for Kids, Various Plastic Molds, Assorted Colors, 45 Pieces	031-1000-619-100-0000-000-105 08/15/2024	13.89
				Mattel Games UNO Card Game for Family Night, Travel Game & Gift for Kids in a Collectible Storage Tin for 2-10 Players (Amazon Exclusive)	031-1000-619-100-0000-000-105 08/15/2024	10.99
				Battat- Bristle Blocks- STEM Interlocking Building Blocks- 112 pc Playset- Developmental Toys for Toddlers & Kid- Basic Builder Set- 2 Years +	031-1000-619-100-0000-000-105 08/15/2024	14.95
11	200	08/15/2024	47944	Amazon	Classroom Allowance	108.68
				Double Sided Tape Heavy Duty(Extra Large, Pack of 2, Total 396 Inch), Nano Double Sided Adhesive Tape, Clear Mounting Tape Picture Hanging Strips, Removable Wall Tape Sticky Poster Tape Decor	031-1000-619-100-0000-000-105 08/15/2024	15.89
				Amazon Basics Hardboard Office Clipboard, 30-Pack, Brown	031-1000-619-100-0000-000-105 08/15/2024	25.00
				Dry Erase Boards [30pc Double Sided] Lapboards with ClearWipe Coating! Small White Boards - 9" x 12" Mini White Boards for Students, Classroom Teacher Supplies	031-1000-619-100-0000-000-105 08/15/2024	38.95
				Scotch Thermal Laminating Pouches Premium Quality, 5 Mil Thick for Extra Protection, 100 Pack Letter Size Laminating Sheets, Our Most Durable Lamination Pouch, 8.9 x 11.4 inches, Clear (TP5854-100)	031-1000-619-100-0000-000-105 08/15/2024	22.89
				Sharpie Permanent Markers Fine Point for Bold Details Assorted Fun Colours 4 Marker Pens	031-1000-619-100-0000-000-105 08/15/2024	5.95
11	201	08/15/2024	47944	Amazon	Classroom Allowance	110.00
				Classroom Allowance supplies	031-1000-619-100-0000-000-105 08/15/2024	110.00
11	202	08/19/2024	33549	OKLA FCCLA	LEAD Conference Registration	90.00
				Registration for LEAD Conference Officer Training- From FCCLA funds	412-1000-810-314-8400-000-705 08/19/2024	90.00
11	203	08/19/2024	51901	Theaterfolk Ltd.	Drama Teacher Academy and Digital Program	444.00
				Drama Teacher Academy and Digital Program	000-1000-619-100-0000-000-705 08/19/2024	444.00
11	204	08/19/2024	99999	NEWCASTLE PUBLIC SCHOOLS	Police Officers football MS	2,500.00
				police officers football ms	017-2660-344-801-0000-000-505 08/19/2024	2,500.00
11	205	08/19/2024	99999	NEWCASTLE PUBLIC SCHOOLS	Police for HS Football	4,700.00
				Football Police officers HS	017-2660-344-816-0000-000-705 08/19/2024	4,700.00
11	206	08/19/2024	47944	Amazon	Classroom Allowance	110.00
				Dry erase markersfidgetsCard stockback of chair storage sleevesreusable dry erase pocket sleevesgames	031-1000-619-100-0000-000-105 08/19/2024	110.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 184 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	207	08/19/2024	47944	Amazon	Classroom Allowance	110.00
				Math game, note pads, colored paper, dry erase markers, dry erasers, dry erase pockets	031-1000-619-100-0000-000-105 08/19/2024	110.00
11	208	08/19/2024	51713	Express Employment Professionals	football staffing	5,300.00
				football staffing	017-2660-344-816-0000-000-705 08/19/2024	5,300.00
11	209	08/19/2024	47944	Amazon	Classroom Allowance	98.70
				Headphones, 5 pack	031-1000-619-100-0000-000-105 08/19/2024	31.97
				Post-it Easel Pad 25 in x 30 in, 2 pack	031-1000-619-100-0000-000-105 08/19/2024	47.78
				EAI Dry Erase Sleeves, 10 pack	031-1000-619-100-0000-000-105 08/19/2024	18.95
11	210	08/19/2024	51914	Software Shapers Inc	Pyware Drill Software for Marching Band	474.00
				Pyware Drill Software for Marching Band3D Basic V9 to 3D Basic V11	000-1000-653-100-3000-000-705 08/19/2024	349.00
				Pyware Drill Software for Marching BandPyware Cloud Services Subscription 3 Years	000-1000-653-100-3000-000-705 08/19/2024	125.00
11	211	08/19/2024	273	SCOTTISH RITES HOSPITAL	Take Flight Materials	2,344.53
				Take Flight Materials	621-1000-641-239-1120-000-105 08/19/2024	2,344.53
11	212	08/19/2024	47944	Amazon	Cursive Handwriting Paper	500.00
				Cursive Handwriting Paper3rd-5th Grades	000-1000-619-100-0000-000-105 08/19/2024	500.00
11	213	08/19/2024	51915	State of Oklahoma	Edgenuity Courseware Seat License	5,500.00
				Edgenuity Courseware Seat License	146-1000-653-100-2725-000-705 08/19/2024	5,500.00
11	214	08/20/2024	137	THOMPSON SCHOOL BK. DEP.	(511) Intervention Decodable Readers	290.50
				(511) WonderWorks Decodable Reader BundlesKindergarten and First GradeIncludes Shipping	511-1000-644-429-1050-000-110 08/20/2024	290.50
11	215	08/21/2024	47944	Amazon	Classroom Allowance	110.00
				Markers, Clip Boards, Puzzle, Whiteboard Shelves, Math Manipulatives	031-1000-619-100-0000-000-105 08/21/2024	110.00
11	216	08/21/2024	47944	Amazon	(561) Native American Cultural Supplies	1,000.00
				(561) Native American Cultural Supplies	561-2199-619-000-0000-000-105 08/21/2024	400.00
					561-2199-619-000-0000-000-110 08/21/2024	400.00
					561-2199-619-000-0000-000-505 08/21/2024	200.00
11	217	08/21/2024	51562	Midwest Bus Sales Inc	Transportation Bus Supplies	500.00
				Transportation Bus Parts and Supplies	009-2740-612-000-0000-000-050 08/21/2024	500.00
11	218	08/21/2024	51821	Arvest Bank Operations Inc	Transportation Supplies and Tools	1,000.00
				Transportation Supplies and ToolsHarbor Freight	009-2740-612-000-0000-000-050 08/21/2024	1,000.00
11	219	08/21/2024	47944	Amazon	Door Lock Reinforcers (6)	180.00
				Door Lock Reinforcers (6)	022-2620-651-000-0000-000-505 08/21/2024	180.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 184 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	220	08/21/2024	47944	Amazon	Classroom Allowance	76.72
				Let's All Sing Holiday Songs - Song Collection for Young Voices Alan Billingsley (Artist) and CD	031-1000-619-100-0000-000-105 08/21/2024	44.73
				Decorations for Veterans Day musical, American Flag Porch Sign Hanging	031-1000-619-100-0000-000-105 08/21/2024	6.99
				Shipping and Handling	031-1000-619-100-0000-000-105 08/21/2024	25.00
11	221	08/21/2024	47944	Amazon	Classroom Allowance	110.00
				Classroom supplies: binders, folders, ice cream machine for pretend center	031-1000-619-100-0000-000-110 08/21/2024	110.00
11	222	08/21/2024	51268	CharacterStrong LLC	(552) Character Strong Curriculum PK-1st grade	3,000.00
				(552) Character Strong Curriculum- Purposeful people-Pk-1st grade	552-1000-641-497-0000-000-110 08/21/2024	3,000.00
11	223	08/21/2024	1217	MARDEL EDUCATIONAL SUPPLY	classroom allowance	110.00
				classroom allowance supplies and materials	031-1000-619-100-0000-000-105 08/21/2024	110.00
11	224	08/21/2024	47944	Amazon	Classroom Allowance	110.00
				Games for indoor recess, science tools and lab equipment	031-1000-619-100-0000-000-105 08/21/2024	110.00
11	225	08/21/2024	47944	Amazon	Classroom Allowance	110.00
				playdoh, folders, center supplies for curriculum	031-1000-619-100-0000-000-110 08/21/2024	110.00
11	226	08/21/2024	47944	Amazon	Classroom Allowance	110.00
				supplies for classroom	031-1000-619-100-0000-000-705 08/21/2024	110.00
11	227	08/21/2024	1748	OKLAHOMA FUTURE FARMERS OF AMERICA	Affiliated Fees	1,220.00
				Chapter Affiliation Fees	412-1000-500-311-8000-000-705 08/21/2024	1,220.00
11	228	08/21/2024	51866	Jonathan Atchley	Travel reimbursement for RTM Conference	500.00
				flight reimbursement for RTM conference	082-2573-580-000-0000-000-050 08/21/2024	500.00
11	229	08/21/2024	713	VIRCO MFG. CORP.	Furniture for MS Sped Classroom	539.50
				Furniture for MS Sped classroom-include shipping and installQuote 38308858	621-2620-651-239-0000-000-505 08/21/2024	539.50
11	230	08/22/2024	51821	Arvest Bank Operations Inc	Office supplies for field house	400.00
				office supplies for field house	017-2575-619-000-0000-000-705 08/26/2024	400.00
11	231	08/22/2024	1217	MARDEL EDUCATIONAL SUPPLY	Classroom Allowance	110.00
				Classroom Allowance - Materials for room	031-1000-619-100-0000-000-105 08/22/2024	110.00
11	232	08/22/2024	51821	Arvest Bank Operations Inc	(561) Travel Expenses for NJOMA Conference	1,000.00
				(561) Travel Expenses for Cindy Lair and Aly Elsworth to attend the NJOMA Conference in Durant OK, Sept. 9-11, 2024	561-2213-580-000-0000-000-105 08/22/2024	500.00
					561-2213-580-000-0000-000-110 08/22/2024	500.00
11	233	08/22/2024	537	Hobby Lobby Stores, Inc.	(561) Cultural Craft Materials	200.00
				(561) Cultural Craft Materials	561-2199-619-000-0000-000-110 08/22/2024	200.00
11	234	08/22/2024	47944	Amazon	Classroom Allowance	110.00
				Classroom Rewards	031-1000-619-100-0000-000-105 08/22/2024	110.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 184 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	235	08/26/2024	8538	AMERICAN FIDELITY HSA	employee assistance program	3,600.96
			000-2574-336-000-0000-000-050		08/26/2024	3,600.96
					Employee assistance program. Estimate for purchase order is based on a total of 341 employees, who would potentially be offered 3 sessions at \$0.88 for 12 months.	
11	236	08/26/2024	4881	OSWALT RESTAURANT SUPPLY	Convection Oven, gas	13,260.24
			018-3140-731-700-0000-000-505		08/26/2024	12,521.57
			018-3140-731-700-0000-000-505		08/26/2024	319.00
			018-3140-731-700-0000-000-505		08/26/2024	169.67
			018-3140-731-700-0000-000-505		08/26/2024	250.00
					Vulcan CONVECTION OVEN, GAS Casters, set of (4) in lieu of standard legs BLUE HOSE GAS CONNECTOR KIT Oswalt Mechanical Contractors Model No. DELIVER & SET BUY OUT EQUIPMENT	
11	237	08/26/2024	51906	Today's Classroom LLC	Student Desk (Wheelchair accessible)	750.00
			000-1000-651-239-0000-000-105		08/26/2024	750.00
					Columbia DK-4LG-RECT-2036-AS ADA Wheelchair Accessible Desk 20"W x 36"L x 27"-34"H	
11	238	08/26/2024	8485	N2Y LLC	Subscription Renewal	1,005.00
			000-1000-641-239-0000-000-105		08/26/2024	1,005.00
					1 year Subscription News2YouUnique Learning System	
11	239	08/26/2024	8291	CONTINUED.COM, LLC	SLP CEU's & Membership	267.00
			000-2152-860-239-0000-000-105		08/26/2024	267.00
					SLP CEU Membership	
11	240	08/26/2024	750	Pro-Ed Inc	Speech-Language Evaluation Forms	433.40
			000-1000-619-239-0000-000-110		08/26/2024	433.40
					Fluharty-2 Speech & Language Screening TestDayC-2 Behavior Domain FormsDayC-2 Cognitive Domain FormsDayC-2 Social Emotional Domain Forms	
11	241	08/26/2024	33328	NCS Pearson Inc	Speech-Language Evaluation Forms	338.14
			000-1000-614-239-0000-000-110		08/26/2024	338.14
					PLS-5 REC Form 0154658960OWLS-II RC/WE Form A 0158038509	
11	242	08/26/2024	198	Riverside Insights	Speech-Language Evaluation Forms	350.52
			000-2152-614-239-0000-000-110		08/26/2024	350.52
					Batelle Developmental Inventory 3rd Edition SKU 2000245	
11	243	08/27/2024	51203	Justin Garrett	CPR Classes	3,500.00
			000-2132-337-000-0000-000-050		08/27/2024	1,500.00
			000-2132-337-000-0000-000-050		09/04/2024	2,000.00
					CPR Class CPR Class - increase PO #11-243	
11	244	08/27/2024	51562	Midwest Bus Sales Inc	Transportation Bus Supplies	1,500.00
			009-2740-612-000-0000-000-050		08/27/2024	1,500.00
					Activity Bus Wheel Simulators	
11	245	08/27/2024	47944	Amazon	Nurse Rolling Bag	117.00
			000-2132-616-000-0000-000-050		08/27/2024	117.00
					Nurse rolling bag - Julie Woods new assistant	
11	246	08/27/2024	82583	KAISHA MATHIS	Mileage	1,000.00
			035-2575-930-000-0000-000-705		08/27/2024	1,000.00
					Travel to and from participating districts	
11	247	08/27/2024	82845	KRISTA COCHRAN	Mileage	1,000.00
			035-2575-930-000-0000-000-705		08/27/2024	1,000.00
					Travel to and from participating districts	

