Board of Education Regular Meeting
Monday, October 6, 2025 6:00 PM
Yukon Public School District ISD #27 Administration Bldg., Board Room, 600 Maple Street, Yukon, OK 73099

Agenda

The following is a list of the business to be conducted by the Board of Education at the above meeting:

1. Invocation/Moment of Silence and Flag Salute

2. Call to Order and Roll Call

3. Reports/ Comments from Superintendent and/or Staff

   Melissa Barlow presented information about PATHS and concurrent enrollment
   Erica Ajayi presented information about our virtual school
   We also had a presentation by Not Your Average Joe

4. Board Member Communications and Announcements

   4.A. Individual Board Member Comments

   4.B. Upcoming Meetings/ Events:

   October:
   7 7am Legislative Breakfast
   2, 7, 8 Parent Teacher Conferences
   13-17 Fall Break
   21 5:30pm Region 10 meeting

   November:
   3 6pm YPS Board Meeting
   4 7am Legislative Breakfast

5. Communications - Request for patrons to address the board - Pursuant to Board Policy AF, comments can be made only by district patrons concerning items listed on this agenda.

6. Finance Consent Docket- All of the finance consent items will be discussed, considered and approved or disapproved by one vote unless a board member desires to have a separate vote on any or all of the consent items.

   6.A. Encumbrances and Change Orders as recommended by Keith Sinor, Superintendent, and Jason Johnson, Chief Financial Officer

   6.B. Treasurer's Report(s) and General Fund Report(s)

   6.C. Child Nutrition Report

7. Business Consent Docket: All of the consent items will be discussed, considered and approved or disapproved by one vote unless a board member requests to have a separate vote on any or all of the consent items.

   7.A. Minutes of the September 8, board meeting.

   7.B. Yukon Fine Arts Center Contracts

   7.C. OLAP board of directors' nominees

   A yes vote will approve nominees as listed on attached:
   Positions 1, 2, 4, 9, and 13

   7.D. Sanctioning

   7.E. Transportation contracts with Canadian Valley Technology Centers

   7.F. Board Policy changes

   Board Policy EBA changes the total number of hours of classroom instruction to 1086 from 1080 to comply with the state law change.
   Board Policy FE changes in student transfers.

7.G. OTEP Designations

7.H. Surplus

2014 Toshiba Laptop purchased by Special Services

7.I. Contracts

7.J. Out of State Travel

A Bryiant, A Gonzales, C Browder, H Pope, I Boyce, R McLaughlin, S Dutton, and S Hein request permission to travel to Plano, TX, to attend the Character Strong Tier 2 Certification Training.
J Schneider, A Guthrie, and D Mason request permission to travel to Reno, NV, to attend the Reno Tournament December 18-21,2025.
S Workun has requested to travel to Bands of America November 12-16, 2025, in Indianapolis, IN.

7.K. Account transfer

7.L. Sale of Real Estate

7.M. Fund raisers

7.N. Quarterly transfer capacity numbers for October 1st, 2025

Quarterly transfer capacity numbers for October 1st, 2025 - list can be found at https://www.yukonschools.org/page/transfers

Capacity Data Reporting for Quarter 2 - October 2025

Central Elementary School	Enrollment	Open Seats
PK4	94	0
K	56	0
1st	48	6
2nd	62	0
3rd	86	0

Myers Elementary School	Enrollment	Open Seats
PK4	0	0
K	110	0
1st	101	0
2nd	106	0
3rd	116	0

Parkland Elementary School	Enrollment	Open Seats
PK4	43	1
K	57	0
1st	67	0
2nd	56	0
3rd	70	0

Ranchwood Elementary School	Enrollment	Open Seats
PK4	65	1
K	92	8
1st	88	12
2nd	94	0
3rd	101	0

Shedeck Elementary School	Enrollment	Open Seats
PK4	42	2
K	80	0
1st	68	0
2nd	73	0
3rd	77	0

Skyview Elementary School	Enrollment	Open Seats
PK4	61	5
K	80	0
1st	102	0
2nd	113	0
3rd	97	0

Surrey Hills Elementary School	Enrollment	Open Seats
PK4	80	0
K	149	0
1st	149	0
2nd	176	0
3rd	150	10

Yukon High School	Enrollment	Open Seats
9th	694	34
10th	696	0
11th	669	0
12th	599	0

Independence Intermediate School	Enrollment	Open Seats
4th	211	0
5th	246	0
6th	275	0

Lakeview Intermediate School	Enrollment	Open Seats
4th	217	0
5th	206	0
6th	199	3

Redstone Intermediate School	Enrollment	Open Seats
4th	280	0
5th	240	0
6th	245	35

Yukon Middle School	Enrollment	Open Seats
7th	746	5
8th	695	0

Enrollment & capacity reflects in-person learning only. Last Updated: 09/29/2025

7.O. LEA signature authorization letter

7.P. Update policy CHA

7.Q. Agreement with The Oklahoma Department of Agriculture, Food, and Forestry

8. New Business: this business, in accordance with Oklahoma Statutes, title 25-311 (A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

9. Personnel Docket:

9.A. Personnel-Vote to convene or not to convene in executive session pursuant to 25 O.S.307 (B)(1) to discuss the employment of personnel as listed on the attached Exhibit A.

9.B. Acknowledge the board has returned from executive session. Executive session minutes compliance announcement.

9.C. Discussion and possible action on the attached Exhibit A, Personnel items.

10. Adjournment

PO Resisions FY2026

PO Number	Rev No.	Current Vendor	Proposed Vendor	Current Amount	Proposed Amount	Variance	Revision Date
260622	0	Yukon High School		$ 50.00	$ 70.00	$ 20.00	9/4/2025
261038	0	Tampa Marriott Water Street	Hilton Tampa Downton Owner VIII, LLC	$ 800.00	$ 812.66	$ 12.66	9/4/2025
261037	0	Tampa Marriott Water Street	Hilton Tampa Downton Owner VIII, LLC	$ 800.00	$ 812.66	$ 12.66	9/4/2025
260969	1	West Music Co	Plank Road Publishing	$ 130.45	$ 130.45	$ -	9/8/2025
260883	0	Amazon		$ 120.00	$ 454.94	$ 334.94	9/9/2025
261052	0	A/C/E Media Supply, Inc		$ 440.00	$ 757.96	$ 317.96	9/9/2025
261034	0	Amazon		$ 1,100.00	$ 2,232.00	$ 1,132.00	10/2/2025

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Purchase Description
261088	11	082	1000	619	100	4019	000	705	310.00	9/4/2025	Amazon	SUPPLIES AND MATERIALS	YHS
261089	11	082	1000	619	100	4019	000	705	480.00	9/4/2025	Amazon	SUPPLIES AND MATERIALS	YHS
261091	11	081	1000	810	100	3071	000	520	500.00	9/4/2025	Rebecca Walker	DUES & FEES	YMS
261092	11	081	1000	619	100	0000	000	520	138.83	9/4/2025	Pender'S Music Co	SUPPLIES AND MATERIALS	YMS
261093	11	054	2720	619	000	0000	000	054	100.00	9/4/2025	Amazon	SUPPLIES AND MATERIALS	Transportation
261094	11	080	2132	619	000	0000	000	150	60.00	9/4/2025	Amazon	SUPPLIES AND MATERIALS	Redstone
261095	11	074	1000	619	100	0000	000	120	55.00	9/4/2025	Amazon	SUPPLIES AND MATERIALS	Ranchwood
261095	11	074	1000	653	100	1050	000	120	350.00	9/4/2025	Amazon	TECHNOLOGY - RELATED SUPPLIES	Ranchwood
261096	11	082	1000	657	100	4019	000	705	250.00	9/8/2025	Oklahoma Shirt Company	UNIFORMS	YHS
261097	11	067	2213	580	000	0000	000	767	400.00	9/8/2025	Doubletree by Hilton Tulsa Downtown	STAFF TRAVEL	Technology
261098	11	613	2213	860	239	0000	000	753	1,000.00	9/8/2025	Ouhsc	STAFF REGISTRATIONS	Special Education
261099	11	078	2220	619	000	0000	000	140	155.00	9/8/2025	Demco	SUPPLIES AND MATERIALS	Independence
261100	11	078	2220	619	000	0000	000	140	230.00	9/8/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Independence
261101	11	053	1000	619	239	0000	000	520	114.96	9/8/2025	Lakeshore Learning Materials	SUPPLIES AND MATERIALS	Special Education
261102	11	053	2135	619	239	0000	000	520	152.00	9/8/2025	Therapro Inc	SUPPLIES AND MATERIALS	Special Education
261103	11	032	1000	619	100	1170	000	140	539.56	9/8/2025	Music and Arts	SUPPLIES AND MATERIALS	Curriculum
261103	11	032	1000	619	100	1170	000	145	539.56	9/8/2025	Music and Arts	SUPPLIES AND MATERIALS	Curriculum
261103	11	032	1000	619	100	1170	000	150	539.56	9/8/2025	Music and Arts	SUPPLIES AND MATERIALS	Curriculum
261104	11	063	1000	619	251	0000	000	140	1,854.69	9/8/2025	Amazon	SUPPLIES AND MATERIALS	Gifted
261105	11	424	1000	736	332	8700	000	705	22,434.00	9/8/2025	Lab Resources, Inc.	MACHINERY	CareerTech
261106	11	052	1000	619	100	0000	000	752	30.00	9/8/2025	Amazon	SUPPLIES AND MATERIALS	Curriculum
261107	11	031	2213	580	271	0000	000	711	368.00	9/8/2025	Kaylan Liles	STAFF TRAVEL	Professional Development
261108	11	031	2213	580	271	0000	000	711	368.00	9/8/2025	Kynsee Combs	STAFF TRAVEL	Professional Development
261109	11	032	1000	644	100	5400	000	705	1,603.80	9/8/2025	Cengage Learning	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
261110	11	032	1000	644	100	4000	000	705	1,810.94	9/8/2025	Mps	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
261111	11	031	2213	860	271	0000	000	145	295.00	9/8/2025	Bureau Of Ed & Research Inc	STAFF REGISTRATIONS	Professional Development
261112	11	031	2213	359	271	0000	000	705	11,925.00	9/8/2025	Solution Tree Inc	PROF EE TRAINING & DEV SERVICES	Professional Development
261112	11	082	2213	359	271	0000	000	705	2,275.00	9/8/2025	Solution Tree Inc	PROF EE TRAINING & DEV SERVICES	YHS
261113	11	063	1000	653	251	1050	000	140	192.00	9/8/2025	Pixel Press Technologhy Llc	TECHNOLOGY - RELATED SUPPLIES	Gifted
261114	11	052	1000	619	100	0000	000	752	185.95	9/8/2025	Amazon	SUPPLIES AND MATERIALS	Curriculum
261115	11	063	1000	619	251	0000	000	145	215.99	9/8/2025	Amazon	SUPPLIES AND MATERIALS	Gifted
261116	11	052	1000	653	100	0000	000	752	5,600.00	9/8/2025	806 Technologies Inc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
261117	11	052	2120	580	000	0000	000	752	1,000.00	9/9/2025	Desarae Ann Witmer	STAFF TRAVEL	Curriculum
261118	11	032	1000	644	100	4000	000	705	194.80	9/9/2025	Amazon	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
261119	11	053	1000	580	239	0000	000	705	500.00	9/9/2025	Ann Custalow	STAFF TRAVEL	Special Education
261120	11	053	1000	653	239	0000	000	105	29.99	9/9/2025	Pink Cat Studio Inc.	TECHNOLOGY - RELATED SUPPLIES	Special Education
261122	11	054	2720	521	000	0000	000	054	1,000.00	9/10/2025	Oklahoma School Insurance Group	Fleet Insurance	Transportation
261123	11	054	2720	521	000	0000	000	054	1,000.00	9/10/2025	Oklahoma School Insurance Group	Fleet Insurance	Transportation
261124	11	049	1000	580	100	1360	000	150	1,500.00	9/11/2025	Forest Myers	STAFF TRAVEL	District Services
261125	11	064	2620	431	000	0000	000	705	5,000.00	9/11/2025	Arrow Machinery Co. Inc.	Non Tech Repairs and Maintenance	Athletics
261128	11	053	2140	614	239	0000	000	753	252.70	9/11/2025	Ncs Pearson, Inc	TESTING SUPPLIES & MATERIALS	Special Education
261129	11	053	1000	619	239	0000	000	520	743.44	9/11/2025	National Autism Resources Llc	SUPPLIES AND MATERIALS	Special Education
261130	11	053	1000	580	239	0000	000	705	500.00	9/11/2025	Karen Mack	STAFF TRAVEL	Special Education
261131	11	412	1000	811	313	8550	000	705	100.00	9/11/2025	Hosa, Inc	Membership	CareerTech
261131	11	412	1000	811	313	8551	000	705	100.00	9/11/2025	Hosa, Inc	Membership	CareerTech
261132	11	053	2140	614	239	0000	000	753	487.50	9/12/2025	Ncs Pearson, Inc	TESTING SUPPLIES & MATERIALS	Special Education
261133	11	081	2220	619	000	0000	000	520	691.00	9/12/2025	Amazon	SUPPLIES AND MATERIALS	YMS

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Purchase Description
261137	11	062	3300	619	690	0000	000	062	393.65	9/12/2025	Signs.Com	SUPPLIES AND MATERIALS	Community Engagement
261138	11	082	1000	681	100	5000	000	705	500.00	9/15/2025	Lowe'S Companies Inc	COCURRICULAR SUPPLIES	YHS
261139	11	049	2317	354	000	0000	000	051	20,000.00	9/15/2025	Walsh Gallegos Kyle Robinson &	GEN COUNSEL SVCS	District Services
261140	11	032	1000	681	100	2250	000	150	50.00	9/15/2025	Amazon	COCURRICULAR SUPPLIES	Curriculum
261141	11	412	1000	619	315	8852	000	705	361.50	9/15/2025	Project Lead The Way (Pltw)	SUPPLIES AND MATERIALS	CareerTech
261142	11	032	1000	643	100	1050	000	105	9,393.89	9/15/2025	Houghton Mifflin Company	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
261142	11	032	1000	643	100	1050	000	752	4,369.25	9/15/2025	Houghton Mifflin Company	STATE ADOPT TEXTBOOKS/WORKBOOKS	Curriculum
261143	11	031	2213	860	271	0000	000	110	120.00	9/15/2025	Oahperd	STAFF REGISTRATIONS	Professional Development
261146	11	063	1000	653	251	1050	000	150	259.00	9/15/2025	Breakout Edu	TECHNOLOGY - RELATED SUPPLIES	Gifted
261147	11	032	1000	644	100	5400	000	705	139.19	9/15/2025	MCGRAW HILL LLC	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
261147	11	032	1000	653	100	5400	000	705	255.60	9/15/2025	MCGRAW HILL LLC	TECHNOLOGY - RELATED SUPPLIES	Curriculum
261148	11	412	1000	619	315	8838	000	520	200.00	9/15/2025	Walmart / Capital One Trade Credit	SUPPLIES AND MATERIALS	CareerTech
261149	11	082	2220	619	000	0000	000	705	797.29	9/15/2025	Demco	SUPPLIES AND MATERIALS	YHS
261153	11	065	2132	616	000	0000	000	050	619.10	9/15/2025	School Nurse Supply	FIRST AID SUPPLIES	Student Health
261154	11	071	1000	619	100	0000	000	105	85.00	9/15/2025	House Of Clay	SUPPLIES AND MATERIALS	Central
261155	11	071	1000	619	100	0000	000	105	915.00	9/15/2025	Blick Art Materials	SUPPLIES AND MATERIALS	Central
261156	11	053	2140	614	239	0000	000	753	513.57	9/15/2025	Ncs Pearson, Inc	TESTING SUPPLIES & MATERIALS	Special Education
261157	11	077	1000	653	100	1050	000	125	355.00	9/16/2025	Starfall Education	TECHNOLOGY - RELATED SUPPLIES	Surrey Hills
261158	11	071	1000	611	100	0000	000	105	2,000.00	9/16/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Central
261159	11	082	1000	810	100	4019	000	705	60.00	9/16/2025	Dramatist Play Service	DUES & FEES	YHS
261161	11	072	1000	611	100	0000	000	110	900.00	9/16/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Myers
261162	11	051	2620	651	000	0000	000	050	1,820.00	9/17/2025	Uline	APPLIANCES, Furniture and Fixtures	Business and Human Capital
261163	11	067	2580	580	000	0000	000	767	2,500.00	9/19/2025	Erick Phillips	STAFF TRAVEL	Technology
261164	11	053	1000	619	239	0000	000	753	500.00	9/19/2025	Amazon	SUPPLIES AND MATERIALS	Special Education
261165	11	053	2213	359	239	0000	000	753	2,584.50	9/19/2025	Crisis Prevention Institute Inc	PROF EE TRAINING & DEV SERVICES	Special Education
261169	11	541	2573	580	000	0000	000	752	200.00	9/19/2025	Shannon Dutton	STAFF TRAVEL	Title II
261170	11	541	2573	580	000	0000	000	752	200.00	9/19/2025	Heather Pope	STAFF TRAVEL	Title II
261171	11	541	2573	580	000	0000	000	752	200.00	9/19/2025	Ivy Boyce	STAFF TRAVEL	Title II
261172	11	541	2573	580	000	0000	000	752	200.00	9/19/2025	Christina Browder	STAFF TRAVEL	Title II
261173	11	541	2573	580	000	0000	000	752	200.00	9/19/2025	Scott Hein	STAFF TRAVEL	Title II
261174	11	082	1000	810	100	4019	000	705	100.00	9/19/2025	Mustang Public Schools	DUES & FEES	YHS
261175	11	031	2213	641	000	0000	000	145	166.40	9/19/2025	Amazon	BOOKS (eBooks)	Professional Development
261176	11	080	2220	619	000	0000	000	150	52.00	9/19/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Redstone
261177	11	054	2630	438	000	0000	000	054	350.00	9/19/2025	Sterling Properties	Other Building Repairs and Maintenance	Transportation
261178	11	412	1000	860	312	8600	000	705	40.00	9/19/2025	Oklahoma Deca	STAFF REGISTRATIONS	CareerTech
261179	11	541	2573	580	000	0000	000	752	1,600.00	9/19/2025	Holiday Inn Express & Suites Plano East	STAFF TRAVEL	Title II
261181	11	412	1000	681	315	8886	000	705	2,586.30	9/19/2025	Carolina Biological Supply	COCURRICULAR SUPPLIES	CareerTech
261182	11	412	1000	810	316	8103	000	705	80.00	9/19/2025	Business Professionals Of America	DUES & FEES	CareerTech
261182	11	412	1000	811	316	8100	000	705	400.00	9/19/2025	Business Professionals Of America	Membership	CareerTech
261184	11	079	2220	619	000	0000	000	145	51.00	9/19/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Lakeview
261185	11	079	2220	619	000	0000	000	145	351.00	9/19/2025	Demco	SUPPLIES AND MATERIALS	Lakeview
261186	11	032	1000	619	100	1050	000	135	270.00	9/19/2025	Amazon	SUPPLIES AND MATERIALS	Curriculum
261187	11	083	1000	619	000	0000	000	783	800.00	9/19/2025	Amazon	SUPPLIES AND MATERIALS	Virtual School
261188	11	412	1000	811	315	8830	000	520	237.50	9/19/2025	Project Lead The Way (Pltw)	Membership	CareerTech
261188	11	412	1000	811	315	8835	000	520	475.00	9/19/2025	Project Lead The Way (Pltw)	Membership	CareerTech
261188	11	412	1000	811	315	8838	000	520	237.50	9/19/2025	Project Lead The Way (Pltw)	Membership	CareerTech
261189	11	051	2511	810	000	0000	000	050	500.00	9/19/2025	Jp Morgan Chase Bank N.A	DUES & FEES	Business and Human Capital

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Purchase Description
261190	11	072	2220	619	000	0000	000	110	285.69	9/19/2025	Demco	SUPPLIES AND MATERIALS	Myers
261191	11	013	3300	617	000	0000	000	050	50.00	9/19/2025	Sam'S Club Direct	KITCHEN PRODUCTS AND SUPPLIES	Young Minds Childcare
261191	11	013	3300	618	000	0000	000	000	250.00	9/19/2025	Sam'S Club Direct	CLEANING AND MAINT SUPPLIES	Young Minds Childcare
261193	11	049	2120	320	000	0000	000	050	37,000.00	9/22/2025	Oklahoma Counseling Group	PROF EDUCATION SERVICES	District Services
261193	11	552	2120	320	000	0000	000	705	26,000.00	9/22/2025	Oklahoma Counseling Group	PROF EDUCATION SERVICES	Title IV
261195	11	541	2573	580	000	0000	000	752	400.00	9/23/2025	Christina Browder	STAFF TRAVEL	Title II
261196	11	541	2573	580	000	0000	000	752	150.00	9/23/2025	Yps Transportation	STAFF TRAVEL	Title II
261197	11	412	1000	656	318	8900	000	705	35.00	9/23/2025	Amazon	MACHINERY	CareerTech
261198	11	412	1000	619	312	8600	000	705	404.00	9/23/2025	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS	CareerTech
261199	11	412	1000	653	316	8100	000	705	1,877.10	9/23/2025	Dell Marketing L P	TECHNOLOGY - RELATED SUPPLIES	CareerTech
261200	11	412	2213	860	315	8720	000	705	40.00	9/23/2025	Okla Business Professionals Of America	STAFF REGISTRATIONS	CareerTech
261200	11	412	2213	860	316	8100	000	705	40.00	9/23/2025	Okla Business Professionals Of America	STAFF REGISTRATIONS	CareerTech
261200	11	412	2213	860	316	8103	000	705	40.00	9/23/2025	Okla Business Professionals Of America	STAFF REGISTRATIONS	CareerTech
261200	11	412	2213	860	316	8178	000	705	40.00	9/23/2025	Okla Business Professionals Of America	STAFF REGISTRATIONS	CareerTech
261201	11	412	1000	619	312	8600	000	705	70.00	9/23/2025	Amazon	SUPPLIES AND MATERIALS	CareerTech
261204	11	412	1000	619	315	8104	000	520	518.11	9/23/2025	Amazon	SUPPLIES AND MATERIALS	CareerTech
261204	11	412	1000	653	315	8104	000	520	505.84	9/23/2025	Amazon	TECHNOLOGY - RELATED SUPPLIES	CareerTech
261205	11	412	1000	681	314	8411	000	520	2,920.00	9/23/2025	Nasco	COCURRICULAR SUPPLIES	CareerTech
261206	11	032	1000	644	100	2200	000	125	498.79	9/23/2025	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
261206	11	032	1000	644	100	2200	000	140	1,179.08	9/23/2025	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
261206	11	032	1000	644	100	2200	000	145	1,757.19	9/23/2025	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
261206	11	032	1000	644	100	2200	000	150	3,611.18	9/23/2025	HEINEMANN BOOKS	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)	Curriculum
261207	11	541	2573	580	000	0000	000	752	200.00	9/23/2025	Alison Bryiant	STAFF TRAVEL	Title II
261208	11	541	2573	580	000	0000	000	752	200.00	9/23/2025	Ryan McLaughlin	STAFF TRAVEL	Title II
261209	11	541	2573	580	000	0000	000	752	200.00	9/23/2025	Ashley Gonzales	STAFF TRAVEL	Title II
261210	11	561	2199	619	429	0000	000	061	650.00	9/23/2025	Amazon	SUPPLIES AND MATERIALS	Title VI Indian Ed
261211	11	412	1000	619	315	8838	000	520	687.50	9/23/2025	Pitsco Education Llc	SUPPLIES AND MATERIALS	CareerTech
261212	11	412	1000	653	316	8103	000	705	195.00	9/23/2025	Rise Display	TECHNOLOGY - RELATED SUPPLIES	CareerTech
261213	11	412	1000	653	316	8100	000	705	7,621.60	9/23/2025	Dell Marketing L P	TECHNOLOGY - RELATED SUPPLIES	CareerTech
261216	11	412	1000	580	311	8000	000	705	700.00	9/23/2025	Holiday Inn Tulsa	STAFF TRAVEL	CareerTech
261218	11	077	1000	611	100	0000	000	125	3,500.00	9/23/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Surrey Hills
261221	11	065	2132	616	000	0000	000	050	847.03	9/23/2025	Macgill & Co.	FIRST AID SUPPLIES	Student Health
261222	11	053	2152	614	239	0000	000	753	225.60	9/23/2025	Super Duper Publications	TESTING SUPPLIES & MATERIALS	Special Education
261223	11	053	2152	614	239	0000	000	753	229.97	9/23/2025	Say It Right Llc	TESTING SUPPLIES & MATERIALS	Special Education
261224	11	053	2152	614	239	0000	000	753	78.10	9/23/2025	Pro-Ed Assessments	TESTING SUPPLIES & MATERIALS	Special Education
261225	11	053	2152	614	239	0000	000	753	4,289.80	9/23/2025	Wps	TESTING SUPPLIES & MATERIALS	Special Education
261226	11	412	1000	619	315	8838	000	520	312.00	9/24/2025	Applied Academic Labs	SUPPLIES AND MATERIALS	CareerTech
261227	11	052	1000	619	100	0000	000	752	24.00	9/24/2025	Amazon	SUPPLIES AND MATERIALS	Curriculum
261228	11	367	1000	641	427	1050	000	752	350.00	9/24/2025	Ventris Learning	BOOKS (eBooks)	Strong Readers
261229	11	052	2573	860	000	0000	000	752	75.00	9/24/2025	Oklahoma Council for the Social Studies	STAFF REGISTRATIONS	Curriculum
261230	11	082	2213	580	000	0000	000	705	425.00	9/25/2025	Courtyard By Marriott - Tulsa Downtown	STAFF TRAVEL	YHS
261232	11	053	1000	619	239	0000	000	753	5,000.00	9/25/2025	TREVIPAY (WALMART BUSINESS)	SUPPLIES AND MATERIALS	Special Education
261233	11	053	2212	580	239	0000	000	753	1,500.00	9/25/2025	Alison Bryiant	STAFF TRAVEL	Special Education
261234	11	053	2213	580	239	0000	000	753	1,500.00	9/25/2025	Micah Sexton	STAFF TRAVEL	Special Education
261235	11	053	2490	580	239	0000	000	753	1,500.00	9/25/2025	Christina Browder	STAFF TRAVEL	Special Education
261236	11	053	2340	580	239	0000	000	753	1,500.00	9/25/2025	Amy Beams	STAFF TRAVEL	Special Education
261237	11	613	2213	860	239	0000	000	753	600.00	9/25/2025	Ok-Apse	STAFF REGISTRATIONS	Special Education

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Purchase Description
261238	11	613	2213	580	239	0000	000	753	102.00	9/25/2025	Madison Broadbent	STAFF TRAVEL	Special Education
261239	11	613	2213	580	239	0000	000	753	102.00	9/25/2025	Mistie Dawn Turner	STAFF TRAVEL	Special Education
261240	11	613	2213	580	239	0000	000	753	102.00	9/25/2025	Bobbi Culwell	STAFF TRAVEL	Special Education
261241	11	613	2213	580	239	0000	000	753	102.00	9/25/2025	Rachel Allred	STAFF TRAVEL	Special Education
261242	11	613	2213	580	239	0000	000	753	550.00	9/25/2025	La Quinta Inn And Suites - Owasso	STAFF TRAVEL	Special Education
261243	11	051	2571	810	000	0000	000	050	50.00	9/25/2025	Career Services	DUES & FEES	Business and Human Capital
261244	11	052	1000	653	100	0000	000	752	1,200.00	9/29/2025	806 Technologies Inc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
261245	11	412	1000	653	315	8869	000	140	1,200.00	9/29/2025	Best Buy For Business	TECHNOLOGY - RELATED SUPPLIES	CareerTech
261246	11	083	1000	653	000	0000	000	783	29.00	9/29/2025	Typing Agent	TECHNOLOGY - RELATED SUPPLIES	Virtual School
261247	11	412	1000	619	311	8000	000	705	205.00	9/29/2025	A+ Safety And First Aid Llc	SUPPLIES AND MATERIALS	CareerTech
261248	11	412	1000	619	315	8700	000	705	240.00	9/29/2025	Amazon	SUPPLIES AND MATERIALS	CareerTech
261249	11	412	1000	619	315	8869	000	140	2,049.00	9/29/2025	Amazon	SUPPLIES AND MATERIALS	CareerTech
261250	11	561	2199	860	429	0000	000	061	1,155.00	9/29/2025	Oklahoma Council For Indian Education	STAFF REGISTRATIONS	Title VI Indian Ed
261251	11	083	1000	619	000	0000	000	783	240.00	9/29/2025	Hobby Lobby	SUPPLIES AND MATERIALS	Virtual School
261252	11	081	1000	619	100	2800	000	520	500.00	9/30/2025	Stage Partners	SUPPLIES AND MATERIALS	YMS
261253	11	412	1000	617	314	8415	000	705	500.00	9/30/2025	TREVIPAY (WALMART BUSINESS)	Kitchen Supplies	CareerTech
261253	11	412	1000	681	314	8415	000	705	1,500.00	9/30/2025	TREVIPAY (WALMART BUSINESS)	Food for Instruction	CareerTech
261254	11	412	1000	681	311	8000	000	705	500.00	9/30/2025	A Weldors Supply Co.	COCURRICULAR SUPPLIES	CareerTech
261255	11	412	1000	619	315	8838	000	520	500.00	10/1/2025	Lowe'S Companies Inc	SUPPLIES AND MATERIALS	CareerTech
261256	11	031	2213	359	271	0000	000	705	4,200.00	10/1/2025	Houghton Mifflin Harcourt Publishing Co.	PROF EE TRAINING & DEV SERVICES	Professional Development
261258	11	078	1000	619	100	0000	000	140	500.00	10/1/2025	Amazon	SUPPLIES AND MATERIALS	Independence
261259	11	063	1000	619	251	0000	000	763	36.00	10/1/2025	Amazon	SUPPLIES AND MATERIALS	Gifted
261261	11	053	1000	619	239	0000	000	753	1,000.00	10/1/2025	Amazon	SUPPLIES AND MATERIALS	Special Education
									253,805.09				
261121	21	066	2620	438	000	0000	000	066	5,500.00	9/10/2025	Formulaone By Aes Inc	Other Building Repairs and Maintenance	Maintenance
261134	21	066	2630	438	000	0000	000	705	19,489.00	9/12/2025	Quickdraw Construction Llc	Other Building Repairs and Maintenance	Maintenance
261135	21	066	2630	438	000	0000	000	520	12,687.50	9/12/2025	Stryker Asphalt and Sealcoating LLC	Other Building Repairs and Maintenance	Maintenance
261136	21	066	2620	618	000	0000	000	066	7,500.00	9/12/2025	Parts Town LLC	CLEANING PRODUCTS	Maintenance
261150	21	064	2620	651	800	0000	000	520	3,640.00	9/15/2025	Buck Terrell Athletics, Inc	APPLIANCES, Furniture and Fixtures	Athletics
261150	21	064	2620	731	800	0000	000	520	10,612.50	9/15/2025	Buck Terrell Athletics, Inc	APPLIANCEs/Furniture/Fixture	Athletics
261151	21	064	2620	651	800	0000	000	705	4,750.00	9/15/2025	Buck Terrell Athletics, Inc	APPLIANCES, Furniture and Fixtures	Athletics
261151	21	064	2620	731	800	0000	000	705	11,887.50	9/15/2025	Buck Terrell Athletics, Inc	APPLIANCEs/Furniture/Fixture	Athletics
261152	21	051	4400	334	000	0000	000	050	12,500.00	9/15/2025	Smith Roberts Baldischwiler, LLC	ENGINEERING SERVICES	Business and Human Capital
261160	21	064	2630	438	000	0000	000	705	1,500.00	9/16/2025	Simonize Sports Field Services Llc	Other Building Repairs and Maintenance	Athletics
261183	21	066	2620	438	000	0000	000	150	375.00	9/19/2025	Interior Sign Solutions	Other Building Repairs and Maintenance	Maintenance
261192	21	066	2630	651	000	0000	000	066	5,000.00	9/19/2025	ACS Playground Adventures Inc	APPLIANCES, Furniture and Fixtures	Maintenance
261194	21	066	2620	438	000	0000	000	705	7,500.00	9/22/2025	Best Companies Inc	Other Building Repairs and Maintenance	Maintenance
261217	21	066	2650	764	000	0000	000	050	49,314.00	9/23/2025	Joe Cooper Ford Of Yukon, Llc	Trucks	Maintenance
261231	21	066	2670	438	000	0000	000	705	1,677.00	9/25/2025	Security Solutions	Other Building Repairs and Maintenance	Maintenance
									153,932.50				
261090	22	763	3140	656	700	0000	000	055	5,000.00	9/4/2025	Amundsen	MACHINERY	Child Nutrition

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Purchase Description
									5,000.00				
261126	31	222	2620	736	000	0000	000	050	40,000.00	9/11/2025	York International Corp	MACHINERY	HVAC
261127	31	251	1000	653	100	0000	000	705	12,384.30	9/11/2025	Video Reality	TECHNOLOGY - RELATED SUPPLIES	Technology
261144	31	241	2220	641	000	0000	000	520	2,310.26	9/15/2025	Follett Content Solutions Llc	BOOKS (eBooks)	Library/Media
261145	31	241	2220	641	000	0000	000	520	5,638.74	9/15/2025	Junior Library Guild	BOOKS (eBooks)	Library/Media
261166	31	246	1000	619	100	0000	000	520	831.82	9/19/2025	Us Games	SUPPLIES AND MATERIALS	Curriculum
261167	31	246	1000	619	100	0000	000	140	3,420.06	9/19/2025	Gopher Sport	SUPPLIES AND MATERIALS	Curriculum
261167	31	246	1000	619	100	0000	000	520	2,450.00	9/19/2025	Gopher Sport	SUPPLIES AND MATERIALS	Curriculum
261168	31	246	1000	619	100	0000	000	705	970.96	9/19/2025	Great Lakes Sports	SUPPLIES AND MATERIALS	Curriculum
261180	31	241	2220	641	000	0000	000	135	519.35	9/19/2025	Tumbleweed Press Inc	BOOKS (eBooks)	Library/Media
261202	31	246	1000	619	100	0000	000	140	3,919.83	9/23/2025	Gopher Sport	SUPPLIES AND MATERIALS	Curriculum
261202	31	246	1000	619	100	0000	000	520	2,825.83	9/23/2025	Gopher Sport	SUPPLIES AND MATERIALS	Curriculum
261203	31	246	1000	619	100	0000	000	520	1,331.82	9/23/2025	Us Games	SUPPLIES AND MATERIALS	Curriculum
261214	31	241	2220	641	000	0000	000	105	2,163.14	9/23/2025	Perma-Bound	BOOKS (eBooks)	Library/Media
261215	31	246	1000	619	100	0000	000	705	1,210.49	9/23/2025	Great Lakes Sports	SUPPLIES AND MATERIALS	Curriculum
261257	31	241	2220	641	000	0000	000	705	1,814.48	10/1/2025	Perma-Bound	BOOKS (eBooks)	Library/Media
261260	31	241	2220	641	000	0000	000	130	550.00	10/1/2025	Overdrive Inc	BOOKS (eBooks)	Library/Media
261260	31	241	2220	641	000	0000	000	140	550.00	10/1/2025	Overdrive Inc	BOOKS (eBooks)	Library/Media
261260	31	241	2220	641	000	0000	000	145	550.00	10/1/2025	Overdrive Inc	BOOKS (eBooks)	Library/Media
									83,441.08				
261219	39	291	2720	761	000	0000	000	050	124,458.00	9/23/2025	Vance Chevrolet Buick GMC of Miami	Automobiles	Transportation Bond
261220	39	291	2720	761	000	0000	000	050	77,002.00	9/23/2025	Joe Cooper Chevrolet Of Shawnee LLC	Automobiles	Transportation Bond
									201,460.00				