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 184 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	248	08/28/2024	47944	Amazon	Aviation STEM Purchase	670.00
			412-1000-619-315-5010-000-705		08/28/2024	670.00
					Sim Headset Holders x 4 @ \$12.994K Drone and Batteries x 1 @ \$450JBL Headsets x 4 @ \$40.00	
11	249	08/29/2024	47882	OK Assoc School Business Officials	Fall Conference Registration- Shasta Smith	600.00
			082-2511-860-000-0000-000-050		08/29/2024	600.00
					Fall Conference Registration for Shasta Smith, Lynda Chmil, Gracie Lozano, Kristi FergusonNovember 6-7, 2024 in Norman, OK	
11	250	08/29/2024	8324	VIZAVANCE	Annual Vision Screenings	100.00
			000-2574-336-000-0000-000-050		08/29/2024	100.00
					Annual Vision Screenings	
11	251	08/29/2024	51821	Arvest Bank Operations Inc	Classroom Allowance	110.00
			031-1000-619-100-0000-000-110		08/29/2024	110.00
					command hookscardstockvelcro dots	
11	252	08/29/2024	47944	Amazon	Classroom Allowance	110.00
			031-1000-619-100-0000-000-105		08/29/2024	110.00
					Classroom prizes, 3-ring binders, magnets, white board cleaner	
11	253	08/29/2024	47944	Amazon	Classroom Allowance	110.00
			031-1000-619-100-0000-000-105		08/29/2024	110.00
					Classroom Allowance materials	
11	254	08/29/2024	8324	VIZAVANCE	Annual Vision Screenings	100.00
			000-2132-336-000-0000-000-050		08/29/2024	100.00
					Annual Vision Screenings	
11	255	08/29/2024	978	Office Depot	(1500) 2 Part NCR Nurse Passes	227.70
			000-2132-550-000-0000-000-105		08/29/2024	227.70
					(1500) 2 Part NCR Nurse Passes	
11	256	08/29/2024	99999	NEWCASTLE PUBLIC SCHOOLS	Girls basketball custodial clean up 8/30	450.00
			017-2199-438-000-0000-000-705		08/29/2024	450.00
					clean up girls BB	
11	257	08/29/2024	51821	Arvest Bank Operations Inc	classroom allowance	110.00
			031-1000-619-100-0000-000-105		08/29/2024	110.00
					classroom allowance, supplies, pencils, binders, whiteboards	
11	258	08/29/2024	47944	Amazon	Classroom Allowance	110.00
			031-1000-619-100-0000-000-105		08/29/2024	110.00
					games for kids to use, markers	
11	259	08/29/2024	191	Okla State School Boards Assoc Inc	Emerging Leaders Academy - K. Mathis	800.00
			034-2573-860-000-0000-000-050		08/29/2024	800.00
					Emerging Leaders Academy Cohort - OSSBAKaisha Mathis Prof. Development	
11	260	09/03/2024	51752	Educational Testing Services	ETS ParaPro Exams	275.00
			000-2213-359-000-0000-000-705		09/03/2024	275.00
					New set of 5 ParaPro exams for testing.	
11	261	09/03/2024	47944	Amazon	Classroom Allowance	89.70
			031-1000-619-100-0000-000-505		09/03/2024	89.70
					A class set of four function calculators.	
11	262	09/03/2024	47944	Amazon	classroom allowance	106.16
			031-1000-619-100-0000-000-505		09/03/2024	106.16
					classroom allowance	
11	263	09/03/2024	51765	Gammon Applications LLC	RTI Scheduling Software	3,700.00
			021-1000-653-100-0000-000-705		09/03/2024	3,700.00
					Scheduling software for Racer Refuel	
11	264	09/03/2024	51460	Chance Scott	Mileage reimbursement	103.70
			412-1000-860-315-8100-000-505		09/03/2024	103.70
					Mileage reimbursement to Guthrie 110 miles @ 67 cents a mile \$73.70Meal \$30	