YUKON PUBLIC SCHOOLS
DISTRICT I-27, CANADIAN COUNTY
TREASURER'S GENERAL LEDGER
2025-2026

August-25

	Assets	Balance	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance
Cash						
0101	YNB - 1910	14,851.79	0.63	0.00	0.00	14,852.42
0110	YNB - 9770	2,594,654.34	5,979,141.71	3,500,000.00	10,707,721.60	1,366,074.45
0111	YNB - 4140 - Reserve Account	1,573,592.89	0.00	0.00	23,868.21	1,549,724.68
0102	Bank of Oklahoma - Checking	251.23	0.00	0.00	0.00	251.23
0106	Oklahoma Liquid Asset Program	0.00	0.00	0.00	0.00	0.00
0108	Bank of Oklahoma - Insured Cash Sweep (ICS)	28,791,291.00	100,809.47	-3,500,000.00	0.00	25,392,100.47
	Deposits/Checks in Transit	0.00	0.00	0.00	0.00	0.00
	Bank Adjustment	0.00	0.00	0.00	0.00	0.00
	Total Cash	32,974,641.25	6,079,951.81	0.00	10,731,589.81	28,323,003.25
Investments						
0104	CD - Bank of Oklahoma	0.00	0.00	0.00	0.00	0.00
0104	CD - Bank of Ok. Investment in Transit	0.00	0.00	0.00	0.00	0.00
0105	CDAR's	30,000,000.00	0.00	0.00	0.00	30,000,000.00
0107	CD - YNB	20,000,000.00	0.00	0.00	0.00	20,000,000.00
0109	Goldman Sachs	0.00	0.00	0.00	0.00	0.00
	Total Investments	50,000,000.00	0.00	0.00	0.00	50,000,000.00
Total Assets		82,974,641.25	6,079,951.81	0.00	10,731,589.81	78,323,003.25

Liabilities and Fund Balances

	2025-26 General Fund	6-11	14,686,554.02	5,938,484.92	0.00	1,988,822.46	18,636,216.48
	2024-25 General Fund Refund Liability	6-11					
	2024-25 General Fund	5-11	7,358,812.71	0.00	0.00	4,480,263.21	2,878,549.50
	2025-26 Building Fund	6-21	9,292,189.65	58,597.94	0.00	225,742.00	9,125,045.59
	2024-25 Building Fund	5-21	274,127.99	0.00	0.00	63,448.59	210,679.40
	2025-26 Child Nutrition Fund	6-22	2,860,071.52	31,252.88	0.00	59,517.92	2,831,806.48
	2024-25 Child Nutrition Fund	5-22	22,030.71	0.00	0.00	0.00	22,030.71
42,816,(	2021 Building Bond	6-31	42,396,923.68	0.00	0.00	3,913,795.63	38,483,128.05
	2021 Building Bond	5-31	334,621.87	0.00	0.00	0.00	334,621.87
	2013 Transportation Bond	6-39	1,424,688.97	0.00	0.00	0.00	1,424,688.97
	2013 Transportation Bond	5-39	0.00	0.00	0.00	0.00	0.00
	2025-26 Sinking Fund	6-41	2,975,198.57	51,616.07	0.00	0.00	3,026,814.64
	2024-25 Sinking Fund	5-41	0.00	0.00	0.00	0.00	0.00
	2025-26 Vision Insurance Plan	6-82	323,032.63	0.00	0.00	0.00	323,032.63
	2024-25 Vision Insurance Plan	5-82	0.00	0.00	0.00	0.00	0.00
	2025-26 Workers Comp Fund	6-83	29,158.65	0.00	0.00	0.00	29,158.65
	2024-25 Workers Comp Fund	5-83	0.00	0.00	0.00	0.00	0.00
	2025-26 Casualty/Flood Insurance Fund	6-86	761,385.15	0.00	0.00	0.00	761,385.15
	2024-25 Casualty/Flood Insurance Fund	5-86	0.00	0.00	0.00	0.00	0.00
	2025-26 Unemployment Comp	6-87	235,845.13	0.00	0.00	0.00	235,845.13
	2024-25 Unemployment Comp	5-87	0.00	0.00	0.00	0.00	0.00
Total Liabilities and Fund Balances			82,974,641.25	6,079,951.81	0.00	10,731,589.81	78,323,003.25

YUKON PUBLIC SCHOOLS
DISTRICT I-27, CANADIAN COUNTY
TREASURER'S GENERAL LEDGER
2025-2026

FY26 CUMULATIVE

	Assets	Balance Beg. Of Year	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance
Cash						
0101	YNB - 1910	14,851.16	1.26	0.00	0.00	14,852.42
0110	YNB - 9770	1,818,407.85	7,105,690.71	12,650,624.88	20,208,648.99	1,366,074.45
0111	YNB - 4140 - Reserve Account	0.00	0.00	1,849,375.12	299,650.44	1,549,724.68
0102	Bank of Oklahoma - Checking	251.23	0.00	0.00	0.00	251.23
0106	Oklahoma Liquid Asset Program	0.00	0.00	0.00	0.00	0.00
0108	Bank of Oklahoma - Insured Cash Sweep (ICS)	39,665,333.77	226,766.70	-14,500,000.00	0.00	25,392,100.47
	Deposits/Checks in Transit	4,158.04	-4,158.04	0.00	0.00	0.00
	Bank Adjustment	0.00	-1,188.50	0.00	-1,188.50	0.00
	Total Cash	41,503,002.05	7,327,112.13	0.00	20,507,110.93	28,323,003.25
Investments						
0104	CD - Bank of Oklahoma	0.00	0.00	0.00	0.00	0.00
0104	CD - Bank of Ok. Investment in Transit	0.00	0.00	0.00	0.00	0.00
0105	CDAR's	30,000,000.00	0.00	0.00	0.00	30,000,000.00
0107	CD - YNB	20,000,000.00	0.00	0.00	0.00	20,000,000.00
0109	Goldman Sachs	0.00	0.00	0.00	0.00	0.00
	Total Investments	50,000,000.00	0.00	0.00	0.00	50,000,000.00
Total Assets		91,503,002.05	7,327,112.13	0.00	20,507,110.93	78,323,003.25

Liabilities and Fund Balances

	2025-26 General Fund	6-11	0.00	7,041,289.36	15,021,241.20	3,427,407.58	18,635,122.98
	2024-25 General Fund Refund Liability	6-11				-1,093.50	1,093.50
	2024-25 General Fund	5-11	28,255,658.30	0.00	-15,021,241.20	10,355,867.60	2,878,549.50
	2025-26 Building Fund	6-21	0.00	73,224.93	10,424,209.27	1,372,388.61	9,125,045.59
	2024-25 Building Fund	5-21	11,053,382.54	0.00	-10,424,209.27	418,493.87	210,679.40
	2025-26 Child Nutrition Fund	6-22	0.00	72,097.61	2,842,833.35	83,124.48	2,831,806.48
	2024-25 Child Nutrition Fund	5-22	3,074,590.45	0.00	-2,842,833.35	209,726.39	22,030.71
42,816,	2021 Building Bond	6-31	0.00	0.00	42,512,541.74	4,029,413.69	38,483,128.05
	2021 Building Bond	5-31	43,458,945.82	0.00	-42,512,541.74	611,782.21	334,621.87
	2013 Transportation Bond	6-39	0.00	0.00	1,424,688.97	0.00	1,424,688.97
	2013 Transportation Bond	5-39	1,424,688.97	0.00	-1,424,688.97	0.00	0.00
	2025-26 Sinking Fund	6-41	0.00	140,500.23	2,886,314.41	0.00	3,026,814.64
	2024-25 Sinking Fund	5-41	2,886,314.41	0.00	-2,886,314.41	0.00	0.00
	2025-26 Vision Insurance Plan	6-82	0.00	0.00	323,032.63	0.00	323,032.63
	2024-25 Vision Insurance Plan	5-82	323,032.63	0.00	-323,032.63	0.00	0.00
	2025-26 Workers Comp Fund	6-83	0.00	0.00	29,158.65	0.00	29,158.65
	2024-25 Workers Comp Fund	5-83	29,158.65	0.00	-29,158.65	0.00	0.00
	2025-26 Casualty/Flood Insurance Fund	6-86	0.00	0.00	761,385.15	0.00	761,385.15
	2024-25 Casualty/Flood Insurance Fund	5-86	761,385.15	0.00	-761,385.15	0.00	0.00
	2025-26 Unemployment Comp	6-87	0.00	0.00	235,845.13	0.00	235,845.13
	2024-25 Unemployment Comp	5-87	235,845.13	0.00	-235,845.13	0.00	0.00
Total Liabilities and Fund Balances			91,503,002.05	7,327,112.13	0.00	20,507,110.93	78,323,003.25

INVESTMENT LEDGER - August 2025

Investment Institution	Type	Cusip# Account #	Purchase Date	Maturity Date	Rate	Current Month Principal	Projected Interest [1]	Par	Interest Payment Frequency	Interest Rcvd	Actual August Interest	Total FY25 Interest
Bank of Oklahoma												
Bank # 4												$ -
												$ -
												$ -
										EOM BOK Interest	$ -	$ -
				BOK Investment Total		**0.00**	**0.00**	**0.00**				
BOK CDARS												
Bank # 5												$ -
										EOM CDARs Interest	$ -	$ -
	CDAR's CD	1031287487	6/5/25	12/4/25	4.35	$15,000,000.00	$652,500.00	15,000,000.00	Maturity			
	CDAR's CD	1031287495	6/5/25	6/2/26	4.34	$15,000,000.00	$651,000.00	15,000,000.00	Maturity			
				BOK CDARs Investment Total		$30,000,000.00	$1,303,500.00	30,000,000.00				
YNB Inv.												
Bank #7												
	CD	700997920	01/29/25	01/29/26	4.350	20,000,000.00	870,000.00	20,000,000.00	Maturity			
										EOM YNB Interest		$ -
				YNB Investment Total		**20,000,000.00**	**870,000.00**	**20,000,000.00**				
				Total Investments		**50,000,000.00**	**2,173,500.00**	**50,000,000.00**				
										Monthly Interest Earned	$ -	$ -
										Interest Earned YTD	$ -	$ -
BOK Matured Investments												
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
BOK CDARS Matured Investments												
												-
												-
												-
												-
YNB Matured Investments												
										$ -		$ -
										$ -		$ -

Oklahoma State Department of Education

Child Nutrition Programs

NSLP Site Claim List

- YUKON

600 Maple Street

Yukon, OK 73099

Claim Month/Year: 8/2025

Name	Enrolled	B	SNB	L	S	Milk	Amount
CENTRAL ES	351	0	809	2070	211	0	$8,430.02
INDEPENDENCE INTERMEDIATE SCHL	724	0	1670	5012	140	0	$21,563.28
LAKEVIEW INTERMEDIATE SCHOOL	627	0	1766	4601	105	0	$19,229.91
MYERS ES	417	0	1192	2871	236	0	$12,789.11
PARKLAND ES	279	0	699	1862	259	0	$7,487.84
RANCHWOOD ES	426	0	1354	3101	392	0	$11,747.27
REDSTONE INTERMEDIATE SCHOOL	814	0	2338	5469	0	0	$19,567.39
SHEDECK ES	338	0	1061	2521	146	0	$11,764.25
SKYVIEW ES	443	0	1119	2978	288	0	$12,171.10
SURREY HILLS ES	720	0	1457	4108	0	0	$11,886.36
YUKON MS	1490	0	3020	10834	0	0	$39,503.32
YUKON HS	2908	0	2593	10296	0	0	$34,883.76
Totals: Sites Claimed: 12	**9537**	**0**	**19078**	**55723**	**1777**	**0**	**$211,023.61**

National School Lunch Program - School Food Authority Claim Summary

09-I027 YUKON
600 Maple Street
Yukon, OK 73099-2533

General Information

Date Signed	9/16/2025	Revision	Original		
Claim Date	9/16/2025	Claim Month	August	Claim Year	2025
Number of Days In Operation	13	Number of Sites	12	Number of Children Enrolled	9537

☐ This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students.

☐ This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

Comments

Number of Enrolled Students On Site

Free	4298	Reduced	1505	Paid	5109

Average Daily Participation

Breakfast	1468	Lunch	4287

Adult and Contract Meals

Adult Lunches	104	Contract Lunches	221
Adult Snacks	104	Contract Snacks	221
Adult Breakfast	0	Contract Breakfast	0
Adult SNB	104	Contract SNB	221

Provision 2

Provision 3

CEP

Breakfast

Type	Meals	Rate	Reimbursement
Free	0	$2.46	$0.00
Reduced	0	$2.16	$0.00
Paid	0	$0.44	$0.00
Total	0		$0.00

Note: Regular breakfast served – do not include severe need breakfast (SNB) sites.

Severe Need Breakfast

Type	Meals	Rate	Reimbursement
Free	10817	$2.94	$31,801.98
Reduced	2703	$2.64	$7,135.92
Paid	5558	$0.40	$2,223.20
Total	19078		$41,161.10

Note: Severe Need Breakfasts Served - Do not include Regular Breakfast sites.

Breakfast - Sub-Totals

Total Breakfast Reimbursement:	$41,161.10
Total Adjustments:	$0.00
Warrant Amount:	$41,161.10

Lunch

Type	Meals	Rate	Reimbursement
Free	25763	$4.62	$119,025.06
Reduced	7926	$4.22	$33,447.72
Paid	22034	$0.46	$10,135.64
Performance Incentive	55723	0.09	$5,015.07
Total	55723		$167,623.49

After School Snack Program (ASSP)

Over 50%

Meals	Rate	Reimbursement
1777	$1.26	$2,239.02

Under 50%

After School Snack Program Sub-Total

Total Meals 1777 Reimbursement $2,239.02

Lunch / Snack Sub-Totals

Total Lunch/Snack Reimbursement:	$169,862.51
Total Adjustments:	$0.00

Warrant Amount: $169,862.51

Special Milk - Non Pricing

Special Milk - Option 1

Special Milk - Option 2

Special Milk - Sub-Totals

NSLP SFA Summary Total

$211,023.61

Advances and Payments

Advance Amount	$0.00	Adjusted Amount	
Payment Plan Amount	$0.00	Previous Claim Amount	$0.00
Amount Paid	$211,023.61		

Claim Management

SFA Claim Submitted by: TARA COSBY on 9/16/2025

Submit | Print Disbursement | Claims

Print Claim Summary | Use 60 Day Exception | Process Claims

Print Site Summary | Override 60 Day Exception

Unsubmit SFA Claim

If you have questions or need assistance, please contact our office at 405-521-3327.

Yukon Public Schools
Board of Education Regular Meeting
Monday, September 8, 2025 6:00 PM
Yukon Public School District ISD #27
Administration Bldg., Board Room
600 Maple Street
Yukon, OK 73099

1. Invocation/Moment of Silence and Flag Salute
Please join me in a moment of silence. The moment of silence is a time to reflect, meditate, pray or engage in any other silent activity that does not interfere with others. The moment of silence shall begin now.
2. Call to Order and Roll Call
Attendance Taken at 6:00 PM.
Mr. Jeff Behymer: Absent, Mrs. Suzanne Cannon; Present, Mr. Brian Coulson; Present, Mr. Leonard Wells; Present, Mr. Tony Yanda; Present
3. Proposed executive session to consider the appeal of a denied student transfer with a review of confidential educational records and transfer requests of students whereby disclosure of any additional information could potentially violate FERPA. 25 O.S. Section 307(B)(7)
3.A. Vote to convene or not to convene into executive session.
Entered into executive session at 6:03pm
I move we convene in executive session Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Brian Coulson.
Mr. Behymer; Absent, Mrs. Cannon; Yes, Mr. Coulson; Yes, Mr. Wells; Yes, Mr. Yanda; Yes
3.B. Acknowledge return to open session and executive session compliance announcement.
Return to meeting 6:11pm
3.C. Vote to accept or overturn decision of the Superintendent and/or designee to deny transfer request of Student A.
I move we uphold the Superintendent's decision to deny the transfer Passed with a motion by Tony Yanda and a second by Mrs. Suzanne Cannon.
Mr. Behymer; Absent, Mrs. Cannon; Yes, Mr. Coulson; Yes, Mr. Wells; Yes, Mr. Yanda; Yes

4. Reports/ Comments from Superintendent and/or Staff
Construction status report

5. Board Member Communications and Announcements
5.A. Individual Board Member Comments
5.B. Upcoming Meetings/ Events:

6. Communications - Request for patrons to address the board - Pursuant to Board Policy AF, comments can be made only by district patrons concerning items listed on this agenda.
No requests

7. Finance Consent Docket- All of the finance consent items will be discussed, considered and approved or disapproved by one vote unless a board member desires to have a separate vote on any or all of the consent items.
I move we approve all business items on the Finance Consent Docket as listed Passed with a motion by Tony Yanda and a second by Mrs. Suzanne Cannon.
Mr. Behymer; Absent, Mrs. Cannon; Yes, Mr. Coulson; Yes, Mr. Wells; Yes, Mr. Yanda; Yes

7.A. Encumbrances and Change Orders as recommended by Keith Sinor, Superintendent, and Jason Johnson, Chief Financial Officer
7.B. Treasurer's Report(s) and General Fund Report(s)
7.C. Child Nutrition Report

8. Business Consent Docket: All of the consent items will be discussed, considered and approved or disapproved by one vote unless a board member requests to have a separate vote on any or all of the consent items.
I move we approve all items on the Business Consent Docket as presented Passed with a motion by Mr. Brian Coulson and a second by Tony Yanda.
Mr. Behymer; Absent, Mrs. Cannon; Yes, Mr. Coulson; Yes, Mr. Wells; Yes, Mr. Yanda; Yes

8.A. Minutes of the August 4, 2025 board meeting.
8.B. Board Meeting Calendar for 2026
8.C. Activity Fund Request
8.D. Contracts for YFAC use
8.E. Out of State Travel
- R. Zimmerman, A. Bowles, and M. Parent request permission to accompany 16-24 students to Fayetteville, AR, to compete in the Chile Pepper Festival. Expenses are to be covered by boosters of the Cross Country Track teams.
- J. Rivera and E. Warford request permission to accompany 200 students to Indianapolis, IN, to compete in the Bands of America. Expenses are to be covered by boosters.
- B. Parker requests permission to accompany 24 students to Weatherford, TX, to compete in the Weatherford Shottenkirk Classic. Expenses are to be covered by boosters of the Basketball teams.
- K. Liles and K. Combs request permission to attend NALEA Conference in New Orleans, LA, October 5-8. Expenses are to be covered by General Funds for professional development.

8.F. Fundraisers
8.G. Updated Child Nutrition Meal Prices
8.H. Agreement with Yukon First Christian Church
8.I. Agreement with OSSAA and For Heaven's Sake Christian School
8.J. Sanctioning Applications
8.K. Negotiated Agreement
With over 100 votes cast, 99% of those voted to approve the negotiated agreement.
8.L. Board Policy DAA
Updated to comply with SB 942 and adding language relating to antisemitism.
DAA - Current Policy
DAA - Updated Policy

8.M. Estimate of Needs for Fiscal Year 2026
8.N. Surplus
8.O. Revised Elementary Revenue and Expense List
8.P. YHS Targeted Learning Day Plans for Semester One and Semester Two

9. Adjunct application
I move we approve the adjunct applications as presented Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Brian Coulson.
Mr. Behymer; Absent, Mrs. Cannon; Yes, Mr. Coulson; Yes, Mr. Wells; Yes, Mr. Yanda; Yes

9.A. Benjamin Weldele - Physical Education
9.B. Borden Bruce Clifton - Physical Education
9.C. Jennifer Herndon - English
9.D. Abner Vasquez - Elementary Education
10. New Business: this business, in accordance with Oklahoma Statutes, title 25-311 (A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.
No new business

11. Personnel Docket:

11.A. Personnel-Vote to convene or not to convene in executive session pursuant to 25 O.S.307 (B)(1) to discuss the employment of personnel as listed on the attached Exhibit A. Additionally, pursuant to 25 O.S. 307 (B)(3) to discuss the purchase or appraisal of real property.
Enter into Executive Session at 7:03pm
I move we convene in executive session to discuss the personnel docket Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Brian Coulson.
Mr. Behymer; Absent, Mrs. Cannon; Yes, Mr. Coulson; Yes, Mr. Wells; Yes, Mr. Yanda; Yes

11.B. Acknowledge the board has returned from executive session. Executive session minutes compliance announcement.
Return to regular session at 7:25pm

11.C. Discussion and possible action on the attached Exhibit A, Personnel items.
I move we approve all personnel items as presented on Exhibit A. Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Brian Coulson.
Mr. Behymer; Absent, Mrs. Cannon; Yes, Mr. Coulson; Yes, Mr. Wells; Yes, Mr. Yanda; Yes

12. Adjournment
Time: 7:26pm
I move we adjourn Passed with a motion by Mr. Brian Coulson and a second by Tony Yanda.
Mr. Behymer; Absent, Mrs. Cannon; Yes, Mr. Coulson; Yes, Mr. Wells; Yes, Mr. Yanda; Yes

RENTAL CONTRACT

YUKON FINE ARTS CENTER (Gene Cranfill Auditorium)

850 Yukon Avenue, Yukon, OK 73099 (405) 354-8356

wes.mcatee@yukonps.com

OFFICE COPY

Organization: **Oklahoma Malayalee Association** Program: **Malayalee Celebration**

Street: **8905 NW 115th St.** City: **Yukon** State: **OK** Zip: **73162**

Contact: **Shibu Jacob** Phone: **405 514-3738** Cell: **405 514-3738**

Email 1: **gip2005@msn.com** Email 2: **jacobshibu587@gmail.com**

Director: **Shibu Jacob** Phone: **405 514-3738** Cell: **405 514-3738**

Number in Program: **30** Estimated Attendance: **200** Ticket Price: **NA**

Date(s) Requested: **9/6/2025, ,** Origination: **8/6/2025**

FOR APPROVAL: CONTRACT AND DEPOSIT MUST BE RECEIVED NO LATER THAN: 9/5/2025

School Board: ☐ **Approve** ☐ **Deny Date:** _____.

Director Review WMJ ☑ **Approve** ☐ **Deny Date:** 08-15-25 . ***See Attachment**

Insurance Certificate Due: 8/27/2025 **Certificate Received: Date:** 07-22-25

Level **1**

RATE PER HOUR	HOURS USED Estimated	HOURS USED Actual	TOTAL Estimated	TOTAL Actual	
$175.00	6	0	$1050.00		$1050.00
(DEPOSIT PAID BY CASHIERS CHECK ONLY)		**DEPOSIT**	75% $787.50	DEP. 1 $0.00	$1250.00
CK#641 08-15-25 $1250.00 REC#723841 DEP 08-15-25				DEP. 2 $0.00	$0.00
CK#			**Security Deposit**		$400.00
CK#			**Cleaning Fee**		$200.00
			Additional Charges		YMS Cafeteria $135.00
Balance Due at Close of Program			**Grand Total**		$1,385.00
Paid By Company Check or Cash			**Balance Due**		$0.00

Rates charged on an hourly basis. First 30 minutes are ½ the hourly rate. After 30 minutes, the full hourly rate will be charged.

(3) SECURITY DEPOSIT	DEPOSIT PAID		DEPOSIT RETURNED	
$400	Date:08-15-25	Ck #:542	☐ Yes	☐ No

(Send SECURITY DEPOSIT in a separate check. It will be returned if there are no damage or loss.)

Acknowledgement Statement

✓ I have read this contract in entirety. I acknowledge that any questions concerning this contract have been answered and explained to my complete satisfaction. I acknowledge this contract to be a binding agreement between myself and Yukon Public Schools. I further agree to pay the final balance due at the end of my program which is determined by the actual time of facility rental, not any previous estimate.

Signature _____ Date 8/15/2025

RENTAL CONTRACT

YUKON FINE ARTS CENTER (Gene Cranfill Auditorium)

850 Yukon Avenue, Yukon, OK 73099 (405) 354-8356

wes.mcatee@yukonps.com

OFFICE COPY

Organization: **Steven Fite Concerts** Program: **Childrens Concerts**

Street: **819 N.W. 92nd St** City: **Oklahoma City** State: **OK** Zip: **73114**

Contact: **Stephen Fite** Phone: **405 830-4379** Cell:

Email 1: **stephen@melodyhousemusic.com** Email 2: **stephen@melodyhousemusic.com**

Director: **Stephen Fite** Phone: **405 840-3383** Cell: **405 830-4379**

Number in Program: **1** Estimated Attendance: **2000** Ticket Price: **$7.00**

Date(s) Requested: **4/14/2026,** Origination: **7/30/2025**

FOR APPROVAL: CONTRACT AND DEPOSIT MUST BE RECEIVED NO LATER THAN: 8/29/2025

School Board: ☐ **Approve** ☐ **Deny Date:** _____.
Director Review JM ☑ **Approve** ☐ **Deny Date:** 09-29-25 . ***See Attachment**
Insurance Certificate Due: 4/4/2026 **Certificate Received: Date:**

Level 2

RATE PER HOUR	HOURS USED Estimated	HOURS USED Actual	TOTAL Estimated	TOTAL Actual	
$275.00	4.5	0	$1237.50		$0.00
(DEPOSIT PAID BY CASHIERS CHECK ONLY)		DEPOSIT	75% $928.13	DEP. 1 $0.00	92813 $0.00
CK# 0641 09-17-25 $928.13 Rec'd		723458		DEP. 2 $0.00	$0.00
CK#			Security Deposit		$0.00
CK#			Cleaning Fee		$0.00
			Additional Charges		$0.00
Balance Due at Close of Program			Grand Total		$ 0.00
Paid By Company Check or Cash			Balance Due		$0.00

Rates charged on an hourly basis. First 30 minutes are ½ the hourly rate. After 30 minutes, the full hourly rate will be charged.

(3) SECURITY DEPOSIT	DEPOSIT PAID		DEPOSIT RETURNED	
$400	Date: 9/17/25	Ck #: 0640	☐ Yes	☐ No

(Send SECURITY DEPOSIT in a separate check. It will be returned it if there is no damage or loss of equipment)

Acknowledgement Statement

SF I have read this contract in entirety. I acknowledge that any questions concerning this contract have been answered and explained to my complete satisfaction. I acknowledge this contract to be a binding agreement between myself and Yukon Public Schools. I further agree to pay the final balance due at the end of my program which is determined by the actual time of facility rental, not any previous estimate.

Signature Stephen Fite Date 9/17/25

OKLAHOMA PUBLIC SCHOOL INVESTMENT INTERLOCAL

2801 North Lincoln Boulevard, Suite 125 • Oklahoma City, OK 73105
(405) 528-3571 • (405) 528-5695 (FAX) • www.olaponline.org

September 17, 2025

To: Superintendents of Districts Belonging to the Oklahoma Public School Investment Interlocal [Oklahoma Liquid Asset Pool (OLAP)]

From: Dr. Shawn Hime, Board President

Re: Board of Directors' Nominee

The sponsoring organizations are recommending the following nominees to be presented to the boards of member districts. The nominee and the organization recommending the nominee are as follows:

Position No. 1: Pam Deering, Executive Director of CCOSA (CCOSA)
Position No. 2: Robert Trammell, Executive Director of OROS (OROS)
Position No. 4: Randy Davenport, Superintendent of Holdenville Public Schools (OROS)
Position No. 9: Terry Davidson, Finance Director of Comanche Public Schools (CCOSA)
Position No. 13: Glen Cosper, Board Member of Moore Norman Technology Center (OSSBA)

Agenda items should read as follows:

Consideration and vote to elect or not to elect the following as new member of the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001):

Yes____ No____ Position No. 1: Pam Deering (CCOSA), Executive Director of CCOSA, to a 2026-2030 term.

Yes____ No____ Position No. 2: Robert Trammell (OROS), Executive Director of OROS, to a 2026-2030 term.

Yes____ No____ Position No. 4: Randy Davenport (OROS), Superintendent of Holdenville Public Schools, to a 2026-2029 term.

Yes____ No____ Position No. 9: Terry Davidson (CCOSA), Finance Director of Comanche Public Schools, to a 2026-2029 term.

Yes____ No____ Position No. 13: Glen Cosper (OSSBA), Board Member of Moore Norman Technology Center, to a 2026-2029 term.

School District: _____

Board Clerk: _____

Please include this item on your next board agenda and notify the Oklahoma Public School Investment Interlocal of the action of your board, by returning the above ballot **via email to Mong Chia, Board Clerk, at** mong@ossba.org. Should you have any questions, feel free to contact me or Mong Chia at 405-528-3571. Your prompt reply is needed in order for the newly elected board member to begin his new term for the 2026 calendar year (January 1-December 31). Thank you for your cooperation.

ITEM FOR CONSIDERATION
Board of Education Meeting
10/6/2025

TOPIC: Sanctioning Applications

RATIONALE FOR RECOMMENDATION: Annual establishment/renewal of Booster Club and PTO sanctioning applications as required by board policy CFBB – Sanctioning of Parent Organizations and Booster Clubs

FISCAL NOTE: No cost to the district

CONTACT PERSON: Matt Gindhart, ext. 1024

FOR BOARD AGENDA:
Yukon Project Graduation Fund, Inc.

YUKON BOARD OF EDUCATION		CD-F
APPLICATION FOR SANCTIONING		
Adoption Date:	*Revision Date(s):* 05/08/2018	*Page 1 of 4*

Instructions to Applicant:

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to deanne.rowe@yukonps.com.

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant: Yukon Project Graduation Fund Inc

Applicant E-Mail: yukonprojectgraduation1991@gmail.com

Address for correspondence: PO Box 850352 Yukon, OK 73085

Taxpayer ID Number (if applicable): 73-1377524

Representative from whom additional information may be obtained: Angeliec "Nikki" Lujan

Representative's address: 9513 Cara Ln Yukon, OK 73099

Representative's phone number: 405-919-5996

Purpose and goals of applicant group: To fund and organize a safe, substance-free graduation celebration for the senior class at Yukon High School.

Describe how the school district and its students will benefit if sanctioning is granted: Project Graduation benefits students by providing a safe, drug and alcohol-free environment for them to celebrate together, while also strengthening community ties. This event helps the district demonstrates a strong commitment to student safety and well-being.

Has this group been sanctioned by the board of education before? No

If yes, what year(s)?

FINANCIAL REPORT

(Must cover 12-month period or months in existence if new organization.)

Yukon Project Graduation Fund Inc

Program, Association, or Organization Name

1. BEGINNING BALANCE as of see attached $ _____ (A)

2. REVENUES

Fund-raisers:

_____ _____
_____ _____
_____ _____
_____ _____
Total _____

Donations:

_____ _____
_____ _____
_____ _____
_____ _____
Total _____

Other:

_____ _____
_____ _____
_____ _____
_____ _____
Total _____

Total Revenues $ _____ (B)

3. TOTAL AVAILABLE (A+B) $ _____ (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

_____ _____
_____ _____
_____ _____
_____ _____

Total Expenses $ _____ (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) $ _____

Is your bank account collateralized to cover monies deposited during the year? YES_____ NO X

Amount of collateral on bank account. $_____

List most recently elected officers:

Name	Office	Service Year
Angeliec "Nikki" Lujan	President	2025-2026
Ashley Gonzales	Vice-President	2025-2026
Christin Andis	Treasurer	2025-2026
Nikki Kennedy	Co-Secretary	2025-2026
Chelsie Rumley	Co-Secretary	2025-2026

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Angeliec "Nikki" Lujan — President's Name — 9/11/2025 — Date

Angeliec "Nikki" Lujan — President's Signature

Christin Andis — Treasurer's Name — 9/11/2025 — Date

Christin Andis — Treasurer's Signature

(School District Use Only)

Principal

Received date

Recommends ✓

Does not recommend

Rationale for not recommending

Melissa Rudow
Principal's Signature

9-15-25
Date submitted to Superintendent

Superintendent

Received date

Recommends

Does not recommend

Rationale for not recommending

Superintendent's Signature

Date submitted to Board

Board of Education

Date of Board Meeting Sanctioning Approved

Date of Board Meeting Sanctioning **Not** Approved

Yukon Project Graduation Fund
Treasurer's Report--Opening
August 25, 2025

	Current Month	Year to Date	Previous FULL Year
Beginning Bank Balance		$8,687.42	
INCOME			
Donations-Benevity			$5,366.82
Parent Donations			$5,545.00
Donations-YPS Employees			$3,762.50
Donations-Corporate			$6,540.00
Yard Signs			$1,660.00
Luminary			$3,950.00
Potato Bar			$3,319.00
Auction			$13,731.77
T-Shirts-Volunteer			$410.00
PG T Shirt Sales			$6,037.51
Raffle--BofOK and Prom			$645.00
Christmas under the stars			$1,614.44
Restaurant Night			$917.73
Interest Earned			$7.93
Bingo			$7,433.25
Garage Sale			$3,106.74
Easter Egg Drop			$2,822.50
Total Income			$66,870.19
EXPENSES			
Admin Exp/Insurance/Supplies			$9,826.15
Proj Grad Big Event			$20,894.31
Proj Grad Event Prizes			$38,347.63
T-Shirts-Kids and Volunteers			$4,239.54
Luminary Fees/Costs			$1,619.29
PayPal fees			$70.43
Total Expenses			$74,997.35
Current Bank Balance		**$8,687.42**	

Internal Revenue Service

Date: October 15, 2004

Yukon Project Graduation Fund Inc.
% Patricia A Flanagan
Po Box 851034
Yukon, OK 73085-1034

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Sylvia A. Williams 31-07817
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
73-1377524

Dear Sir or Madam:

This is in response to your request of October 15, 2004, regarding your organization's tax-exempt status.

In December 1999 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

Yukon Project Graduation Fund Inc.

EIN: 73-1377524 | Yukon, Oklahoma, United States

Other Names

YUKON PROJECT GRADUATION FUND INC

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than $50,000 fall into this category.

Tax Year 2024 Form 990-N (e-Postcard)

Tax Period:
2024 (07/01/2024-06/30/2025)

EIN:
73-1377524

Organization Name (Doing Business as):
YUKON PROJECT GRADUATION FUND INC

Mailing Address:
PO Box 850352
Yukon, OK 73085
United States

Principal Officer's Name and Address:
Amanda Towers

PO Box850352
Yukon, OK 73085
United States

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Website URL:

CANADIAN VALLEY TECHNOLOGY CENTER
DISTRICT #6

TRANSPORTATION CONTRACT

This contract is entered into on the 4th day of September 2025, by Yukon Public Schools and Canadian Valley Technology Center (Cowan Campus), District #6.

Said contract is for School Year 2025-2026, not to exceed 175 school days. Whereas the contracting school agrees to furnish transportation for students enrolled in the area school programs. Said students are to be bused from Yukon to the area school in time for classes.

Round trip miles: 2,800 @ $3.50 per mile
Total amount: $9,800.00

Four equal payments-no later than the 15th of the following months:

November	$2,450.00
January	$2,450.00
April	$2,450.00
May	$2,450.00
TOTAL	**$9,800.00**

In witness whereof, the parties hereto have set their hands the day and year first above written.