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 184 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
11	265	09/03/2024	47944	Amazon	Drones, SD Readers, Batteries	1,300.00	
				Anker SD Card Reader @ 9.99 x 10=\$99.90Untei Drone @37.95 x10=379.50Wireless speaker 99.95SD cards 10 pack @ \$64.34 x 2=\$128.68Micro SD cards 3 pack @ \$15.89x3=\$47.67DYMO labels @ \$15.89Smart Q SD Card Reader @ \$9.19x10=91.90Holy Stone mini drone @ \$33.99x10=\$339.9032 pack AAA batteries @ \$19.98x2=\$39.76100 pack AA Batteries @ \$26.59	412-1000-619-316-8100-000-505	09/03/2024	1,300.00
11	266	09/03/2024	2600	CEV Multimedia, Ltd.	Yearly License	1,325.00	
				Yearly License1 Teacher License - \$72560 Student Licenses - 600	412-1000-653-316-8100-000-505	09/03/2024	1,325.00
11	267	09/04/2024	8312	TPT HOLDO LLC	Classroom allowance	25.00	
				Classroom allowance	031-1000-619-100-0000-000-105	09/04/2024	25.00
11	268	09/04/2024	2479	FCCLA	FCCLA Affiliation Dues	560.00	
				Affiliation package for 25 members and one advisor- from 412 funds	412-1000-810-314-8400-000-705	09/04/2024	560.00
11	269	09/04/2024	4970	Oklahoma Schools Advisory Council	PPAT Workshop	1,241.20	
				PPAT workshop for NPS teachers working toward certification.	082-2573-860-000-0000-000-705	09/04/2024	1,241.20
11	270	09/04/2024	4966	OASCD	Mark McLeod training	1,200.00	
				Mark McLeod professional development training for early career teachers.	082-2573-860-429-0000-000-105	09/04/2024	300.00
					082-2573-860-429-0000-000-110	09/04/2024	300.00
					082-2573-860-429-0000-000-505	09/04/2024	300.00
					082-2573-860-429-0000-000-705	09/04/2024	300.00
11	271	09/05/2024	51792	Soliant Health LLC	SLP Contract- full time - Carmen Jackson	90,000.00	
				SLP MS/HS full timeCarmen Jackson	000-2152-336-239-0000-000-505	09/05/2024	45,000.00
					000-2152-336-239-0000-000-705	09/05/2024	45,000.00
11	272	09/05/2024	51792	Soliant Health LLC	SLP Contract- part time- Angel Hallauer	42,000.00	
				SLP Contractpart timeElementary SLP	621-2152-336-239-0000-000-105	09/05/2024	42,000.00
11	273	09/05/2024	51537	Playscripts Inc	Scripts for One Act	165.00	
				Scripts for One Act	000-1000-619-100-0000-000-705	09/05/2024	165.00
11	274	09/06/2024	47944	Amazon	Aviation Supplies 9/24	475.00	
				jumbo straws x600craft tubes x60cutting mat x10AAA Batteries x 20digital hanging scale x 1balsa rubber band flyers x10glue sticks x 30fog juice x 1fog machine hose adapter x1fog machine x1masking tape x30	409-1000-619-318-5010-000-705	09/06/2024	475.00
11	275	09/06/2024	51597	Okla Society for Tech in Edu Inc	(541) OKSTE Conference Registration	200.00	
				(541) OKSTE Conference Registration	541-2573-860-000-0000-000-705	09/06/2024	200.00
11	276	09/06/2024	51821	Arvest Bank Operations Inc	(541) OKSTE Travel Expenses	648.00	
				(541) OKSTE Travel ExpensesHotel - 500.00Food - 148.00	541-2573-580-000-0000-000-705	09/06/2024	648.00
11	277	09/06/2024	51537	Playscripts Inc	Scripts and rights for Clue (our spring play)	1,800.00	
				Play scripts and rights to produce the show	000-1000-619-100-4019-000-705	09/06/2024	1,800.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 184 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	278	09/06/2024	713	VIRCO MFG. CORP.	(722) Rocking seats for students	650.00
				(722) Rocking Seats for students	722-2120-619-000-0000-000-105	650.00
11	279	09/06/2024	47944	Amazon	Classroom Allowance	110.00
				hands on learning resources	031-1000-619-100-0000-000-110	110.00
11	280	09/06/2024	47944	Amazon	Classroom Allowance	110.00
				Drying rack for classroom art, batteries for classroom doorbell	031-1000-619-100-0000-000-110	110.00
11	281	09/06/2024	51876	Perry Weather Inc	install of weather station	900.00
				install of weather station	019-2620-438-000-0000-000-705	900.00
Non-Payroll Total:						\$227,853.65
Payroll Total:						\$1,507,478.04
Balance Forward:						\$215,580.47
Report Total:						\$1,950,912.16

Change Order Listing

Options: Fund: General Fund, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 8/8/2024 - 9/6/2024, PO Range: 1 - 183, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
74	07/01/2024	47944	Amazon	Tools and Supplies for Transportation	55.98
Increase PO# 11-74 for Supplies for Transportation				009-2740-612-000-0000-000-050	08/14/2024 55.98
80	07/01/2024	1722	Midstate Traffic Control, Inc.	School Zone Lights Programming	125.00
Increase PO # 80 for reprograming school zone lights				011-2660-430-000-0000-000-705	08/19/2024 110.90
				011-2660-430-000-0000-000-705	08/19/2024 14.10
153	07/30/2024	51562	Midwest Bus Sales Inc	Parts for Bus	21.00
Increase PO# 11-153				009-2740-612-000-0000-000-050	08/14/2024 21.00
Non-Payroll Total:					\$201.98
Payroll Total:					\$0.00
Report Total:					\$201.98

Project Totals

009	Transportation - Yolanda	76.98
011	Maintenance - General	125.00

Unit Totals

050	DISTRICTWIDE	76.98
705	HIGH SCHOOL	125.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 69 - 99999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	69	08/09/2024	51713	Express Employment Professionals	Temp. Help	12,000.00
					Temp help	8,000.00
					Increase PO # 21-69	4,000.00
21	70	08/09/2024	142	Pioneer Telephone Co.	Hand Hold Box Football Parking	530.00
					Hand Hold Box For Fiber At Football Field	530.00
21	71	08/21/2024	9073	ULINE, INC	Security gates for facilities	1,750.00
					gates	1,750.00
21	72	08/21/2024	2140	THE HOME DEPOT	Railing for the fieldhouse banners	650.00
					railing and screws	650.00
21	73	08/27/2024	51907	Alan Quiroz	Baseball field sprinkler system	560.00
					Baseball field sprinkler system	560.00
21	74	08/27/2024	142	Pioneer Telephone Co.	Fiber Replacement-ES Cafeteria	1,963.00
					Replace fiber at ES Cafeteria	1,963.00
21	75	08/27/2024	142	Pioneer Telephone Co.	Relocate Fiber at HS	2,940.00
					Relocate fiber at HS	2,940.00
21	76	08/28/2024	47944	Amazon	Transportation Furniture	2,816.57
					Transportation Furniture	2,816.57
21	77	09/03/2024	47944	Amazon	Furniture for Office	350.00
					2 chairs and table	350.00
21	78	09/03/2024	978	Office Depot	4 Hercules Ergonomic Mesh Mid Back Office Chairs	1,200.00
					4 Office Chairs	1,200.00
Non-Payroll Total:						\$24,759.57
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$24,759.57

Change Order Listing

Options: Fund: Building Fund, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 8/8/2024 - 9/6/2024, PO Range: 1 - 68, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
22	07/01/2024	5751	Terrell Refrigeration	Blanket PO for district refrigeration	2,000.00
				Increase PO#2025-21-22 by \$2,000 to cover emergency service for district walk-in freezers or coolers	
		010-2620-618-000-0000-000-050		08/08/2024	301.30
		010-2620-618-000-0000-000-050		08/08/2024	1,698.70
25	07/01/2024	603	Treat's Janitorial Supply	Custodial Supplies	5,000.00
				increase PO 21-25	
		011-2620-618-000-0000-000-050		08/22/2024	5,000.00
36	07/01/2024	48109	Ace of Newcastle LLC	Supplies For Maintenance Dept.	2,500.00
				Increase PO 21-36	
		011-2620-619-000-0000-000-050		09/04/2024	2,500.00
44	07/01/2024	33318	A-Russell's Mr. Rooter	Plumbing Service	1,000.00
				Increase PO # 21-44	
		011-2620-430-000-0000-000-050		08/27/2024	1,000.00
53	07/01/2024	603	Treat's Janitorial Supply	Equipment Repair	5,000.00
				Increase PO 21-53	
		011-2640-439-000-0000-000-050		08/21/2024	5,000.00
Non-Payroll Total:					\$15,500.00
Payroll Total:					\$0.00
Report Total:					\$15,500.00

Project Totals

010	HVAC - Scott	2,000.00
011	Maintenance - General	13,500.00

Unit Totals

050	DISTRICTWIDE	15,500.00
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Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 8 - 99999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	8	08/09/2024	3011	CONVERGENT	Weapons Detectors and Licensing	108,371.10
					This is for the purchase of four Metrasens metal detectors and one year of licensing with Convirgent.	
			012-2670-730-000-0000-000-705		08/09/2024	7,908.00
			012-2670-739-000-0000-000-705		08/09/2024	100,463.10
32	9	08/19/2024	4809	Locke Supply	Curb Adapter for HS Kitchen RTU Replacement	1,065.00
					Curb adapter for High School Cafeteria Kitchen RTU replacement	
			010-2620-618-000-0000-000-705		08/19/2024	1,065.00
32	10	08/21/2024	713	VIRCO MFG. CORP.	Furniture for MS Classrooms	62,753.01
					Furniture for MS classrooms-Shipping and install includedQuote #8298715	
			000-2620-731-000-0000-000-505		08/21/2024	62,753.01
32	11	08/26/2024	5742	ES2, Inc.	Service Diagnostic for ECC, RTU 1-4	1,000.00
					Service to diagnose operational inefficiencies with RTU 1-4 at the ECC	
			010-2620-433-000-0000-000-110		08/26/2024	1,000.00
32	12	08/27/2024	51780	MRC Lifting Services Inc	Crane Rental for RTU from HS West to Cafeteria	2,000.00
					Crane rental to relocate existing RHEEM RTU from High School West Bldg. (Rm 111) to High School Cafeteria, Kitchen; and replace TRANE RTU at Kitchen with RHEEM RTU	
			010-2620-442-000-0000-000-705		08/27/2024	2,000.00
32	13	09/04/2024	5751	Terrell Refrigeration	ECC, Walk-In Cooler Compressor Replacement	3,608.45
					Service & parts to replace compressor for ECC, Kitchen walk-in cooler condenser	
			010-2620-438-000-0000-000-110		09/04/2024	3,608.45
32	14	09/05/2024	4809	Locke Supply	Condenser Fan Motors For District HVAC	718.90
					Five condenser fan motors (ORM5458F) for district HVAC use	
			010-2620-618-000-0000-000-050		09/05/2024	718.90