For the contracting independent school district

_____ Title: _____

For Canadian Valley Technology Center

Tammy Ridgeway Title: Chief Financial & Operating Officer

CANADIAN VALLEY TECHNOLOGY CENTER
DISTRICT #6

TRANSPORTATION CONTRACT

This contract is entered into on the 4th day of September 2025, by Yukon Public Schools and Canadian Valley Technology Center (El Reno Campus), District #6.

Said contract is for School Year 2025-2026, not to exceed 175 school days. Whereas the contracting school agrees to furnish transportation for students enrolled in the area school programs. Said students are to be bused from Yukon to the area school in time for classes.

Round trip miles: 7,000 @ $3.50 per mile
Total amount: $24,500.00

Four equal payments-no later than the 15th of the following months:

November	$ 6,125.00
January	$ 6,125.00
April	$ 6,125.00
May	$ 6,125.00
TOTAL	**$24,500.00**

In witness whereof, the parties hereto have set their hands the day and year first above written.

For the contracting independent school district

_____ Title: _____

For Canadian Valley Technology Center

Tammy Ridgeway Title: Chief Financial & Operating Officer

SCHOOL HOURS

The school year shall consist of not less than one thousand eighty (1,086) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

Notification of this policy shall be provided to the State Board of Education prior to October 15 of the applicable school year.

REFERENCE: 70 O.S. §1-109

Previous Transfers (prior to January 1st, 2022)
Open and Emergency Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

Transfer Application Overview & Timeline
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 April 1st of the current school year. 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 capacity, 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 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 may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

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.

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.

Capacity Determination

Capacity, hereafter deemed Program Capacity, determinations are specifically for the purpose of complying with Oklahoma Senate Bill 783 (2021) guidelines to determine the capacity for Yukon Public Schools to accept transfer students as defined by this legislation. Program Capacity is not intended to define district decisions related to staffing allocations or class size determinations for non-transfer students.

In making the decision to determine Program 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. Yukon Public Schools recognizes the need to provide additional support in schools designated as Schoolwide Title I sites and as a result, implements a 10% variance in all capacity calculations as it relates to Oklahoma Senate Bill 783 (2021).

The following calculations will be used to determine Program Capacity for schools **not** designated as Schoolwide Title I school sites.

- **PK-3rd Grades**
  By site, the number of teachers per grade level x 20 students = PK-3rd Grade Program Capacity by site and by grade level
- **4th-5th Grades**
  By site, the number of teachers per grade level x 20 students = 4th/5th Grade Program capacity, by site and by grade level
- **6th-12th Grades**
  By site, the number of English Language Arts Teachers per grade level x 140 students = 6th-12th Grade Program Capacity, by site and by grade level

The following calculations will be used to determine Program Capacity for schools designated as Schoolwide Title I school sites.

- **PK-3rd Grades**
  By site, the number of teachers per grade level x 18 students = PK-3rd Grade Program Capacity by site and by grade level
- **4th-5th Grades**
  By site, the number of teachers per grade level x 18 students = 4th/5th Grade Program capacity, by site and by grade level
- **6th-12th Grades**
  By site, the number of English Language Arts Teachers per grade level x 126 students = 6th-12th Grade Program Capacity, by site and by grade level

As it relates to Program Capacity, "Student" is defined as any student currently enrolled in Yukon Public Schools (YPS). This includes YPS students participating in any of the following learning formats: traditional in person; headstart; homebound; alternative program (s); blended instruction; virtual; concurrent enrollment; career and technology programs, and dual credit.

As it relates to Program Capacity, "English Language Arts" includes all levels of English Instruction for each specific grade level (e.g. English 3 and AP English Language). Self-contained special education courses and special education related teacher maximums are defined elsewhere.

As it relates to Program Capacity, the "number" of English Language Arts Teachers will be based on the Full-Time Equivalent (FTE), which is set at 5 sections of English Language Arts core instruction per teacher.

Transfer Capacity Review

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.

Transfer of Teachers Children

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113 and YPS Board Policy FEF.

Transfers for Special Education Students

A Special Education student may request a transfer pursuant to the Education Open Transfer Act and YPS Board Policy FEH.

Uniformed Military Services - Dependent Children

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.

Academic Program Capacity Reserved
To support diverse academic programs, the district may reserve capacity for out-of-district transfer students enrolling in specialized high school programs not offered in their home district including, but not limited to, Career and Technical Education (e.g., Agriscience, Aviation), STEM, Medical Professions, and Emerging Fields. These students may receive priority consideration and may be approved even if general transfer capacity is met.

Transfer Acceptance
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.

Denial of Continued Transfer
At the end of the school year, 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.

Transfer Denial & Appeal (New or Continued Transfers)
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 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 vote to overturn the denial and the transfer will be granted. This will be an online and/or paper appeal and will include the documentation utilized by the school district as well as a response from the parent or legal guardian which explains why the policy was not followed.

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.

Athletics

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. §8-113
70 O.S. §8-103.2
70 O.S. §13-103
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

THIS POLICY IS REQUIRED BY LAW.

ITEM FOR CONSIDERATION
Board of Education Meeting
10/06/2025

TOPIC: Update to Policy FE Student Transfers

RATIONALE FOR RECOMMENDATION: Update to the Student Transfers Policy to allow for out of district students to transfer into the district if enrolling in diverse academic programs that their home district does not offer.

FISCAL NOTE:

CONTACT PERSON: Keith Sinor, James Edwards

YPS TEACHER EMPOWERMENT DESIGNATIONS 25-26

ADVANCED	LEAD	MASTER
Minimum of five years of classroom teaching experience and selected by Site Administration as a PLC Facilitator	Minimum of five years of classroom teaching experience and be hired by Site Administration as a Instructional Specialist for the Current School Year	Minimum of five years of classroom teaching experience and serving as a District Chair organizing district wide teacher collaboration
Earned a superior, highly effective or effective rating on most recent summative TLE evaluation score	Earned a superior or highly effective rating on most recent summative TLE evaluation score	Earned a superior or highly effective rating on most recent summative TLE evaluation score
Lead Professional Learning Teams to improve student achievement. Conduct/Lead Site Professional Development on PD Days. Must work 5 additional days.	Lead and/or coach teachers and/or Professional Learning Teams to improve student achievement. Participate in summer training and planning activities. Lead Site Professional Development on District PD Days. Must work 10 additional days.	Must represent the district at district and state professional development events. Conduct District Professional Development. Visit sites across the district to collaborate with and help teachers. Must work 15 additional days.

DRAFT

MUST MEET MINIMUM REQUIREMENTS ABOVE PER DESIGNATION

Stipend	$3000	$5000	$10000

ITEM FOR INFORMATION
Board of Education Meeting
September 17, 2025

TOPIC: Renewal Contract with My ASL Interpreting Services for Substitute Interpreter

RATIONALE FOR RECOMMENDATION: Renewal Contract to provide interpreters for our Hearing Impaired student when our employed interpreters have to be absent.

FISCAL NOTE: Increased Booking Fee Rate per hour has increased from $143 to $164. per hour for standard booking. Other services have also increased according to services type.

CONTACT PERSON: Amy Beams, Executive Director of Special Services
Christina Browder, Assistant Director of Special Services

GROWING UP TOWARD A BETTER TOMORROW
YUKON PUBLIC SCHOOLS

My ASL Interpreter, LLP.
P.O. Box 17545, Oklahoma City, OK, 73136-1545
405.590.1638 Abe.Dekat@MyASLInterpreter.com

Customer Interpreting Service Agreement

Instructions: This Customer Service Agreement is required to set up a new account with My ASL Interpreter, LLP. Please fill out the following pages in their entirety, sign, and return to My ASL Interpreter, LLP. The Agreement will not be accepted without all required signatures. This Agreement is solely for setting up an account to use our services and does not guarantee an interpreter will be available for any given request(s).

This Agreement is entered into this _____ day of _____, 20____ by and between My ASL Interpreter LLP, of P.O. Box 17545, Oklahoma City, OK, 73136-1545 (hereafter referred to as MAI) and

_____ (Your personal or company name, hereafter referred to as "CUSTOMER")

Of _____. (Customer's address)

In consideration of the mutual promises made herein, both parties agree to the following:

1. Engagement & Termination of Services: In recognition of the professional expertise, special skills, or training possessed by MAI, CUSTOMER hereby engages MAI to provide sign language interpretation services according to the terms herein starting on the date of signature below and continuing in full force and effect until terminated by either party with 30 calendar days written notice to the other party. MAI is responsible for determining the method, details, and means of performing Services. This Agreement is not exclusive; CUSTOMER may enter into other service agreements with other service providers

2. Certification, Compliance, and Confidentiality: MAI abides by all applicable state and federal regulations. All assignment related information is considered confidential. Additionally, MAI and all interpreters provided by MAI adhere to the Health Insurance Portability and Accountability Act (HIPAA) and the Registry of Interpreters for the Deaf Code of Professional Conduct (RID CPC). The provision of Services by MAI under this Agreement is premised on MAI's assurance of the necessary licenses, skills, education, experience, or training. MAI and its interpreters agree to provide proof of certification required by the state to interpret in the applicable settings. CUSTOMER reserves the right to request and receive adequate assurances of the above at any time during the duration of this Agreement, and MAI agrees to provide said assurances promptly. MAI agrees that it has verified the legal right of each of its agents or employees to work in the United States.

3. Service Rates & Terms: When the amount of advanced notice increases, the greater the odds become of MAI being able to fulfill your requests. While MAI attempts to fill all received requests, anything less than two (2) weeks' notice will significantly reduce the probability of locating an interpreter with availability.

WHEREAS "Standard Business Hours" (SBH) being defined as Monday – Friday from 8:00-17:00, specified holidays excluded and,

"After Hours" (AH) being defined as all day Saturday, all day Sunday, and Monday – Friday from 17:00-8:00, specified holidays excluded and,

"Scheduled Time" being defined as the entire block of time MAI requests services from CONTRACTOR, and travel time if requirements are met in full, at a specified rate, and

"Holidays" being defined as New Years Day, Martin Luther King Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas,

| Confidential - © My ASL Interpreter, LLP, 2024|

My ASL Interpreter, LLP.
P.O. Box 17545, Oklahoma City, OK, 73136-1545
405.590.1638 Abe.Dekat@MyASLInterpreter.com

Customer On Site Interpretation Charge Rates

	Booking Fee	Hourly Rate	Mileage	Legal Settings	Emergency Surcharge	Specialized Service Surcharge
Standard Business Hours (SBH) Rate (M-F 8:00-17:00)	$164.00	$82.00	Current IRS mileage rate for round trips exceeding 40 miles	+$43.00/hour	One-time $30.00 administrative charge & +$10.00/hour	+$12.00/hour
After Hours (AH) Rate (M-F 17:00-8:00, all day Sat/Sun)	$248.00	$124.00	Current IRS mileage rate for round trips exceeding 40 miles	+$43.00/hour	One-time $30.00 administrative charge & +$10.00/hour	+$12.00/hour
Holiday Rate (as specified & defined herein)	$360.00	$180.00	Current IRS mileage rate for round trips exceeding 40 miles	+$43.00/hour	One-time $30.00 administrative charge & +$10.00/hour	+$12.00/hour

3.1 Booking Fee

The "Booking Fee" is the minimum commitment required by MAI to request professional services. The booking fee includes the first two (2) scheduled hours of service rates for a single interpreter. Requests exceeding two (2) hours are billed for the requested time and rounded to the nearest quarter hour, per interpreter. If an assignment extends beyond the initially requested time frame, the additional time will be billed, per interpreter.

| Confidential - © My ASL Interpreter, LLP, 2024|

My ASL Interpreter, LLP.
P.O. Box 17545, Oklahoma City, OK, 73136-1545
405.590.1638 Abe.Dekat@MyASLInterpreter.com

4. MAI Policy Terms

4.1 Scheduling & Cancellation Policies: CUSTOMER may request services for any duration. If the assignment finishes early, or an interpreter is dismissed by the customer prior to the end time of the service request, CUSTOMER will be invoiced for the entire "Scheduled Time". In the event an interpreter is needed longer than originally requested, the interpreter may or may not continue to provide interpreter services at their sole discretion, and CUSTOMER will be billed accordingly. If a service request is canceled by the customer with less than 48 "Standard Business Hour" notice, the customer will be charged for the entire "Scheduled Time", plus any applicable administrative fees.

> Example 1: A cancellation for an assignment scheduled at 10:30 on Monday would need to be cancelled before 10:30 on the preceding Thursday to avoid charges. If a federal holiday falls in between that time frame on an operating business day, then the cancellation would need to be received by 10:30 on the preceding Wednesday.
>
> Example 2: A cancellation for an assignment scheduled at assignment scheduled for 14:00 on Tuesday would need to be cancelled by 14:00 on the preceding Friday to avoid charges. If a federal holiday falls in between that time frame on an operating business day, then the cancellation would need to be received by 14:00 on the preceding Thursday.

Only MAI or an authorized CUSTOMER representative may formally cancel requested services via phone, email, text message, or voicemail. Interpreters are neither authorized nor responsible to make new appointments or cancel existing ones. Cancellations are only processed during "Standard Business Hours". Any adjustment to the requested interpreting times made with less than 48 "Standard Business Hours" notice will be charged as a cancellation, and the new times will be treated as a new assignment with all the associated fees. If an interpreter arrives and discovers an assignment has been cancelled, the entire booked fee plus interpreter's mileage and travel expenses will be charged. Cancellations due to inclement weather, or because the deaf/hard-of-hearing client fails to appear, are still considered billable in their entirety. MAI will not invoice CUSTOMER for service requests cancelled more than 48 "Standard Business Hours" from the start time of the assignment.

4.2 "No-Shows": MAI's interpreters are obligated to remain at the specified service request location and wait for the specified client(s) to arrive for thirty (30) minutes for assignments with a booked time of 2 hours or less, and an additional fifteen (15) minutes for every additional hour of booked time, with a maximum wait time not to exceed two (2) hours. If the deaf/hard-of-hearing client(s) specified in the service request are still not present after the indicated time period has elapsed for the particular assignment the assignment will be considered a cancellation, and CUSTOMER will be invoiced per the terms of "4.1 Scheduling & Cancellation Policies". CONTRACTOR may leave earlier than the window of time outlined above IF dismissed by an authorized party. CONTRACTOR is responsible for reporting the name of the authorized party who dismissed them before leaving and other relevant details to MAI within 48 hours

4.3 "Emergency Request" Policy: All service requests with a start date and time less than 48 "business hours" in advance will be considered "Emergency Requests". "Emergency requests" are billed an additional $30.00 administrative fee and subject to an additional +$10.00/hour surcharge per interpreter

4.4 Specialized Service Requests: Assignments involving DeafBlind clientele, tactile interpreting, or the use of Deaf Interpreters/Certified Deaf Interpreters will be considered "specialized service requests" and be billed an additional +$12.00/hour surcharge per interpreter

4.5 Virtual Meetings and Video Remote Interpreting (VRI) Requests: When it is appropriate, appointment types can be converted to a virtual meeting or a telehealth appointment. Platforms include but are not limited to Zoom, Microsoft Teams, Google Meet, Skype, etc. Rates mirror onsite rates and follow the booking fee and cancellation policy. CUSTOMER and all associated parties are prohibited from taking photographs or video of interpreters provided by MAI without acquiring written permission previously. Separate arrangements must be made for recorded interpretation.

| Confidential - © My ASL Interpreter, LLP, 2024|

4.6 Linguistic Specialists: Deaf and Certified Deaf Interpreters: A Deaf Interpreter (DI) or Certified Deaf Interpreter (CDI) are native users of sign language and have verified enhanced linguistic knowledge & expertise. They work with the hearing ASL interpreter to provide a strong visual language interpretation. CDIs and DIs are commonly used in situations involving foreign sign language users such as Deaf/Hard-of-Hearing immigrants, DeafBlind clients, clients who demonstrate atypical language expression, certain mental health appointments, and other unique scenarios. MAI can provide Certified Deaf Interpreter (CDI) and Deaf Interpreter (DI) services. Please contact MAI for additional questions about the role and necessity of DI/CDIs.

4.7 Use of Multiple Interpreters: As general rule, if a request is made for two (2) hours or longer AND the nature of the work requires continuous interpretation and language processing for the entirety of the assignment, a second interpreter is required due to the physical, mental, and logistical demands of the interpreting process. Certain exceptions exist where more than one interpreter is always required, regardless of the duration of the assignment. Some assignments lasting longer than two (2) hours do not require more than one interpreter if there is a significant amount of down time and continuous language processing is not required. CUSTOMER agrees to defer to MAI's professional experience and judgment to determine the number of interpreters needed for all service requests.

Requests with multiple Deaf or DeafBlind clientele may also need additional interpreters. Interpreting teams typically switch back and forth every 15-30 minutes to ensure accuracy, quality control of information, and to avoid fatigue or repetitive stress injuries. All applicable fees are charged per interpreter assigned. If CUSTOMER chooses to provide a team interpreter not under contract with MAI and CUSTOMER'S interpreter is late, absent, or does not provide effective services, the assignment will be cancelled, and the entire scheduled time will still be billed per the terms of the "3.1 Cancellation Policy".

4.8 Additional Requests: MAI prioritizes the satisfaction of all its customers and clients and strives to always provide the highest quality services possible. Requests for preferred interpreters will be entertained and fulfilled to the best of MAI'S ability. CUSTOMER can disclose specific interpreter requirements in their service request. Interpreting for non-continuous periods of time on the same calendar day will be determined on a case-by-case basis.

4.9 Direct Contracting Policy: Once a relationship is established between a CUSTOMER and MAI, the customer may not directly, or indirectly through an agent or representative of the customer, contract with the interpreter(s) unless written consent is given by an Officer. CUSTOMERS AND/OR INTERPRETERS FOUND VIOLATING THIS POLICY ARE IN BREACH OF THIS AGREEEMENT, AND APPROPRIATE LEGAL AND NON-LEGAL REDRESS MAY BE TAKEN BY MY ASL INTERPRETER.

5. Mileage and Travel:

Whereas "Mileage" being defined as the total distance driven to and from requested assignment address(es) by an interpreter provided by MAI,

Round trip "Mileage" exceeding forty (40) miles, per interpreter, will be charged based on the Internal Revenue Service Standard Mileage rate for each assignment. Tolls and parking will also be charged if applicable. CUSTOMER agrees to reimburse MAI for the total actual milage driven according to the Internal Revenue System Milage Rate. CUSTOMER agrees to pay interpreters for travel time for assignments which require travel over 100 miles round trip with the additional time added to the total "Scheduled Time" of the assignment. If services are cancelled with less than 48 "business hours" notice, the entire block of time (requested assignment time plus travel time) will still be charged per the terms of the "3.1 Cancellation Policy", unless otherwise negotiated.

| Confidential - © My ASL Interpreter, LLP, 2024|

My ASL Interpreter, LLP.
P.O. Box 17545, Oklahoma City, OK, 73136-1545
405.590.1638 Abe.Dekat@MyASLInterpreter.com

6. Payment Terms: CUSTOMER agrees to pay for services rendered via bank transfer, check, or credit card. CUSTOMER will not pay or be invoiced from the assigned interpreter(s) but shall remit payment to MAI within thirty (30) days of the invoice date using the accounts payable remittance address provided by CUSTOMER. CUSTOMER agrees to provide valid credit card information to MAI. If payment has not been remitted within the thirty (30) days, MAI reserves the right to charge the credit card provided to MAI in full for services provided and credit card processing fees. CUSTOMER must contact MAI immediately (i.e., within 24 business hours of discovery) to resolve any perceived invoicing errors or discrepancies. CUSTOMER will be responsible for any associated credit card processing fees if paying by credit card. Credit card processing fees will be added to the total amount due and reflected in the invoice provided to the CUSTOMER.

6.1 Late Fees: If the credit card charges are not successful, MAI's invoice will be subject to a $10.00 late fee or 3% of the total amount owed, whichever is greater, to the extent allowed by law. Any unpaid balance will continue to accrue interest at 3%, compounded daily, until paid in full.

7. General Provisions: Any notices to given under this Agreement may be affected either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date postmarked. This Agreement contains all the covenants and agreements between the parties and constitutes the final and full understanding and agreement between MAI and CUSTOMER parties with respect to the performance of services by MAI for CUSTOMER, and supersedes all prior negotiations, understandings, and agreements between them, whether oral or in writing. The Agreement shall be deemed to be drafted by both parties and shall be construed in accordance with the laws of the State of Oklahoma, without regard to its conflict of law principles.

THE PARTIES TO THIS AGREEMENT EXPRESSLY CONSENT TO OKLAHOMA COUNTY, OKLAHOMA AS THE EXCLUSIVE JURISDICTION AND VENUE FOR ANY CLAIMS TO ENFORCE, INTERPRET, OR RESOLVE DISPUTES ASSOCIATED WITH THIS AGREEMENT.

Whereas the "customer representative", being a person of authority representing this company or organization possessing the authorization to carry out compliance of this agreement's terms, has read and understands the above defined rates, policies, and procedures, and agrees to abide to them as outlined,

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties and is effective when all parties have signed, and all contingencies have been met ("Effective Date").

Customer Representative Printed Name: _____ Position: _____

Signature: _____ Date: _____

Phone Number: _____ Email: _____

MAI Representative: _____ Date: _____

 | Confidential - © My ASL Interpreter, LLP, 2024|

My ASL Interpreter, LLP.
P.O. Box 17545, Oklahoma City, OK, 73136-1545
405.590.1638 Abe.Dekat@MyASLInterpreter.com

Customer Profile Sheet

Organization Name: _____

Address: _____

Will this agreement cover multiple locations?

please select one: **Yes, with centralized billing ___** **Yes, with separate billing for each location ___**

No, each location needs their own agreement ___ **N/A, we only have one location ___**

Interpreter Request Point-of-Contact (POC)

Name: _____ **Phone Number:** _____

Email: _____

Preferred method of receiving interpreter confirmation: POC Phone ___ **POC Email ___**

Person(s) Authorized to Make Service Requests: _____

please select one: **Only the POC above ___** **Any employee ___**

Any employee with permission from the POC above ___

| Confidential - © My ASL Interpreter, LLP, 2024|

My ASL Interpreter, LLP.
P.O. Box 17545, Oklahoma City, OK, 73136-1545
405.590.1638 Abe.Dekat@MyASLInterpreter.com

Credit Card Authorization Form

Required to Schedule Interpreting Services

Business Name: _____

Name of Cardholder: _____ (as it appears on the card)

Billing Address: _____ City_____ State_____

Zip Code: _____ Telephone #: _____

Billing Contact Name: _____

Billing Contact Email:_____ Billing Contact Phone: _____

Credit Card Info:

Visa _____ Master Card _____ Amex _____Discover_____

Credit Card Number: _____ Exp. Date: _____

CSC Number: _____ (found on the front of Amex and on the back of Visa and Mastercard)

Preferred Method of Payment:
Send Invoice and charge card on file for balance _____ Send invoice for other form of payment _____

A credit card is required to be kept on file to book interpreting services. All invoicing is done electronically. Payment is due upon receipt of invoice, made payable to My ASL Interpreter, LLP. Per our Interpreting Agreement, invoices are due within 30 days of billing. The credit card on file will automatically be charged for all outstanding invoices over 15 days late. CUSTOMER will be responsible for any associated credit card processing fees if paying by credit card. Credit card processing fees will be added to the total amount due and reflected in the invoice provided to the CUSTOMER. There will be a $30.00 fee for returned checks.

I hereby authorize My ASL Interpreter, LLP. to charge my purchase to the above credit card for the account listed above. I certify that I am the authorized cardholder of record and that I have full authority to make purchases on behalf of the account listed above. I agree to the policies outlined above and in the Interpreter Services agreement and realize that both are a binding contract.

Signature of Business Representative: _____ Date:_____

Printed Name:_____

| Confidential - © My ASL Interpreter, LLP, 2024|

MEMORANDUM OF UNDERSTANDING

Between
Yukon Public Schools
and
LifeWise Academy

I. Purpose

This Memorandum of Understanding ("MOU") establishes the terms and responsibilities for implementing a Released Time Course for elective credit, pursuant to Yukon Board of Education Policy EIEC, between Yukon Public Schools ("District") 600 Maple Street, Yukon, OK 73099 and LifeWise Academy ("Independent Entity").

II. Definitions

- **Released Time Course**: A period of time during which a student is excused from school to attend a course in religious or moral instruction taught by LifeWise off school property, in accordance with Oklahoma law and Board Policy EIEC.
- **Independent Entity**: LifeWise Academy, which is solely responsible for the instruction, facilities, and operation of the released time program.

III. Responsibilities of LifeWise

LifeWise Academy shall:

1. Submit a proposal for approval by the Superintendent that may include:
    - Course syllabus (only if credit will be awarded)
    - Course calendar
    - Methods of assessment (only if credit will be awarded)
    - Instructor qualifications (only if credit will be awarded)
    - Template written consent form for parents/guardians
2. Provide instruction **off school property** at Town and Country Christian Church, 2200 Cornwell Drive, Yukon, OK. 73099.
3. Maintain accurate attendance records and provide them to the District upon request.

4. Provide transportation for students to and from the course site. Transportation shall not involve District vehicles, staff, or resources.
5. Obtain written consent from a student's parent/guardian before participation.
6. Maintain adequate insurance coverage and indemnify and hold harmless Yukon Public Schools, its employees, and Board of Education members for all activities outside the District's supervision.
7. Ensure students are not excused from any class subject to state assessment.
8. Provide certification substantiating successful completion of the course.

IV. Responsibilities of Yukon Public Schools

The District shall:

1. Consider the LifeWise Academy course proposal in a neutral, secular manner consistent with Policy EIEC.
2. Exercise reasonable discretion over scheduling and timing of released time courses**.**
3. Treat participating students as in attendance during released time, for state reporting purposes.
4. Incur no financial responsibility for LifeWise Academy courses, staff, equipment, or materials.

V. Student & Parent/Guardian Responsibilities

- Parents/guardians must provide written consent before a student may participate.
- Students are responsible for completing all missed schoolwork during released time absences.

VI. Term & Termination

- This MOU shall take effect upon execution by both parties and shall remain in effect for one (1) academic year, renewable annually upon mutual agreement.
- Either party may terminate this MOU with thirty (30) days' written notice.

VII. General Provisions

1. This MOU does not create an employment, partnership, or agency relationship between the District and LifeWise Academy.
2. Both parties agree to comply with all applicable federal, state, and local laws.
3. The District shall not be liable for any claims arising from activities conducted outside its control or supervision.

Signatures

Yukon Public Schools

By: _____

Name:

Title:

Date:

LifeWise

By: _____

Name: Jeff Peterson

Title: Vice President, Operations

Date: 9-39-2025

Partner Location

This Agreement is entered into as of October 6, 2025, by and between **Not Your Average Joe Inc.**, an Oklahoma nonprofit corporation of 1100 N. Classen Dr., Suite 204, Oklahoma City, OK 73103 ("NYAJ"), and Independent School District No. 27 of Canadian County, Oklahoma, also known as **Yukon Public Schools**, with its principal office at 600 Maple Street, Yukon, OK 73099 ("Operator").

Not Your Average Joe is extremely grateful for the opportunity to partner with you on a licensed location. The mission of NYAJ is to inspire our community by including students and adults with intellectual, developmental, and physical disabilities in the creation of exceptional coffee in an encouraging atmosphere. The Partner Location model extends the mission of inclusion through equipping exceptional operators in order to more intentionally impact the community they are located in.

1. **Purpose.** The purpose of this Agreement is to establish a licensing arrangement for YPS to operate a **Not Your Average Joe (NYAJ) branded coffee shop** within Yukon Public Schools facilities, specifically Yukon High School. A pop up is allowed provided it is on brand. This Agreement furthers NYAJ's mission of providing inclusionary employment for those with a diagnosed disability while granting YPS operational responsibility and financial opportunity. It outlines the roles, responsibilities, and commitments to support the success of this location for both parties.

2. **Grant of License**

   a. NYAJ grants YPS a **non-exclusive, non-transferable license** to operate under the NYAJ name, brand, logos, and trademarks solely for the operation of a school-based NYAJ coffee shop at YHS.

   b. The license is limited to one location at **Yukon High School (or specified site)** and one pop up tent/location at a time.

   c. The license term shall be **from October 6, 2025**, through July 31, 2027, automatically renewable for successive one-year terms (August 1-July 31) upon mutual written consent.



Partner Location

3. Responsibilities of the Parties

3.1 Yukon Public Schools (Licensee)

YPS shall:

- Assume **full operational responsibility**, including staffing, payroll, scheduling, training, and day-to-day management as well as any operational requirements mandated by law including workers compensation and liability insurance. Specifically, the Operator will hire a manager and NYAJ will provide said manager and up to four supervisors with off site and on site training each semester. Additional training is available

- Comply with all applicable health, safety, and employment laws.

- Ensure employees (students and staff) maintain professional standards aligned with NYAJ's values of inclusion for all abilities, radical hospitality, and pursuit of excellence.

- Cover costs related to labor, utilities, linens, insurance, and supplies.

- YPS shall maintain appropriate liability insurance for its operations and name NYAJ as an additional insured.

- Purchase all items for sales in the coffee shop through NYAJ as well as branded cups. Other items may through discussion and agreement be purchased from other vendors with written consent from NYAJ.

- Expedite necessary electrical, plumbing and other logistical needs as well as any purchase orders in order to become fully operational this fall semester.



Partner Location

3.2 Not Your Average Joe (Licensor)

NYAJ shall provide:

- **Equipment support**: initial consultation on equipment sourcing, layout, and required modifications. This includes specialty coffee equipment and the Point of Sale system. NYAJ will also teach preventive maintenance and cleanliness routines.

- **Branding, marketing and mission support**: provision of approved signage, logo usage guidelines, marketing templates, and promotional support as well as specialized training and ongoing support of the mission to include people of all abilities in the coffee shop workforce.

- **Training and onboarding support**: NYAJ's manual and in person training for operating a successful coffee shop (staffing, budgeting/pricing, culture), producing exceptional coffee (menu and bar flow) and related beverages, best practices for side by side inclusionary employment for those with disabilities, and providing next level customer service.

- **Ongoing brand support and oversight**, including periodic site visits to ensure adequate training and adherence to brand standards. If the Operator fails to uphold the standards of NYAJ, a written request to rectify will be delivered and the Operator will have 15 days to address. NYAJ will have access to the POS reports (not financial accounts) so as to help YPS identify best practices and quantify/reduce expenses.

- **Timely delivery of products and services.** NYAJ will deliver products at least weekly. These will need to be ordered on Thursday by noon and will be delivered no later than the following Wednesday, barring weather conditions or supply chain shortages. NYAJ will provide instruction on how to manage par so as to limit any product service interruptions but to also limit waste.

  NOTE: NYAJ will help the Operator with any warranty issue to the best of their ability. NYAJ will also provide warrantied work if and when possible on the espresso and coffee equipment. The Operator will be responsible for any parts and labor outside of warranties. NYAJ will discount its services by 25% if these are ever needed but will also refer other vendors if needed.

  .



Partner Location

4. **Brand Standards**

a. YPS agrees to operate in strict accordance with NYAJ's **brand standards** regarding quality of product, customer experience, inclusivity, signage, logos, and marketing materials.
b. All promotional materials must be pre-approved by NYAJ to ensure consistency with NYAJ's image and mission.
c. Unauthorized modification of the brand, menu, or logo is prohibited.

5. **Financial Requirements**

a. The Operator agrees to a timely purchase of all the equipment necessary to operate a Partner Location of NYAJ within the next 60 days. Attachment A lists all equipment. NOTE: Additional tariff pricing could occur and is out of the control of NYAJ. Prices listed are as of today.
b. The Operator has also agreed to make sure the space has adequate electrical, plumbing and HVAC as well as access to cleaning supplies.
c. The Operator agrees to purchase all coffee and food supplies through NYAJ unless otherwise agreed in writing.
d. The Operator agrees to the following expenses:
- Delivery and Install of equipment: $10,000.
- Set up, layout, compliance and training: $10,000.

e. Licensing fee of $250/month plus 1% of gross if above $20k/mo
f. Marketing fee of $250/month plus 1% of gross if above $20k/mo
g. Consulting fee of $250/month plus 1% of gross if above $20k/mo
h. Vendor fees such as DripOS and others are paid directly to vendors.
All payments due to NYAJ are on NET 14 unless agreed otherwise in writing.

6. **Intellectual Property.** The Operator acknowledges that all intellectual property, including but not limited to branding, logos, menu items, training systems, marketing materials, drink recipes, and slogans remain the sole and exclusive property of NYAJ. Use of these assets are provisional during the term of this or subsequent agreements.

7. **Confidentiality.** Both parties agree to maintain the confidentiality of all sensitive information (with a specific emphasis on SOPs, menus and financial arrangement) shared during this Contract and to use such information solely for purposes related to the success of a Partner Location. Of course, we hope parties show the world what this type of collaboration can do. This confidentiality obligation shall survive the termination of this Contract.



Partner Location

8. **Term and Termination.**

   a. The license term shall be **from October 6, 2025**, through July 31, 2026 and is automatically renewable for successive one-year terms (August 1-July 31) upon mutual written consent. Rates may vary based upon inflation, etc.
   b. Immediate termination by NYAJ may occur if:
      i. YPS materially breaches brand standards, after notice to rectify, OR
      ii. YPS engages in conduct that harms NYAJ's reputation or mission.

9. **Conflict Resolution**

   a. The Parties agree to resolve disputes first through **good-faith discussions** between designated representatives.
   b. If unresolved, disputes shall be submitted to **non-binding mediation** in Oklahoma County before pursuing legal remedies.
   c. Governing law: **State of Oklahoma**.

   d. Each Party shall indemnify and hold harmless the other from claims arising from its own acts or omissions.

Let's dispense caffeine and hope together.

This Contract shall be signed by Tim Herbel, Executive Director of Not Your Average Joe, Inc., and Keith Sinor, Superintendent of Yukon Public Schools.

IN WITNESS WHEREOF, the parties have executed this Contract as of the Effective Date written above.

By: _____ Date: _____
Tim Herbel
Executive Director of Not Your Average Joe

By: _____ Date: _____
Keith Sinor
Superintendent of Yukon Public Schools

Out of State Travel Request



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Justin

Raper

School employee requesting trip.

Date of Request required

10/03/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Name of Organization, Grade required

Girls and Boys Cross Country

Title of Conference or Event required

Chile Pepper Festival

Travel Destination required

Fayetteville, Arkansas

(City, State)

Departure Date of Trip required

10/03/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Departure Time required

11:00 AM

Return Date of Trip required

10/04/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Number of Days required

2

Means of Transportation required

- [ ] Airline
- [x] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

16-24

Number of Parents/Guardians Attending required

0

Age of Students required

14-18

Place, Purpose, and Nature of the Trip required

University of Arkansas in Fayetteville for the Chile Pepper Festival Cross Country Meet. This will be the 4th year in a row we have attended this meet.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$200 - $400 P.O. 660491

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$1,209.40 Paid by Booster Club

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

$600 paid by Booster Club

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

$0

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

$75 x 4 coaches $300

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This meet has been a great team building meet for our teams. It has also given them the opportunity to compete against some really good competition. They come back better and more confident and ready for the remainder of the season, they look forward to this trip.

Attachments

Upload Schedule of Events: Chilie Pepper Schedule.pdf
Upload Itinerary: Tentative Itinerary for Cross Country trip to Chile Pepper 2025.docx.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/08/2025 at 08:15 AM
Submitted By	Justin Raper

Workflow Steps

Completed	1	Signed by Justin Raper on 09/08/2025 at 08:16 AM **Signature:** Justin Raper
Completed	2	Approved by Melissa Barlow on 09/08/2025 at 10:48 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Justin Raper

----DRAFT----

Out of State Travel Request



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Joseph | Schneider

School employee requesting trip.