Non-Payroll Total:	\$179,516.46
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$179,516.46

Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/8/2024 - 9/6/2024, PO Range: 33 - 99999, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	33	08/09/2024	2766	CDW LLC	(ERATE) District Network Infrastructure Upgrade	182,743.84
			000-2230-653-000-0000-000-105		08/09/2024	45,685.96
			000-2230-653-000-0000-000-110		08/09/2024	45,685.96
			000-2230-653-000-0000-000-505		08/09/2024	45,685.96
			000-2230-653-000-0000-000-705		08/09/2024	45,685.96
39	34	08/19/2024	717	ImageNet Consulting LLC	Copier upgrade implementation	13,431.24
			000-2230-611-000-0000-000-050		08/19/2024	13,431.24
39	35	08/19/2024	717	ImageNet Consulting LLC	Copier lease	16,206.36
			000-2230-611-000-0000-000-050		08/19/2024	16,206.36
					Non-Payroll Total:	\$212,381.44
					Payroll Total:	\$0.00
					Balance Forward:	\$0.00
					Report Total:	\$212,381.44

**Newcastle Public Schools
Payroll Summary
September 9th, 2024**

Monthly Payroll FY24 (08/29/2024)	\$1,473,881.21
Extra Duty Payroll (09/12/2024)	\$57,674.85
New Hire Stipends (09/12/2024)	\$11,303.25



NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

Original
 Amended

Account Name: Athletic Account #: 801 Site #: District

Scheduled Fundraising Events:

Description	Month Planned
_____	_____
_____	_____
_____	_____

General Revenue: (Indicate Amended Items with an "**")

Donations are automatically approved. List other methods of generating revenue:

Advertising, Apparel Sales, Concessions, discount card sales, donations (greenbox), Facility Fees, Sponsorships, Vending, Board approved fundraisers

Expenditures: (How the revenue will be spent) (Indicate Amended items with a "**")

All state jackets, Athletic Supplies, Awards, Banners/signs, Entry Fees, Equipment, facility Upgrades, gifts, hospitality, meals, uniforms; gate workers, assignors, Officials, Security

Brent Hodges
Sponsor Name

8/29/2024 2024-2025
Date Submitted School Year

Sponsor Signature

Shasta Smith
Activity Fund Custodian Signature

[Signature]
Supervisor Signature if Applicable
(Principal or Athletic Director)

[Signature]
Chief Financial Officer Signature

Date Approved by Board of Education



NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

Original
 Amended

Account Name: Athletic Gate Account #: 802 Site #: District

Scheduled Fundraising Events:

Description	Month Planned
_____	_____
_____	_____
_____	_____

General Revenue: (Indicate Amended Items with an "**")

Donations are automatically approved. List other methods of generating revenue:

Expenditures: (How the revenue will be spent) (Indicate Amended items with a "**")

gate workers, Assignors, officials and security.

Brent Hodges
Sponsor Name

8/29/2024 2024-2025
Date Submitted School Year

Sponsor Signature

Shasta Smith
Activity Fund Custodian Signature

[Signature]
Supervisor Signature if Applicable
(Principal or Athletic Director)

Dr. Beth Walker
Chief Financial Officer Signature

Date Approved by Board of Education



NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

Original
 Amended

Account Name: Boys Basketball Account #: 811 Site #: 505

Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>snap fundraising</u>	<u>november</u>
<u>T shirt sales</u>	<u>november</u>
<u> </u>	<u> </u>

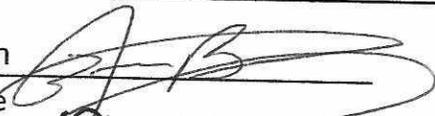
General Revenue: (Indicate Amended Items with an "**")

Donations are automatically approved. List other methods of generating revenue:

Shirt sales, food sales, events, ticket sales, tournament

Expenditures: (How the revenue will be spent) (Indicate Amended items with a "**")

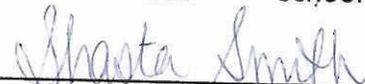
tournaments, gear, uniforms, meals, banquet

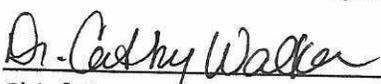
Jessie Brown
Sponsor Name 


Sponsor Signature


Supervisor Signature if Applicable
(Principal or Athletic Director)

8/12/24 2024-2025
Date Submitted School Year


Activity Fund Custodian Signature


Chief Financial Officer Signature

Date Approved by Board of Education



NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

Original
 Amended

Account Name: Admin Special Projects Account #: 902 Site #: District

Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
_____	_____
_____	_____
_____	_____

General Revenue: (Indicate Amended Items with an "**")

Donations are automatically approved. List other methods of generating revenue:

Donations and contributions
 Interest credited to bank accounts
 Misc. district revenue not belonging to other funds
 Board approved fundraisers

Expenditures: (How the revenue will be spent) (Indicate Amended items with a "**")

District level special projects such as signage, safety, security, data research, meals, staff awards and gifts, student awards, supplies, equipment, fees, *Admin building upgrades*

Kristi Ferguson

Sponsor Name

Kristi Ferguson
Sponsor Signature

8/26/24

Date Submitted

Shasta Smith
Activity Fund Custodian Signature

2024-2025

School Year

Supervisor Signature if Applicable
(Principal or Athletic Director)

Dr. Cathy Walker
Chief Financial Officer Signature

Date Approved by Board of Education



NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

Original
 Amended

Account Name: FCCLA Account #: 915 Site #: HS

Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
<u>Dance (Halloween (prek-5th & Winter Formal)</u>	<u>October-February</u>
<u>Thanksgiving Pies + cookie kits</u>	<u>November-December</u>
<u>Candy Grams</u>	<u>February-April</u>

General Revenue: (Indicate Amended Items with an "**")

Donations are automatically approved. List other methods of generating revenue:

Food Sales
T-shirts
Dance Tickets
Candy grams
Board Approved Fundraisers

Expenditures: (How the revenue will be spent) (Indicate Amended items with a "**")

FCCLA Meetings, Advisory Meetings, FCCLA Workshops, FCCLA Events, Registrations Fees, Travel, Camps, Teacher Appreciation.

Kaitlyn Buchanan

Sponsor Name

Kaitlyn Buchanan
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

August 14, 2024 2024-2025

Date Submitted School Year

Christa Smith
Activity Fund Custodian Signature

Dr. Cathy Walker
Chief Financial Officer Signature

Date Approved by Board of Education



NEWCASTLE PUBLIC SCHOOLS

Purpose of Activity Fund Account

Original
 Amended

Account Name: MS Yearbook Account #: 945 Site #: 505

Scheduled Fundraising Events:

<i>Description</i>	<i>Month Planned</i>
_____	_____
_____	_____
_____	_____

General Revenue: (Indicate Amended Items with an "**")

Donations are automatically approved. List other methods of generating revenue:

Sales of yearbook, ads and photos, board approved fundraisers

Expenditures: (How the revenue will be spent) (Indicate Amended items with a "**")

Yearbook publication, photos, tshirts, office supplies, camera supplies, rewards for yearbook staff. Staff development workshops. Hotel and conference fees for supervisor. Educational field trips, admission fees and transportation for staff and advisors.

Chance Scott

Sponsor Name

Chance Scott
Sponsor Signature

Supervisor Signature if Applicable
(Principal or Athletic Director)