Date of Request required

09/09/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Name of Organization, Grade required

Yukon Wrestling Team

Title of Conference or Event required

Reno Nevada Wrestling Tournament

Travel Destination required

RENO Nevada Convention Center

(City, State)

Departure Date of Trip required

12/18/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Departure Time required

6:00am

Return Date of Trip required

12/21/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

18

Number of Parents/Guardians Attending required

4

Age of Students required

Freshmen to Seniors

Place, Purpose, and Nature of the Trip required

The event takes place at the Reno, Nevada Convention center. This is an amazing Wrestling Tournament that has over 100 teams invited. It is a chance for our student/athletes to see different competition from all across the country. The high school wrestlers will be wrestling side by side on mats with college athletes and this gives a chance for college coaches to see our athletes.
We have traveled to this event many times before and our team has had great success.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

Athletics covers Entry Fee

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

Covered by Booster Club

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

Flying Southwest airlines- Booster club covers cost

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

Booster Pays for Food and Lodging

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

Not needed

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

We will be able to view the practices, procedures and culture from several teams across the country. The trip also provides a chance for us to build a positive team culture for own team. It also provides real world educational experiences for our student athletes.

Attachments

Upload Schedule of Events: Out-of-State-Request Reno 2025.docx.pdf
Upload Itinerary: RENO travel itinerary and information 2025.docx.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/10/2025 at 08:53 AM
Submitted By	Joseph Schneider

Workflow Steps

Completed	1	Signed by Joseph Schneider on 09/10/2025 at 08:53 AM **Signature:** Joseph Schneider
Completed	2	Approved by Melissa Barlow on 09/10/2025 at 01:39 PM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Joseph Schneider

----DRAFT----

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587 | hr@yukonps.com

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Ryan | McLaughlin

School employee requesting trip.

Date of Request required

09/26/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Name of Organization, Grade required

Yukon Public Schools

Title of Conference or Event required

CharacterStrong Tier 2 Certification Training

Travel Destination required

Plano, Texas

(City, State)

Departure Date of Trip required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Departure Time required

3:00pm

Return Date of Trip required

10/28/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Number of Days required

3

Means of Transportation required

- [ ] Airline
- [x] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

0

Place, Purpose, and Nature of the Trip required

This is a group of district personnel including the Director of Elementary Education, the Asst. Director of Special Services, the LEAP teacher coach, a school psychometrist, two principals and two counselors. We are traveling to Plano to attend the CharacterStrong Tier 2 Certification Training. This will equip this team to create a new system of behavior interventions and supports for our teams in the PK-6 schools.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$999/261047

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$356 / 261179

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

$150 for district vehicle/ 261196

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

$200

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This is Tier 2 Certification Training from CharacterStrong. This team of 8 will come back to Yukon equipped to start a tiered system of behavior supports at their school sites. The special services team members will be able to establish common tier 2 behavior language, supports, and interventions across our district using the CharacterStrong curriculum that has already been widely successful in Yukon.

Attachments

Upload Schedule of Events: CST2-Certification-Training-Agenda.pdf
Upload Itinerary: Character Strong Tier 2 Certification Training.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/26/2025 at 11:17 AM
Submitted By	Ryan McLaughlin

Workflow Steps

Completed	1	Signed by Ryan McLaughlin on 09/26/2025 at 11:17 AM **Signature:** RYAN MCLAUGHLIN
Completed	2	Approved by Adam Jewell on 09/26/2025 at 03:50 PM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Ryan McLaughlin

----DRAFT----

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587 | hr@yukonps.com

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Shannon Dutton

School employee requesting trip.

Date of Request required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Name of Organization, Grade required

Yukon Public Schools

Title of Conference or Event required

Character Strong Tier 2 Certification Training

Travel Destination required

Plano, Texas

(City, State)

Departure Date of Trip required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Departure Time required

3:30pm

Return Date of Trip required

10/28/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Number of Days required

3

Means of Transportation required

- [ ] Airline
- [x] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

NA

Place, Purpose, and Nature of the Trip required

This is a group of district personnel including the Director Elementary Education, the Asst. Director of Special Services, the LEAP teacher coach, a school psychometrist, two principals, and two counselors. We are traveling to Plano to attend the Character Strong Tier 2 Certification Training. This will equip this team to create a new system of behavior interventions and supports for our teams in the PK-6 schools.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$999/261047

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$356/261179

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

0

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

$200

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This is Tier 2 Certification Training from Character Strong. This team of 8 will come back to Yukon equipped to start a tiered system of behavior supports at their schools sites. The special services team members will be able to establish common tier 2 behavior language, supports, and interventions across our district using the Character Strong curriculum that has already been widely successful in Yukon.

Attachments

Upload Schedule of Events: Character Strong Tier 2 Certification Training.pdf
Upload Itinerary: CST2-Certification-Training-Agenda.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/26/2025 at 03:55 PM
Submitted By	Shannon Dutton

Workflow Steps

Completed	1	Signed by Shannon Dutton on 09/26/2025 at 03:56 PM **Signature:** Shannon Dutton
Completed	2	Approved by Scott Hein on 09/29/2025 at 07:26 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Shannon Dutton

----DRAFT----

Out of State Travel Request



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Scott | Hein

School employee requesting trip.

Date of Request required

09/02/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Name of Organization, Grade required

Yukon Public Schools

Title of Conference or Event required

CharacterStrong Tier 2 Certifcation Training

Travel Destination required

Plano, Texas

(City, State)

Departure Date of Trip required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Departure Time required

3:30 PM

Return Date of Trip required

10/28/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Number of Days required

3

Means of Transportation required

- [ ] Airline
- [x] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

N/A

Place, Purpose, and Nature of the Trip required

This is a group of district personnel including the Director of Elementary Education, the Asst. Director of Special Services, the LEAP teacher coach, a school psychometrist, two principals and two counselors. We are traveling to Plano to attend the CharacterStrong Tier 2 Certification Training. This will equip this team to create a new system of behavior interventions and supports for our teams in the PK-6 schools.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$999 / 261047

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$356 / 261179

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

$150 for district vehicle / 261196

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

$200

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This is Tier 2 Certification Training from CharacterStrong. This team of 8 will come back to Yukon equipped to start a tiered system of behavior supports at their school sites. The special services team members will be able to establish common tier 2 behavior language, supports, and interventions across our district using the CharacterStrong curriculum that has already been widely successful in Yukon.

Attachments

Upload Schedule of Events: CST2-Certification-Training-Agenda.pdf
Upload Itinerary: Character Strong Tier 2 Certification Training.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/23/2025 at 12:35 PM
Submitted By	Scott Hein

Workflow Steps

Completed	1	Signed by Scott Hein on 09/23/2025 at 12:35 PM **Signature:** Scott J. Hein
Completed	2	Approved by Desarae Witmer on 09/23/2025 at 02:28 PM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Scott Hein

----DRAFT----

Out of State Travel Request



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Sarah | Workun

School employee requesting trip.

Date of Request required

08/22/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Name of Organization, Grade required

Yukon Band

Title of Conference or Event required

BOA Grand Nationals

Travel Destination required

Indianapolis, Indiana

(City, State)

Departure Date of Trip required

11/12/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Departure Time required

10:00 PM

Return Date of Trip required

11/16/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Number of Days required

4

Means of Transportation required

- [ ] Airline
- [ ] School Vehicle
- [x] Private Vehicle

Number of Students Participating required

200

Number of Parents/Guardians Attending required

20

Age of Students required

14-18

Place, Purpose, and Nature of the Trip required

Indianapolis, Indiana, Bands of America Grand Nationals Marching Band Contest

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

900 (paid by band boosters)

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

50,000 (Paid by Band Boosters)

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

75,000 (Paid by Band Boosters)

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

n/a

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

paid by district (activity expense)

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

BOA marching band championships are the premier events for marching band in the nation. BOA's marching band shows offer positively life-changing experience.

Attachments

Upload Schedule of Events: BOA Concert Band Festival Itinerary (2).pdf
Upload Itinerary: Yukon HS-BOA Indy.doc

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/02/2025 at 09:29 AM
Submitted By	Sarah Workun

Workflow Steps

Completed	1	Signed by Sarah Workun on 09/02/2025 at 09:30 AM **Signature:** Sarah Workun
Completed	2	Approved by Karyn Garcia on 09/03/2025 at 09:17 PM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Sarah Workun

----DRAFT----

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Alison | Bryiant

School employee requesting trip.

Date of Request required

09/24/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Name of Organization, Grade required

Yukon Public Schools

Title of Conference or Event required

CharacterStrong Tier 2 Certification Training

Travel Destination required

Plano, Texas

(City, State)

Departure Date of Trip required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Departure Time required

3:30 PM

Return Date of Trip required

10/28/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Number of Days required

3

Means of Transportation required

- [ ] Airline
- [ ] School Vehicle
- [x] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

N/A

Place, Purpose, and Nature of the Trip required

This is a group of district personnel, including the Director of Elementary Education, the Asst. Director of Special Services, the LEAP teacher coach, a school psychometrist, two principals, and two counselors. We are traveling to Plano to attend the CharacterStrong Tier 2 Certification Training. This will equip this team to create a new system of behavior interventions and supports for our teams in PK-6 schools.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$999/ 261047

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$392/ 261179

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

0

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

$200

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This is Tier 2 Certification Training from CharacterStrong. This team of 8 will come back to Yukon equipped to start a tiered system of behavior supports at their school sites. The special services team members will be able to establish common Tier 2 behavior language, supports, and interventions across our district using the CharacterStrong curriculum that has already been widely successful in Yukon.

Attachments

Upload Schedule of Events: CST2-Certification-Training-Agenda.pdf
Upload Itinerary: Character Strong Tier 2 Certification Training.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/24/2025 at 09:05 AM
Submitted By	Alison Bryiant

Workflow Steps

Completed	1	Signed by Alison Bryiant on 09/24/2025 at 09:06 AM **Signature:** Alison Bryiant
Completed	2	Approved by Amy Beams on 09/24/2025 at 10:22 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Alison Bryiant

----DRAFT----

Out of State Travel Request

YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405.354.2587 | hr@yukonps.com

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Ashley | Gonzales

School employee requesting trip.

Date of Request required

09/27/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Name of Organization, Grade required

Yukon Public Schools

Title of Conference or Event required

Character Strong Tier 2 Training

Travel Destination required

Plano, Texas

(City, State)

Departure Date of Trip required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Departure Time required

3:30pm

Return Date of Trip required

10/28/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Number of Days required

3

Means of Transportation required

- [ ] Airline
- [x] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

0

Place, Purpose, and Nature of the Trip required

This is a group of district personnel including the Director of Elementary Education, the Assistant Director of Special Services, the LEAP Teacher coach, a School Psychologist, two principals and two counselors. We are traveling to Plano to attend the Character Strong Tier 2 Certification training. This will equip this team to create a new system of behavior interventions and supports for our teams in the Prek-6 schools.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$999/261047

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$392/ 261779

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

$150/ district vehicle

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

$200

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This is a Tier 2 certification training from Character Strong. This team of 8 will come back to Yukon equipped to start a new tiered system of behavior supports at their school sites. The special services team members will be able to establish common tier 2 behavior language, supports, and interventions across our district using the Character Strong curriculum that has already been widely successful in Yukon.

Attachments

Upload Schedule of Events: Character Strong Tier 2 Certification Training.pdf
Upload Itinerary: CST2-Certification-Training-Agenda.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/27/2025 at 06:42 PM
Submitted By	Ashley Gonzales

Workflow Steps

Completed	1	Signed by Ashley Gonzales on 09/27/2025 at 06:42 PM **Signature:** Ashley Gonzales
Completed	2	Approved by Shannon Dutton on 09/29/2025 at 08:21 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Ashley Gonzales

----DRAFT----

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Christina | Browder

School employee requesting trip.

Date of Request required

09/24/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Name of Organization, Grade required

Yukon Public Schools

Title of Conference or Event required

CharacterStrong Tier 2 Certification Training

Travel Destination required

Plano, Texas

(City, State)

Departure Date of Trip required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Departure Time required

3:30 PM

Return Date of Trip required

10/28/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Number of Days required

3

Means of Transportation required

- [ ] Airline
- [ ] School Vehicle
- [x] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

N/A

Place, Purpose, and Nature of the Trip required

This is a group of district personnel including the Director of Elementary Education, the Asst. Director of Special Services, the LEAP teacher coach, a school psychometrist, two principals and two counselors. We are traveling to Plano to attend the CharacterStrong Tier 2 Certification Training. This will equip this team to create a new system of behavior interventions and supports for our teams in the PK-6 schools.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$999/261047

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$392/261179

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

$400/261195

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

$200

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This is Tier 2 Certification Training from CharacterStrong. This team o f8 will come back to Yukon equipped to start a tiered system of behavior supports at their school sites. The special services team members will be able to establish common tier 2 behavior language, supports, and interventions across our district using the CharacterStrong curriculum that has already been widely successful in Yukon.

Attachments

Upload Schedule of Events: CST2-Certification-Training-Agenda.pdf
Upload Itinerary: Character Strong Tier 2 Certification Training.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/24/2025 at 07:18 AM
Submitted By	Christina Browder

Workflow Steps

Completed	1	Signed by Christina Browder on 09/24/2025 at 07:18 AM **Signature:** Christina Browder
Completed	2	Approved by Amy Beams on 09/24/2025 at 10:22 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Christina Browder

----DRAFT----

Out of State Travel Request



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Heather | Pope

School employee requesting trip.

Date of Request required

09/26/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Name of Organization, Grade required

Yukon Public Schools

Title of Conference or Event required

CharacterStrong Tier 2 Certification Training

Travel Destination required

Plano, TX

(City, State)

Departure Date of Trip required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Departure Time required

3:30 PM

Return Date of Trip required

10/28/2025 Allowed format is MM/DD/YYYY Ex: 09/29/2025

Number of Days required

3

Means of Transportation required

- [ ] Airline
- [x] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

N/A

Place, Purpose, and Nature of the Trip required

This is a group of district personnel including the Director of Elementary Education, Asst. Director of Special Services, the LEAP teacher coach, a school psychometrist, two principals, and two counselors. We are traveling to Plano to attend the CharacterStrong Tier 2 Certification Training. This will equip this team to create a new system of behavior interventions and supports for our teams in the PK-6 schools.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$999/261047

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$392/261179

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

0

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

$200

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This is Tier 2 Certification Training from CharacterStrong. This team of 8 will come back to Yukon equipped to start a tiered system of behavior supports at their school sites. The special services team members will be able to establish common tier 2 behavior language, supports, and interventions across our district using the CharacterStrong curriculum that has already been widely successful in Yukon.

Attachments

Upload Schedule of Events: CST2-Certification-Training-Agenda.pdf
Upload Itinerary: Character Strong Tier 2 Certification Training.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/26/2025 at 11:50 AM
Submitted By	Heather Pope

Workflow Steps

Completed	1	Signed by Heather Pope on 09/26/2025 at 11:50 AM **Signature:** Heather Pope
Completed	2	Approved by Shila Dobbins on 09/28/2025 at 10:46 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Heather Pope

----DRAFT----

Out of State Travel Request

This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Ivy | Boyce

School employee requesting trip.

Date of Request required

09/24/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Name of Organization, Grade required

Yukon Public Schools

Title of Conference or Event required

Character Strong Tier 2 Certification Training

Travel Destination required

Plano, Texas

(City, State)

Departure Date of Trip required

10/26/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Departure Time required

3:30pm

Return Date of Trip required

10/28/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Number of Days required

3

Means of Transportation required

- [ ] Airline
- [ ] School Vehicle
- [x] Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

N/A

Place, Purpose, and Nature of the Trip required

This is a group of district personnel including the Director of Elementary Education, the Asst. Director of Special Services, the LEAP teacher coach, a school psychologist, two principals, and two counselors. We are traveling to Plano to attend the CharacterStrong Tier 2 Certification Training. This will equip this team to create a new system of behavior interventions and supports for our team in the PK-6 schools.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

$999 / 261047

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

$392 / 261179

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

0

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

200

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This is Tier 2 Certification Training from CharacterStrong. This team of 8 will come back to Yukon equipped to start a tiered system of behavior supports at their school sites. The special services team members will be able to establish common tier 2 behavior language, supports, and interventions across our district using the character strong curriculum that has already been widely successful in Yukon.

Attachments

Upload Schedule of Events: CST2-Certification-Training-Agenda.pdf
Upload Itinerary: Character Strong Tier 2 Certification Training.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/24/2025 at 03:40 PM
Submitted By	Ivy Boyce

Workflow Steps

Completed	1	Signed by Ivy Boyce on 09/24/2025 at 03:40 PM **Signature:** Ivy Boyce
Completed	2	Approved by Amy Beams on 09/25/2025 at 06:28 PM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Ivy Boyce

----DRAFT----

Out of State Travel Request



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Dustin Mason

School employee requesting trip.

Date of Request required

09/29/2025 Allowed format is MM/DD/YYYY Ex: 09/30/2025

Name of Organization, Grade required

Yukon Mens Wrestling

Title of Conference or Event required

Reno Tournament of Champions

Travel Destination required

Reno Nevada

(City, State)

Departure Date of Trip required

12/18/2025 Allowed format is MM/DD/YYYY Ex: 09/30/2025

Departure Time required

4:00 A.M.

Return Date of Trip required

12/21/2025 Allowed format is MM/DD/YYYY Ex: 09/30/2025

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

20

Number of Parents/Guardians Attending required

Four

Age of Students required

9th-12th

Place, Purpose, and Nature of the Trip required

The event takes place at the Reno, Nevada Convention center. This is an amazing Wrestling Tournament that has over 100 teams invited. It is a chance for our student/athletes to see different competition from all across the country. The high school wrestlers will be wrestling side by side on mats with college athletes and this gives a chance for college coaches to see our athletes.
We have traveled to this event many times before and our team has had great success.