08/21 24-25

Date Submitted School Year

Shasta Smith
Activity Fund Custodian Signature

Dr. Cathy Walker
Chief Financial Officer Signature

Date Approved by Board of Education

Newcastle Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 General Fund						
Series - 1000						
Source - 1110 Ad Valorem (Current)	\$0.00	\$38,455.43	\$0.00	\$38,455.43	N/A	\$38,455.43
Source - 1120 Ad Valorem (Prior Years)	\$0.00	\$11,558.00	\$0.00	\$11,558.00	N/A	\$11,558.00
Source - 1310 Interest Earnings	\$0.00	\$42,382.04	\$0.00	\$42,382.04	N/A	\$42,382.04
Source - 1340 ACCRUED INTEREST ON BOND SALES	\$0.00	\$37,624.40	\$0.00	\$37,624.40	N/A	\$37,624.40
Source - 1352 Interest on Unapportioned Tax	\$0.00	\$19.38	\$0.00	\$19.38	N/A	\$19.38
Source - 1390 OTHER EARNINGS ON INVESTMENTS	\$0.00	\$99.63	\$0.00	\$99.63	N/A	\$99.63
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL	\$0.00	\$8,300.00	\$0.00	\$8,300.00	N/A	\$8,300.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$1,599.92	\$0.00	\$1,599.92	N/A	\$1,599.92
Source - 1660 Mineral Royalties / Lease Revenue	\$0.00	\$25.27	\$0.00	\$25.27	N/A	\$25.27
Series - 1000 Total	\$0.00	\$140,064.07	\$0.00	\$140,064.07	N/A	\$140,064.07
Series - 2000						
Source - 2100 County 4 Mil	\$0.00	\$3,078.62	\$0.00	\$3,078.62	N/A	\$3,078.62
Source - 2200 County Mortgage	\$0.00	\$12,734.51	\$0.00	\$12,734.51	N/A	\$12,734.51
Series - 2000 Total	\$0.00	\$15,813.13	\$0.00	\$15,813.13	N/A	\$15,813.13
Series - 3000						
Source - 3110 Gross Production	\$0.00	\$110,159.87	\$0.00	\$110,159.87	N/A	\$110,159.87
Source - 3120 Motor Vehicle	\$0.00	\$3,810.68	\$0.00	\$3,810.68	N/A	\$3,810.68
Source - 3130 Rural Electric	\$0.00	\$19,009.88	\$0.00	\$19,009.88	N/A	\$19,009.88
Source - 3150 Vehicle Tax	\$0.00	\$99.01	\$0.00	\$99.01	N/A	\$99.01
Series - 3000 Total	\$0.00	\$133,079.44	\$0.00	\$133,079.44	N/A	\$133,079.44
Series - 4000						
Source - 4210 Title I - Part A	\$0.00	\$3,184.52	\$0.00	\$3,184.52	N/A	\$3,184.52
Source - 4550 Johnson O'Malley	\$0.00	\$2,485.00	\$0.00	\$2,485.00	N/A	\$2,485.00
Series - 4000 Total	\$0.00	\$5,669.52	\$0.00	\$5,669.52	N/A	\$5,669.52
Series - 5000						
Source - 5150 Local CNP Collections	\$0.00	\$7.60	\$0.00	\$7.60	N/A	\$7.60
Source - 5160 Activity Fund Collections	\$0.00	\$12,379.38	\$0.00	\$12,379.38	N/A	\$12,379.38
Series - 5000 Total	\$0.00	\$12,386.98	\$0.00	\$12,386.98	N/A	\$12,386.98
Fund - 11 General Fund Total	\$0.00	\$307,013.14	\$0.00	\$307,013.14	N/A	\$307,013.14
Report Total	\$0.00	\$307,013.14	\$0.00	\$307,013.14	N/A	\$307,013.14

**Newcastle Public Schools
Revenue/Expenditure Summary**

**Activity Fund
Athletics**

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 801 ATHLETICS-GENERAL							
Program - 801 ATHLETIC-GENERAL							
705 HIGH SCHOOL	\$0.00	\$520.00	\$25,043.63	\$0.00	\$25,563.63	\$2,900.00	\$22,663.63
Total Program - 801 ATHLETIC-GENERAL	\$0.00	\$520.00	\$25,043.63	\$0.00	\$25,563.63	\$2,900.00	\$22,663.63
Program - 815 FAST PITCH							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	(\$450.00)
Total Program - 815 FAST PITCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	(\$450.00)
Total Project - 801 ATHLETICS-GENERAL	\$0.00	\$520.00	\$25,043.63	\$0.00	\$25,563.63	\$3,350.00	\$22,213.63
Project - 802 ATHLETIC-GATE							
Program - 802 ATHLETIC-GATE							
050 DISTRICTWIDE	\$0.00	\$0.00	\$0.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$10,405.90	\$0.00	\$10,405.90	\$0.00	\$10,405.90
705 HIGH SCHOOL	\$0.00	\$0.00	\$20,200.23	\$709.92	\$19,490.31	\$225.00	\$19,265.31
Total Program - 802 ATHLETIC-GATE	\$0.00	\$0.00	\$30,606.13	\$2,209.92	\$28,396.21	\$225.00	\$28,171.21
Program - 815 FAST PITCH							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,730.00	(\$1,730.00)
Total Program - 815 FAST PITCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,730.00	(\$1,730.00)
Program - 816 FOOTBALL							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$464.95	(\$464.95)	\$0.00	(\$464.95)
Total Program - 816 FOOTBALL	\$0.00	\$0.00	\$0.00	\$464.95	(\$464.95)	\$0.00	(\$464.95)
Program - 823 TRACK							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$460.00	(\$460.00)
Total Program - 823 TRACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$460.00	(\$460.00)
Total Project - 802 ATHLETIC-GATE	\$0.00	\$0.00	\$30,606.13	\$2,674.87	\$27,931.26	\$2,415.00	\$25,516.26
Project - 803 ATHLETICS-TRAINER							
Program - 803 ATHLETIC-TRAINER							
705 HIGH SCHOOL	\$0.00	\$0.00	\$2,862.50	\$0.00	\$2,862.50	\$0.00	\$2,862.50
Total Program - 803 ATHLETIC-TRAINER	\$0.00	\$0.00	\$2,862.50	\$0.00	\$2,862.50	\$0.00	\$2,862.50
Total Project - 803 ATHLETICS-TRAINER	\$0.00	\$0.00	\$2,862.50	\$0.00	\$2,862.50	\$0.00	\$2,862.50
Project - 804 Sweet Pea Tournament							
Program - 804 Sweet Pea Tournament							
705 HIGH SCHOOL	\$0.00	\$0.00	\$8.92	\$0.00	\$8.92	\$0.00	\$8.92
Total Program - 804 Sweet Pea Tournament	\$0.00	\$0.00	\$8.92	\$0.00	\$8.92	\$0.00	\$8.92
Total Project - 804 Sweet Pea Tournament	\$0.00	\$0.00	\$8.92	\$0.00	\$8.92	\$0.00	\$8.92
Project - 805 Uniform/Team Items							
Program - 805 N/A							
705 HIGH SCHOOL	\$0.00	\$15,831.00	\$0.00	\$2,384.66	\$13,446.34	\$6,245.00	\$7,201.34
Total Program - 805 N/A	\$0.00	\$15,831.00	\$0.00	\$2,384.66	\$13,446.34	\$6,245.00	\$7,201.34
Program - 824 VOLLEYBALL							
705 HIGH SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,170.00	(\$1,170.00)
Total Program - 824 VOLLEYBALL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,170.00	(\$1,170.00)
Total Project - 805 Uniform/Team Items	\$0.00	\$15,831.00	\$0.00	\$2,384.66	\$13,446.34	\$7,415.00	\$6,031.34
Project - 810 BASEBALL							
Program - 810 BASEBALL							
705 HIGH SCHOOL	\$0.00	\$0.00	\$639.36	\$0.00	\$639.36	\$0.00	\$639.36
Total Program - 810 BASEBALL	\$0.00	\$0.00	\$639.36	\$0.00	\$639.36	\$0.00	\$639.36
Total Project - 810 BASEBALL	\$0.00	\$0.00	\$639.36	\$0.00	\$639.36	\$0.00	\$639.36
Project - 811 BASKETBALL-BOYS							
Program - 811 BASKETBALL-BOYS							
705 HIGH SCHOOL	\$0.00	\$0.00	\$3,227.55	\$0.00	\$3,227.55	\$0.00	\$3,227.55
Total Program - 811 BASKETBALL-BOYS	\$0.00	\$0.00	\$3,227.55	\$0.00	\$3,227.55	\$0.00	\$3,227.55
Total Project - 811 BASKETBALL-BOYS	\$0.00	\$0.00	\$3,227.55	\$0.00	\$3,227.55	\$0.00	\$3,227.55
Project - 812 BASKETBALL-GIRLS							
Program - 812 BASKETBALL-GIRLS							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$3,409.45	\$0.00	\$3,409.45	\$0.00	\$3,409.45
705 HIGH SCHOOL	\$0.00	\$0.00	\$8,793.13	\$0.00	\$8,793.13	\$0.00	\$8,793.13
Total Program - 812 BASKETBALL-GIRLS	\$0.00	\$0.00	\$12,202.58	\$0.00	\$12,202.58	\$0.00	\$12,202.58

Newcastle Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 812 BASKETBALL-GIRLS							
Total Project - 812 BASKETBALL-GIRLS	\$0.00	\$0.00	\$12,202.58	\$0.00	\$12,202.58	\$0.00	\$12,202.58
Project - 813 CHEER							
Program - 813 CHEER							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$20,761.28	\$450.00	\$20,311.28	\$4,531.33	\$15,779.95
705 HIGH SCHOOL	\$0.00	\$6,448.86	\$23,664.32	\$10,325.00	\$19,788.18	\$1,940.00	\$17,848.18
Total Program - 813 CHEER	\$0.00	\$6,448.86	\$44,425.60	\$10,775.00	\$40,099.46	\$6,471.33	\$33,628.13
Total Project - 813 CHEER	\$0.00	\$6,448.86	\$44,425.60	\$10,775.00	\$40,099.46	\$6,471.33	\$33,628.13
Project - 814 CROSS COUNTRY							
Program - 814 CROSS COUNTRY							
705 HIGH SCHOOL	\$0.00	\$0.00	\$7,250.56	\$0.00	\$7,250.56	\$0.00	\$7,250.56
Total Program - 814 CROSS COUNTRY	\$0.00	\$0.00	\$7,250.56	\$0.00	\$7,250.56	\$0.00	\$7,250.56
Total Project - 814 CROSS COUNTRY	\$0.00	\$0.00	\$7,250.56	\$0.00	\$7,250.56	\$0.00	\$7,250.56
Project - 815 FAST PITCH							
Program - 815 FAST PITCH							
705 HIGH SCHOOL	\$0.00	\$0.00	\$762.06	\$0.00	\$762.06	\$0.00	\$762.06
Total Program - 815 FAST PITCH	\$0.00	\$0.00	\$762.06	\$0.00	\$762.06	\$0.00	\$762.06
Total Project - 815 FAST PITCH	\$0.00	\$0.00	\$762.06	\$0.00	\$762.06	\$0.00	\$762.06
Project - 816 FOOTBALL							
Program - 816 FOOTBALL							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$300.32	\$0.00	\$300.32	\$0.00	\$300.32
705 HIGH SCHOOL	\$0.00	\$275.00	\$45,155.11	\$12,555.25	\$32,874.86	\$10,198.88	\$22,675.98
Total Program - 816 FOOTBALL	\$0.00	\$275.00	\$45,455.43	\$12,555.25	\$33,175.18	\$10,198.88	\$22,976.30
Total Project - 816 FOOTBALL	\$0.00	\$275.00	\$45,455.43	\$12,555.25	\$33,175.18	\$10,198.88	\$22,976.30
Project - 817 GOLF-BOYS							
Program - 817 GOLF-BOYS							
705 HIGH SCHOOL	\$0.00	\$0.00	\$118.71	\$0.00	\$118.71	\$0.00	\$118.71
Total Program - 817 GOLF-BOYS	\$0.00	\$0.00	\$118.71	\$0.00	\$118.71	\$0.00	\$118.71
Total Project - 817 GOLF-BOYS	\$0.00	\$0.00	\$118.71	\$0.00	\$118.71	\$0.00	\$118.71
Project - 818 GOLF-GIRLS							
Program - 818 GIRLS-GOLF							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$74.43	\$0.00	\$74.43	\$0.00	\$74.43
705 HIGH SCHOOL	\$0.00	\$0.00	\$1,196.99	\$0.00	\$1,196.99	\$0.00	\$1,196.99
Total Program - 818 GIRLS-GOLF	\$0.00	\$0.00	\$1,271.42	\$0.00	\$1,271.42	\$0.00	\$1,271.42
Total Project - 818 GOLF-GIRLS	\$0.00	\$0.00	\$1,271.42	\$0.00	\$1,271.42	\$0.00	\$1,271.42
Project - 820 SOCCER-BOYS							
Program - 820 SOCCER-BOYS							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$47.50	\$0.00	\$47.50	\$0.00	\$47.50
705 HIGH SCHOOL	\$0.00	\$0.00	\$2,244.06	\$0.00	\$2,244.06	\$0.00	\$2,244.06
Total Program - 820 SOCCER-BOYS	\$0.00	\$0.00	\$2,291.56	\$0.00	\$2,291.56	\$0.00	\$2,291.56
Total Project - 820 SOCCER-BOYS	\$0.00	\$0.00	\$2,291.56	\$0.00	\$2,291.56	\$0.00	\$2,291.56
Project - 821 SOCCER-GIRLS							
Program - 821 SOCCER-GIRLS							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$47.50	\$0.00	\$47.50	\$0.00	\$47.50
705 HIGH SCHOOL	\$0.00	\$0.00	\$2,780.96	\$0.00	\$2,780.96	\$0.00	\$2,780.96
Total Program - 821 SOCCER-GIRLS	\$0.00	\$0.00	\$2,828.46	\$0.00	\$2,828.46	\$0.00	\$2,828.46
Total Project - 821 SOCCER-GIRLS	\$0.00	\$0.00	\$2,828.46	\$0.00	\$2,828.46	\$0.00	\$2,828.46
Project - 823 TRACK							
Program - 823 TRACK							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$457.50	\$0.00	\$457.50	\$0.00	\$457.50
705 HIGH SCHOOL	\$0.00	\$0.00	\$3,041.44	\$798.19	\$2,243.25	\$1.81	\$2,241.44
Total Program - 823 TRACK	\$0.00	\$0.00	\$3,498.94	\$798.19	\$2,700.75	\$1.81	\$2,698.94
Total Project - 823 TRACK	\$0.00	\$0.00	\$3,498.94	\$798.19	\$2,700.75	\$1.81	\$2,698.94
Project - 824 VOLLEYBALL							
Program - 824 VOLLEYBALL							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	\$0.00	\$175.00
705 HIGH SCHOOL	\$0.00	\$0.00	\$277.90	\$0.00	\$277.90	\$0.00	\$277.90

Newcastle Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 824 VOLLEYBALL							
Program - 824 VOLLEYBALL							
Total Program - 824 VOLLEYBALL	\$0.00	\$0.00	\$452.90	\$0.00	\$452.90	\$0.00	\$452.90
Total Project - 824 VOLLEYBALL	\$0.00	\$0.00	\$452.90	\$0.00	\$452.90	\$0.00	\$452.90
Project - 825 WRESTLING							
Program - 825 WRESTLING							
505 MIDDLE SCHOOL	\$0.00	\$0.00	\$39.00	\$0.00	\$39.00	\$0.00	\$39.00
705 HIGH SCHOOL	\$0.00	\$0.00	\$634.73	\$0.00	\$634.73	\$0.00	\$634.73
Total Program - 825 WRESTLING	\$0.00	\$0.00	\$673.73	\$0.00	\$673.73	\$0.00	\$673.73
Total Project - 825 WRESTLING	\$0.00	\$0.00	\$673.73	\$0.00	\$673.73	\$0.00	\$673.73
Project - 826 HS Pom							
Program - 826 HS Pom							
705 HIGH SCHOOL	\$0.00	\$6,427.14	\$5,739.00	\$4,831.26	\$7,334.88	\$3,450.00	\$3,884.88
Total Program - 826 HS Pom	\$0.00	\$6,427.14	\$5,739.00	\$4,831.26	\$7,334.88	\$3,450.00	\$3,884.88
Total Project - 826 HS Pom	\$0.00	\$6,427.14	\$5,739.00	\$4,831.26	\$7,334.88	\$3,450.00	\$3,884.88
Total	\$0.00	\$29,502.00	\$189,359.04	\$34,019.23	\$184,841.81	\$33,302.02	\$151,539.79

**Newcastle Public Schools
Revenue/Expenditure Summary**

**Activity Fund
Non-Athletic**

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 100 CAFETERIA							
700-050	\$0.00	\$1,512.12	\$0.00	\$0.00	\$1,512.12	\$0.00	\$1,512.12
Total Project - 100 CAFETERIA	\$0.00	\$1,512.12	\$0.00	\$0.00	\$1,512.12	\$0.00	\$1,512.12
Project - 901 ACTIVITY FEES							
900-050	\$0.00	\$23.45	\$30,463.04	\$0.00	\$30,486.49	\$29,203.06	\$1,283.43
Total Project - 901 ACTIVITY FEES	\$0.00	\$23.45	\$30,463.04	\$0.00	\$30,486.49	\$29,203.06	\$1,283.43
Project - 902 ADMINISTRATION							
000-050	\$0.00	\$0.00	\$0.00	\$816.25	(\$816.25)	\$0.00	(\$816.25)
802-050	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	(\$500.00)
900-050	\$0.00	\$3,092.67	\$185,417.67	\$2,119.19	\$186,391.15	\$4,088.43	\$182,302.72
Total Project - 902 ADMINISTRATION	\$0.00	\$3,092.67	\$185,417.67	\$2,935.44	\$185,574.90	\$4,588.43	\$180,986.47
Project - 904 DAMAGE DEPOSIT							
900-050	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	\$0.00	\$800.00
Total Project - 904 DAMAGE DEPOSIT	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	\$0.00	\$800.00
Project - 905 RACER KID ZONE							
900-110	\$0.00	\$16,085.16	\$27,727.80	\$366.00	\$43,446.96	\$1,000.00	\$42,446.96
Total Project - 905 RACER KID ZONE	\$0.00	\$16,085.16	\$27,727.80	\$366.00	\$43,446.96	\$1,000.00	\$42,446.96
Project - 906 Tri-City Learning Academy							
100-050	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,240.00	(\$3,240.00)
900-050	\$0.00	\$100.00	\$36,937.87	\$1,161.13	\$35,876.74	\$1,614.27	\$34,262.47
900-705	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
Total Project - 906 Tri-City Learning Academy	\$0.00	\$100.00	\$37,137.87	\$1,161.13	\$36,076.74	\$4,854.27	\$31,222.47
Project - 910 ART							
900-105	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
900-505	\$0.00	\$0.00	\$1,458.43	\$0.00	\$1,458.43	\$0.00	\$1,458.43
900-705	\$0.00	\$0.00	\$598.07	\$0.00	\$598.07	\$0.00	\$598.07
Total Project - 910 ART	\$0.00	\$0.00	\$2,106.50	\$0.00	\$2,106.50	\$0.00	\$2,106.50
Project - 911 BAND							
900-705	\$0.00	\$0.00	\$63.70	\$0.00	\$63.70	\$0.00	\$63.70
Total Project - 911 BAND	\$0.00	\$0.00	\$63.70	\$0.00	\$63.70	\$0.00	\$63.70
Project - 913 CLUB-BPA							
900-705	\$0.00	\$0.00	\$1,382.79	\$0.00	\$1,382.79	\$0.00	\$1,382.79
Total Project - 913 CLUB-BPA	\$0.00	\$0.00	\$1,382.79	\$0.00	\$1,382.79	\$0.00	\$1,382.79
Project - 915 CLUB-FCCLA							
900-705	\$0.00	\$0.00	\$3,992.90	\$110.00	\$3,882.90	\$0.00	\$3,882.90
Total Project - 915 CLUB-FCCLA	\$0.00	\$0.00	\$3,992.90	\$110.00	\$3,882.90	\$0.00	\$3,882.90
Project - 916 CLUB-FFA							
900-705	\$0.00	\$5,710.55	\$4,421.01	\$1,295.62	\$8,835.94	\$2,074.38	\$6,761.56
Total Project - 916 CLUB-FFA	\$0.00	\$5,710.55	\$4,421.01	\$1,295.62	\$8,835.94	\$2,074.38	\$6,761.56
Project - 917 CLUB-SCIENCE							
900-705	\$0.00	\$0.00	\$881.15	\$0.00	\$881.15	\$0.00	\$881.15
Total Project - 917 CLUB-SCIENCE	\$0.00	\$0.00	\$881.15	\$0.00	\$881.15	\$0.00	\$881.15
Project - 918 CLUB-SPANISH							
900-705	\$0.00	\$0.00	\$1,221.70	\$0.00	\$1,221.70	\$0.00	\$1,221.70
Total Project - 918 CLUB-SPANISH	\$0.00	\$0.00	\$1,221.70	\$0.00	\$1,221.70	\$0.00	\$1,221.70
Project - 919 DRAMA							
900-705	\$0.00	\$0.00	\$3,706.96	\$0.00	\$3,706.96	\$0.00	\$3,706.96
Total Project - 919 DRAMA	\$0.00	\$0.00	\$3,706.96	\$0.00	\$3,706.96	\$0.00	\$3,706.96
Project - 920 ES-ACADEM OUTREACH							
900-105	\$0.00	\$0.00	\$2,357.50	\$0.00	\$2,357.50	\$0.00	\$2,357.50
Total Project - 920 ES-ACADEM OUTREACH	\$0.00	\$0.00	\$2,357.50	\$0.00	\$2,357.50	\$0.00	\$2,357.50
Project - 921 ES-BEAUTIFICATION							
900-105	\$0.00	\$0.00	\$4,804.22	\$0.00	\$4,804.22	\$0.00	\$4,804.22
Total Project - 921 ES-BEAUTIFICATION	\$0.00	\$0.00	\$4,804.22	\$0.00	\$4,804.22	\$0.00	\$4,804.22
Project - 922 ES-CAMP GODDARD							
900-105	\$0.00	\$0.00	\$4,594.36	\$0.00	\$4,594.36	\$0.00	\$4,594.36
Total Project - 922 ES-CAMP GODDARD	\$0.00	\$0.00	\$4,594.36	\$0.00	\$4,594.36	\$0.00	\$4,594.36

Newcastle Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 923 ES-FUNDRAISER							
900-105	\$0.00	\$0.00	\$28,125.56	\$0.00	\$28,125.56	\$0.00	\$28,125.56
Total Project - 923 ES-FUNDRAISER	\$0.00	\$0.00	\$28,125.56	\$0.00	\$28,125.56	\$0.00	\$28,125.56
Project - 924 ES-LITERACY							
900-105	\$0.00	\$0.00	\$506.36	\$0.00	\$506.36	\$0.00	\$506.36
Total Project - 924 ES-LITERACY	\$0.00	\$0.00	\$506.36	\$0.00	\$506.36	\$0.00	\$506.36
Project - 925 DISTRICT SPECIAL OLYMPICS							
900-050	\$0.00	\$0.00	\$5,119.72	\$0.00	\$5,119.72	\$1,000.00	\$4,119.72
Total Project - 925 DISTRICT SPECIAL OLYMPICS	\$0.00	\$0.00	\$5,119.72	\$0.00	\$5,119.72	\$1,000.00	\$4,119.72
Project - 926 GIFTED TALENTED							
900-105	\$0.00	\$0.00	\$84.54	\$0.00	\$84.54	\$0.00	\$84.54
900-505	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
900-705	\$0.00	\$0.00	\$66.82	\$0.00	\$66.82	\$0.00	\$66.82
Total Project - 926 GIFTED TALENTED	\$0.00	\$0.00	\$176.36	\$0.00	\$176.36	\$0.00	\$176.36
Project - 927 HONOR SOCIETY							
900-505	\$0.00	\$0.00	\$1,844.97	\$0.00	\$1,844.97	\$0.00	\$1,844.97
900-705	\$0.00	\$0.00	\$2,474.83	\$0.00	\$2,474.83	\$0.00	\$2,474.83
Total Project - 927 HONOR SOCIETY	\$0.00	\$0.00	\$4,319.80	\$0.00	\$4,319.80	\$0.00	\$4,319.80
Project - 928 HOSPITALITY							
900-110	\$0.00	\$0.00	\$257.07	\$0.00	\$257.07	\$0.00	\$257.07
Total Project - 928 HOSPITALITY	\$0.00	\$0.00	\$257.07	\$0.00	\$257.07	\$0.00	\$257.07
Project - 929 HS-TESTING							
900-705	\$0.00	\$0.00	\$2,569.43	\$0.00	\$2,569.43	\$0.00	\$2,569.43
Total Project - 929 HS-TESTING	\$0.00	\$0.00	\$2,569.43	\$0.00	\$2,569.43	\$0.00	\$2,569.43
Project - 931 LIBRARY							
900-105	\$0.00	\$0.00	\$6,532.76	\$0.00	\$6,532.76	\$0.00	\$6,532.76
900-110	\$0.00	\$0.00	\$3,235.72	\$0.00	\$3,235.72	\$0.00	\$3,235.72
900-505	\$0.00	\$0.00	\$1,029.86	\$0.00	\$1,029.86	\$0.00	\$1,029.86
900-705	\$0.00	\$0.00	\$1,871.08	\$0.00	\$1,871.08	\$0.00	\$1,871.08
Total Project - 931 LIBRARY	\$0.00	\$0.00	\$12,669.42	\$0.00	\$12,669.42	\$0.00	\$12,669.42
Project - 934 MS-STUDENT STORE							
900-505	\$0.00	\$0.00	\$8,458.58	\$0.00	\$8,458.58	\$0.00	\$8,458.58
Total Project - 934 MS-STUDENT STORE	\$0.00	\$0.00	\$8,458.58	\$0.00	\$8,458.58	\$0.00	\$8,458.58
Project - 935 NATIVE ED ENRICHMENT							
900-105	\$0.00	\$0.00	\$982.26	\$0.00	\$982.26	\$0.00	\$982.26
900-705	\$0.00	\$0.00	\$417.38	\$0.00	\$417.38	\$0.00	\$417.38
Total Project - 935 NATIVE ED ENRICHMENT	\$0.00	\$0.00	\$1,399.64	\$0.00	\$1,399.64	\$0.00	\$1,399.64
Project - 936 PE							
900-105	\$0.00	\$0.00	\$13,490.24	\$0.00	\$13,490.24	\$0.00	\$13,490.24
900-110	\$0.00	\$0.00	\$1,187.08	\$0.00	\$1,187.08	\$0.00	\$1,187.08
Total Project - 936 PE	\$0.00	\$0.00	\$14,677.32	\$0.00	\$14,677.32	\$0.00	\$14,677.32
Project - 939 PRINCIPALS							
000-705	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108.98	(\$108.98)
100-505	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,722.32	(\$1,722.32)
900-105	\$0.00	\$50.00	\$3,858.42	\$0.00	\$3,908.42	\$1,500.00	\$2,408.42
900-110	\$0.00	\$0.00	\$7,386.86	\$0.00	\$7,386.86	\$0.00	\$7,386.86
900-505	\$0.00	\$50.00	\$15,925.21	\$389.19	\$15,586.02	\$5,675.00	\$9,911.02
900-705	\$0.00	\$37.76	\$9,808.43	\$136.00	\$9,710.19	\$2,364.95	\$7,345.24
Total Project - 939 PRINCIPALS	\$0.00	\$137.76	\$36,978.92	\$525.19	\$36,591.49	\$11,371.25	\$25,220.24
Project - 942 STUCO							
900-505	\$0.00	\$0.00	\$5,994.46	\$0.00	\$5,994.46	\$150.00	\$5,844.46
900-705	\$0.00	\$0.00	\$16,418.76	\$0.00	\$16,418.76	\$0.00	\$16,418.76
Total Project - 942 STUCO	\$0.00	\$0.00	\$22,413.22	\$0.00	\$22,413.22	\$150.00	\$22,263.22
Project - 943 TECHNOLOGY							
900-105	\$0.00	\$0.00	\$1,214.54	\$0.00	\$1,214.54	\$0.00	\$1,214.54
Total Project - 943 TECHNOLOGY	\$0.00	\$0.00	\$1,214.54	\$0.00	\$1,214.54	\$0.00	\$1,214.54
Project - 944 VOCAL MUSIC							

Newcastle Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 944 VOCAL MUSIC							
900-105	\$0.00	\$0.00	\$4,775.95	\$0.00	\$4,775.95	\$0.00	\$4,775.95
900-705	\$0.00	\$0.00	\$13,436.64	\$0.00	\$13,436.64	\$0.00	\$13,436.64
Total Project - 944 VOCAL MUSIC	\$0.00	\$0.00	\$18,212.59	\$0.00	\$18,212.59	\$0.00	\$18,212.59
Project - 945 YEARBOOK							
900-105	\$0.00	\$0.00	\$17,468.39	\$0.00	\$17,468.39	\$0.00	\$17,468.39
900-110	\$0.00	\$0.00	\$3,439.37	\$0.00	\$3,439.37	\$0.00	\$3,439.37
900-505	\$0.00	\$0.00	\$1,413.10	\$0.00	\$1,413.10	\$0.00	\$1,413.10
900-705	\$0.00	\$465.00	\$5,845.71	\$0.00	\$6,310.71	\$600.00	\$5,710.71
Total Project - 945 YEARBOOK	\$0.00	\$465.00	\$28,166.57	\$0.00	\$28,631.57	\$600.00	\$28,031.57
Project - 946 ROBOTICS							
900-705	\$0.00	\$0.00	\$16,115.36	\$0.00	\$16,115.36	\$0.00	\$16,115.36
Total Project - 946 ROBOTICS	\$0.00	\$0.00	\$16,115.36	\$0.00	\$16,115.36	\$0.00	\$16,115.36
Project - 947 Club-SOAR (Multicultural Club)							
900-705	\$0.00	\$0.00	\$534.81	\$0.00	\$534.81	\$0.00	\$534.81
Total Project - 947 Club-SOAR (Multicultural Club)	\$0.00	\$0.00	\$534.81	\$0.00	\$534.81	\$0.00	\$534.81
Project - 948 MS Broadcasting							
900-505	\$0.00	\$0.00	\$707.93	\$0.00	\$707.93	\$0.00	\$707.93
Total Project - 948 MS Broadcasting	\$0.00	\$0.00	\$707.93	\$0.00	\$707.93	\$0.00	\$707.93
Project - 949 STRUT Week							
900-705	\$0.00	\$0.00	\$15,271.93	\$0.00	\$15,271.93	\$0.00	\$15,271.93
Total Project - 949 STRUT Week	\$0.00	\$0.00	\$15,271.93	\$0.00	\$15,271.93	\$0.00	\$15,271.93
Project - 950 District SPED Activity Fund							
900-050	\$0.00	\$0.00	\$73.00	\$0.00	\$73.00	\$0.00	\$73.00
Total Project - 950 District SPED Activity Fund	\$0.00	\$0.00	\$73.00	\$0.00	\$73.00	\$0.00	\$73.00
Project - 951 Internships							
900-705	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Total Project - 951 Internships	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Project - 954 Justin Case Closet							
900-705	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00	\$270.00
Total Project - 954 Justin Case Closet	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00	\$270.00
Project - 974 Class 2024-PROM							
900-705	\$0.00	\$0.00	\$22,385.25	\$0.00	\$22,385.25	\$0.00	\$22,385.25
Total Project - 974 Class 2024-PROM	\$0.00	\$0.00	\$22,385.25	\$0.00	\$22,385.25	\$0.00	\$22,385.25
Project - 975 CLASS 2025							
900-705	\$0.00	\$0.00	\$1,089.29	\$0.00	\$1,089.29	\$0.00	\$1,089.29
Total Project - 975 CLASS 2025	\$0.00	\$0.00	\$1,089.29	\$0.00	\$1,089.29	\$0.00	\$1,089.29
Project - 977 CLASS 2027							
900-705	\$0.00	\$0.00	\$491.19	\$0.00	\$491.19	\$0.00	\$491.19
Total Project - 977 CLASS 2027	\$0.00	\$0.00	\$491.19	\$0.00	\$491.19	\$0.00	\$491.19
Project - 978 CLASS 2028							
900-705	\$0.00	\$0.00	\$117.88	\$0.00	\$117.88	\$0.00	\$117.88
Total Project - 978 CLASS 2028	\$0.00	\$0.00	\$117.88	\$0.00	\$117.88	\$0.00	\$117.88
Project - 979 CLASS 2029							
900-505	\$0.00	\$0.00	\$1,133.73	\$0.00	\$1,133.73	\$0.00	\$1,133.73
Total Project - 979 CLASS 2029	\$0.00	\$0.00	\$1,133.73	\$0.00	\$1,133.73	\$0.00	\$1,133.73
Project - 980 CLASS 2030							
900-505	\$0.00	\$0.00	\$1,365.10	\$0.00	\$1,365.10	\$0.00	\$1,365.10
Total Project - 980 CLASS 2030	\$0.00	\$0.00	\$1,365.10	\$0.00	\$1,365.10	\$0.00	\$1,365.10
Project - 981 CLASS 2031							
900-505	\$0.00	\$0.00	\$2,900.80	\$0.00	\$2,900.80	\$0.00	\$2,900.80
Total Project - 981 CLASS 2031	\$0.00	\$0.00	\$2,900.80	\$0.00	\$2,900.80	\$0.00	\$2,900.80
Project - 982 CLASS 2032							
900-105	\$0.00	\$0.00	\$80.05	\$0.00	\$80.05	\$0.00	\$80.05
Total Project - 982 CLASS 2032	\$0.00	\$0.00	\$80.05	\$0.00	\$80.05	\$0.00	\$80.05
Project - 983 CLASS 2033							

Newcastle Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 983 CLASS 2033							
900-105	\$0.00	\$0.00	\$433.10	\$0.00	\$433.10	\$0.00	\$433.10
Total Project - 983 CLASS 2033	\$0.00	\$0.00	\$433.10	\$0.00	\$433.10	\$0.00	\$433.10
Project - 984 CLASS 2034							
900-105	\$0.00	\$0.00	\$1,452.00	\$0.00	\$1,452.00	\$0.00	\$1,452.00
Total Project - 984 CLASS 2034	\$0.00	\$0.00	\$1,452.00	\$0.00	\$1,452.00	\$0.00	\$1,452.00
Project - 985 CLASS 2035							
900-110	\$0.00	\$0.00	\$213.01	\$0.00	\$213.01	\$0.00	\$213.01
Total Project - 985 CLASS 2035	\$0.00	\$0.00	\$213.01	\$0.00	\$213.01	\$0.00	\$213.01
Project - 986 CLASS 2036							
900-110	\$0.00	\$429.27	\$1,423.33	\$0.00	\$1,852.60	\$0.00	\$1,852.60
Total Project - 986 CLASS 2036	\$0.00	\$429.27	\$1,423.33	\$0.00	\$1,852.60	\$0.00	\$1,852.60
Project - 987 CLASS 2037							
100-110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815.00	(\$815.00)
900-110	\$0.00	\$231.33	\$946.35	\$0.00	\$1,177.68	\$0.00	\$1,177.68
Total Project - 987 CLASS 2037	\$0.00	\$231.33	\$946.35	\$0.00	\$1,177.68	\$815.00	\$362.68
Project - 988 CLASS 2038							
900-110	\$0.00	\$165.35	\$0.00	\$0.00	\$165.35	\$0.00	\$165.35
Total Project - 988 CLASS 2038	\$0.00	\$165.35	\$0.00	\$0.00	\$165.35	\$0.00	\$165.35
Total	\$0.00	\$27,952.66	\$563,448.38	\$6,393.38	\$585,007.66	\$55,656.39	\$529,351.27

NEWCASTLE SCHOOLS - TREASURER'S REPORT
As Of JULY 31st, 2024

GOVERNMENTAL FUNDS		
Bank Statements		
	Checking Account 6633	\$10.00
	SuperNow Account 9996	\$13,444,207.88
	Federated Sweep 0001	\$649,076.18
Total - Bank Statements		\$14,093,294.06
Accounting Program		
	Cash Balance	\$14,093,311.97
	Wire Fee	-\$18.00
	OCAS	\$0.09
Adjusted Cash Balance		\$14,093,294.06
Difference Between Bank and		\$0.00
Outstanding Warrants:		\$529,463.96
Available Cash:		\$13,563,830.10
Cash Balance by Fund:		
11	General Fund	\$4,634,439.66
21	Building Fund	\$994,852.90
32	Bond Fund 2022	\$1,448,634.06
33	Transportaion Fund 2022	\$350,000.00
38	Transportation Fund	\$0.00
39	Technology Fund	\$6,058,422.68
41	Sinking Fund	\$608,108.18
Total:		\$14,094,457.48
ACTIVITY FUNDS		
Bank Statements		
	Checking Account 6082	\$10.00
	Federated Sweep 0002	\$796,436.46
Total - Bank Statements		\$796,446.46
Accounting Program		
	Cash Balance	\$769,849.47
Adjustments:		
	Outstanding Warrants	\$29,427.13
	805	-\$2,810.00
	Amazon	-\$20.14
Adjusted Cash Balance		\$796,446.46
Difference Between Bank and		\$0.00
ELECTRONIC FUND TRANSFER ACCOUNTS		
	EFT Payments 5844	\$174,634.91
	Payrix Deposits 6093	\$100.00
	MySchoolBucks Deposit 6907	\$0.00
INVESTMENT ACCOUNTS		
	Horizon Finacial Services (401A)	\$4,367.87



EMPLOYMENT SCHEDULE "A"

September 9th, 2024

EMPLOYMENT				
Last Name	First Name	New / Replacement	Site / Assignment	Effective
		Replacement	HS / Para	8/15/2024
		Replacement	PT Secretary / Athletics	8/15/2024
		Replacement	MS / TA SPED	9/4/2024
		Replacement	ECC / Teacher	9/6/2024
		Replacement	ECC/Teacher	8/27/2024
		Replacement	Custodian	9/6/2024
		Replacement	Admin Secretary	9/4/2024
		Replacement	MS / Cafe	8/28/2024
		Replacement	HS / Para	8/14/2024
		New	MS / TA SPED	9/4/2024
LAY COACHES / HOURLY				
Last Name	First Name	Assignment	Site	Effective
		Assistant Girls Basketball	HS	8/19/2024
		Assistant Track	HS	8/22/2024
		Kid Zone TA	ECC	8/28/2024
		Assistant Wrestling	HS	8/21/2024
REASSIGNMENTS				
Last Name	First Name	Prior Assignment	New Assignment	Effective
RESIGNATIONS				
Last Name	First Name	Assignment	Site	Effective
Bowles	Casi	TA	ECC	9/6/2024
Harrell	Amy	Teacher	ECC	8/29/2024
Phillips	Claudine	Route Driver	District	7/15/2024
Sanchez	April	Teacher	ECC	9/6/2024
EXTRA DUTY / STIPENDS / LAY COACHES				
Last Name	First Name	Assignment	Site	Effective
RESCINDED EMPLOYMENT / TERMINATIONS				
Last Name	First Name	Assignment	Site	Effective