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

Athletics covers entry fee

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

Covered by booster

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

Flying Southwest Airlines. Booster covers cost

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

Booster pays for food and lodge

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

Athletics

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

We will be able to view the practices, procedures and culture from several teams across the country. The trip also provides a chance for us to build a positive team culture for own team. It also provides real world educational experiences for our student athletes.

Attachments

Upload Schedule of Events: Reno Tournament of Champions 2025.docx.pdf
Upload Itinerary: RENO+travel+itinerary+and+information+2025.docx.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/29/2025 at 09:54 AM
Submitted By	Amy Haberzettle

Workflow Steps

Revision Req.	1	Revision Requested by Amy Haberzettle on 09/29/2025 at 09:54 AM **Signature:** Submitted on behalf of D Mason
Forthcoming	2	Approval by Supervisor: Rebecca Middaugh + 6
Forthcoming	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable
Completed	1	Signed by Amy Haberzettle on 09/29/2025 at 09:55 AM **Signature:** Digitally signed on behalf of D Mason
Completed	2	Approved by Melissa Barlow on 09/29/2025 at 10:49 AM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD

Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Dustin Mason

----DRAFT----

Out of State Travel Request



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name required

Aubri Guthrie

School employee requesting trip.

Date of Request required

09/29/2025 Allowed format is MM/DD/YYYY Ex: 09/30/2025

Name of Organization, Grade required

high school wrestling

Title of Conference or Event required

Reno Tournament or Champions

Travel Destination required

Reno, Nevada

(City, State)

Departure Date of Trip required

12/18/2025 Allowed format is MM/DD/YYYY Ex: 09/30/2025

Departure Time required

6:20am

Return Date of Trip required

12/21/2025 Allowed format is MM/DD/YYYY Ex: 09/30/2025

Number of Days required

4

Means of Transportation required

- [x] Airline
- [ ] School Vehicle
- [ ] Private Vehicle

Number of Students Participating required

16

Number of Parents/Guardians Attending required

4

Age of Students required

15-18

Place, Purpose, and Nature of the Trip required

Reno, Nevada for the Reno tournament of champions

COST ANALYSIS

If a booster club is paying an amount is required. If an activity fund is being used, a requisition number and amount are required.

Registration Costs / Requisition Number: required

Athletics

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

Booster

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

Booster

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

Per diem (meals, taxi/uber, parking): required

Booster

https://www.gsa.gov/travel/plan-book/per-diem-rates

Cost of a Substitute: required

District

Will Participation Lead to Further Competition?

- [ ] Yes
- [x] No

If Yes, Explain

Educational Benefits required

This wrestling tournament is one of the most prestigious tournaments in the country and has over 100 teams invited to attend. The tournament director makes personal invites to teams across the country, which have done exceptionally well in their particular class or division. This will be our 7th time attending this event. In past years Yukon has placed in the top 10 as a team and many individuals have either earned All-American honors or become National Champions.

Attachments

Upload Schedule of Events: RENO+travel+itinerary+and+information+2025.docx.pdf
Upload Itinerary: RENO+travel+itinerary+and+information+2025.docx.pdf

Workflow

Attached Workflow	Out of State Travel Request
Current Status	Submitted
Submitted Date	09/29/2025 at 01:10 PM
Submitted By	Aubri Guthrie

Workflow Steps

Completed	1	Signed by Aubri Guthrie on 09/29/2025 at 01:10 PM **Signature:** Aubri Guthrie
Completed	2	Approved by Tracy Sowinski on 09/29/2025 at 01:15 PM
Current	3	Review by Group: Superintendent's Office
Forthcoming	4	TBD
Forthcoming	5	Approval by William Simeroth
Forthcoming	6	Review by Group: Superintendent's Office
Forthcoming	7	Review by Group: Business Office - Accounts Payable

Aubri Guthrie

----DRAFT----

YUKON PUBLIC SCHOOLS

Business Office
600 Maple Street, Yukon, OK 73099
Ph: **405.354.2587 | *Fax:* 405.265.1398**

ACTIVITY FUND

Sub- Account Transfer Request

Date: 9/29/25

FROM:

ACCOUNT NAME: CENTRAL ELEMENTARY ART

ACCOUNT NUMBER: 971-011

Amount: 230.00

TO:

ACCOUNT NAME: RANCHWOOD ELEMENTARY PTO

ACCOUNT NUMBER: 974-011

REASON FOR TRANSFER: Deposited to wrong acct by finance dept. Transaction occurred on 8/19/25 Deposit # 3138. LG

Principal: L Gallagher

Director:

CFO:

Superintendent:

Board of Education:

DEPOSIT TICKET

Yukon Public Schools District I-27 Canadian County
600 Maple Street
Yukon, OK 73099

Fiscal Year: 2025-2026

Date: 08/19/2025

Deposit No.	**3138**
JE No.	**176**
Cash	**$120.00**
Checks	**$215.00**
Credit	**$0.00**
Other	**$0.00**
Total	**$335.00**

Memo: Morgan Nichols

Bank Account Elem Activity Fund Operating Acct 2496542

Yukon Public Schools District I-27 Canadian County **Yukon, OK 73099**

DESCRIPTION

Account	Description	Amount	Receipt/Reference
60.971.1950.000.971.0000.000.105.971011	Snack Cards and Shirts	$230.00	11958
60.974.1950.000.974.0000.000.120.974006	Yearbooks	$105.00	11958
		$335.00	

YUKON PUBLIC SCHOOLS DISTRICT I-27 CANADIAN COUNTY

Receipt Number: 11958
Payment Date: 8/19/2025

Total: $335.00
Check Number: 0

Paid By
Morgan Nichols

Description	Account	Grant Project	Total
Snack Cards and Shirts	60.971.1950.000.971.0000.000.105.971011		$230.00
Yearbooks	60.974.1950.000.974.0000.000.120.974006		$105.00

Cash:	$120.00
Check:	$215.00
Credit:	$0.00
Total:	**$335.00**

End of Report

Activity Fund Deposit

	Name	Date	Site
	Morgan Nichols	8/19/2025	Ranchwood

	Batch #	Acct #	Account Name	Source of Revenue with Receipt #'s
	#1	974011	Ranchwood PTO	Breast Cards & Shirts (380886-380893)
	#2	974006	Ranchwood Activity	Yearbook (380894-380897)
	#3			
	#4			
	#5			
	#6			
	#7			
	#8			
	#9			
	#10			

Currency Recap Per Activity - - # of Bills

	Batch #	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
	Totals/Acct	974011	974006								
100.00	0										
50.00	0										
20.00	3	3									
10.00	1		1								
5.00	10	3	7								
2.00	0										
1.00	0										

Coins Recap Per Activity - - # of Coins

	Batch #	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
	Totals/Acct	974011	974006								
1.00	0										
0.50	0										
0.25	0										
0.10	0										
0.05	0										
0.01	0										

Deposit Slip Tabulation - - Summary & Per Activity

	Batch #	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
	Totals/Acct	974011	974006								
100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20.00	60.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10.00	10.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.00	50.00	15.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Currency	120.00	75.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Coins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Checks	216.00	155.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deposit	336.00	230.00	105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Checks Recap Per Activity - - # of Checks

Batch #	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	Batch #
# of Cks	974011	974006									# of Cks
1	20.00	30.00									1
2	55.00	15.00									2
3	80.00	15.00									3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14
15											15
16											16
17											17
18											18
19											19
20											20
21											21
22											22
23											23
24											24
25											25
26											26
27											27
28											28
29											29
30											30
31											31
32											32
33											33
34											34
35											35
36											36
37											37
38											38
39											39
40											40
41											41
42											42
43											43
44											44
45											45
46											46
47											47
48											48
49											49
50											50
Totals	155.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215.00
Ck Count	3	3									6
Batch #	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	Batch #
Acct #	974011	974006									Acct #

ITEM FOR CONSIDERATION
Board of Education Meeting
(9/29/2025)

TOPIC: Resolution to sell real estate at 611 Garth Brooks Blvd, Yukon, OK:

RATIONALE FOR RECOMMENDATION: Property was approved for surplus at June 2025 board meeting. This resolution would allow James Edwards, COO to sign the document for the district to sell the real estate.

FISCAL NOTE: Net $136,945.92 from sell to be used for special education transition program.

CONTACT PERSON: James Edwards

RESOLUTION

Whereas, Independent School District No. 27 of Canadian County, Oklahoma a/k/a Yukon Public Schools ("District") has determined that the property located at 611 Garth Brooks Blvd, Yukon, Oklahoma is no longer needed for school purposes;

Whereas, the District desires to sell the property located at 611 Garth Brooks Blvd, Yukon, Oklahoma;

Now therefore be it resolved that: James Edwards, Chief Operations Officer, is hereby authorized to negotiate and execute all necessary documents, including but not limited to the deed and closing documents, for the selling of the real estate located at 611 Garth Brooks Blvd, Yukon, Oklahoma on terms and conditions approved by the District's Board of Education.

FUND RAISING OR SOLICITATION REQUEST

Date:	09/25/2025
Organization:	Lakeview Intermediate School

Employee making request:

Full Name	Samuel Summers

Describe the Fund-Raising event:

Scoot's Italian Ice will bring treats once a month to sell to the students for $3 and LIS will get a percentage of the proceeds.

Beginning Date:	09/25/2025
Ending Date:	05/31/2025
If items are to be sold, when will they be distributed, and by whom?	Scoots Italian Ice
Can items be purchased locally?	N/A
Where will they be purchased?	Scoot's Italian Ice

Will students be utililized?

- [x] Yes
- [ ] No

If so, how & when?

Students will bring $3 and purchase Italian Ice from Scoot's employees in the cafeteria.

Who will handle the money?	Scoots employees; Tasha Smith
Will money be deposited in Student Activity Account?	Yes
Percentage of Profit?	20%
Estimated Revenue	1000

How are proceeds to be used? (Be specific)

Funds will be used to purchase student supplies, student incentives, and building wide improvements.

Fund raising events to date: (current school year)	0
Fund raising planned for remainder of year: (only 1 product sale)	0

Attached Workflow	Direct Rpt > Supervisor > Executive Director > Act Acct Manager > Supt. Office
Current Status	Submitted

Submitted By	Samuel Summers
Submitted Date	09/24/2025 at 03:20 PM

Workflow Steps

1. Signed by Samuel Summers on 09/24/2025 at 3:20 PM
   Signature: Sam Summers
2. Approved by Adam Jewell on 09/29/2025 at 09:32 AM
3. *Sub-Workflow*
   Approved by Adam Jewell on 09/29/2025 at 09:32 AM
4. Approved by Matthew Gindhart on 09/29/2025 at 09:34 AM
5. Approval Group:

Fundraising or Solicitation Request

This form is accepted and voted on by the Board of Education once a year. It must be submitted to the Board secretary no later than 12:00 p.m. on Wednesday, prior to the September Board of Education meeting (see posted Board Meeting dates for current year).

Date: required

08/22/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Organization: required

Not Your Average Joe Coffee Shop at YHS

Full Name required

Melissa Barlow

Employee making request:

Describe the Fund-Raising event: required

Yukon High School is thrilled to announce an exciting partnership with Not Your Average Joe to open a full-service coffee shop right on our campus! This innovative project goes far beyond serving coffee — it's about building community, inclusion, and opportunity.
The coffee shop will provide meaningful, real-world job experiences for our students, with a special focus on creating side-by-side learning opportunities for students in special education and their peers. Together, they'll gain valuable life and work skills in a supportive and inclusive environment.

Beginning Date: required

09/02/2025 Allowed format is MM/DD/YYYY Ex: 09/26/2025

Ending Date: required

05/20/2026 Allowed format is MM/DD/YYYY Ex: 09/26/2025

If items are to be sold, when will they be distributed, and by whom? required

Items will be sold throughout the school day, per a pre-designed schedule

Can items be purchased locally? required

Yes

Where will they be purchased? required

Not Your Average Joe will be the supplier

Will students be utililized? required

- [x] Yes
- [ ] No

If so, how & when? required

Students will work in various capacities in the coffee shop.

Who will handle the money? required

Students, Paraprofessionals, Financial Secretary and Principal or Designee

Will money be deposited in Student Activity Account? required

Yes

Percentage of Profit? required

approximately 50%

Estimated Revenue required

unknown

How are proceeds to be used? (Be specific) required

Proceeds will be used to support our special needs transition program, DECA program, and many other student organizations at YHS.

Fund raising events to date: (current school year) required

none

Fund raising planned for remainder of year: (only 1 product sale) required

none

Workflow

Attached Workflow	Direct Rpt > Supervisor > Executive Director > Act Acct Manager > Supt. Office
Current Status	Submitted
Submitted Date	08/22/2025 at 03:49 PM
Submitted By	Melissa Barlow

Workflow Steps

Completed	1	Signed by Melissa Barlow on 08/22/2025 at 03:49 PM **Signature:** Melissa G Barlow
Completed	2	Approved by Adam Jewell on 08/25/2025 at 01:10 PM
Completed	3	Sub-Workflow Step Completed
Completed	1	Approved by Adam Jewell on 08/25/2025 at 01:10 PM
Completed	4	Approved by Matthew Gindhart on 09/25/2025 at 08:27 AM
Current	5	Approval by Group: Superintendent's Office

Melissa Barlow

----DRAFT----

Fund Raising or Solicitation Request

This form is accepted and voted on by the Board of Education once a year. It must be submitted to the Board secretary no later than 12:00 p.m. on Wednesday, prior to the September Board of Education meeting (see posted Board Meeting dates for current year).

Date: required

08/25/2025 Allowed format is MM/DD/YYYY Ex: 09/24/2025

Organization: required

Yukon Middle School Boys Basketball

Full Name required

Michael Morey

Employee making request:

Describe the Fund-Raising event: required

Free throw shootout fundraiser. We will set aside time in practice for members of the boys basketball teams to shoot a certain number of free throws. Athletes on each middle school boys basketball team will get donations for each free throw made or a flat donation rate from parents, families, or friends.
All proceeds will go into our middle school boys basketball account for needed equipment for our teams.

Beginning Date: required

11/04/2025 Allowed format is MM/DD/YYYY Ex: 09/24/2025

Ending Date: required

02/14/2026 Allowed format is MM/DD/YYYY Ex: 09/24/2025

If items are to be sold, when will they be distributed, and by whom? required

N/A

Can items be purchased locally? required

N/A

Where will they be purchased? required

N/A

Will students be utililized? required

- [x] Yes
- [ ] No

If so, how & when? required

The students that will be utilized will be members of the middle school boys basketball teams. Players will be shooting their free throws during practice time

Who will handle the money? required

Money will be collected by Michael Morey and then given to Pam Elder the

Will money be deposited in Student Activity Account? required

Yes

Percentage of Profit? required

All money raised will be profit for us

Estimated Revenue required

$500

How are proceeds to be used? (Be specific) required

Proceeds will be used to purchase needed equipment for the boys basketball teams to use in practice. We are needing additional basketballs, defense dummies, cones/hurdles, blocking pads, and possibly game shooting shirts if we can raise enough money

Fund raising events to date: (current school year) required

0

Fund raising planned for remainder of year: (only 1 product sale) required

1

Workflow

Attached Workflow	Direct Rpt > Supervisor > Executive Director > Act Acct Manager > Supt. Office
Current Status	Submitted
Submitted Date	09/02/2025 at 08:12 AM
Submitted By	Michael Morey

Workflow Steps

Completed	1	Signed by Michael Morey on 09/02/2025 at 08:12 AM **Signature:** Michael Morey
Completed	2	Approved by Karyn Garcia on 09/03/2025 at 09:16 PM
Completed	3	Sub-Workflow Step Completed
Completed	1	Approved by Adam Jewell on 09/08/2025 at 09:34 PM **Comments:** Approved after conversation with Karyn. She is now aware that the deadline for fundraisers is not solely to be requested, but to be approved all the way through, prior to the board meeting deadline.
Completed	4	Approved by Matthew Gindhart on 09/09/2025 at 07:57 AM
Current	5	Approval by Group: Superintendent's Office

----DRAFT----

Fundraising or Solicitation Request

This form is accepted and voted on by the Board of Education once a year. It must be submitted to the Board secretary no later than 12:00 p.m. on Wednesday, prior to the September Board of Education meeting (see posted Board Meeting dates for current year).

Date: required

08/11/2025 Allowed format is MM/DD/YYYY Ex: 09/24/2025

Organization: required

YMS National Junior Honor Society

Full Name required

Catlin Gardner

Employee making request:

Describe the Fund-Raising event: required

We will sell hot chocolate to YMS students to raise funds to be donated to an area nonprofit organization.

Beginning Date: required

12/01/2025 Allowed format is MM/DD/YYYY Ex: 09/24/2025

Ending Date: required

12/12/2025 Allowed format is MM/DD/YYYY Ex: 09/24/2025

If items are to be sold, when will they be distributed, and by whom? required

The hot chocolate will be sold during YMS advisory hour (8:30-9:00) by NJH

Can items be purchased locally? required

Yes

Where will they be purchased? required

Walmart and/or Sam's Club

Will students be utililized? required

- [x] Yes
- [ ] No

If so, how & when? required

Students will help make and hand out the hot chocolate.

Who will handle the money? required

YMS NJHS Sponsors (Catlin Gardner and Greg Bunch) and NJHS Treasurer

Will money be deposited in Student Activity Account? required

Yes

Percentage of Profit? required

100% (funds will be donated to charity)

Estimated Revenue required

$300-$500

How are proceeds to be used? (Be specific) required

The proceeds will be donated to an area charity chosen by students.

Fund raising events to date: (current school year) required

n/a

Fund raising planned for remainder of year: (only 1 product sale) required

n/a

Workflow

Attached Workflow	Direct Rpt > Supervisor > Executive Director > Act Acct Manager > Supt. Office
Current Status	Submitted
Submitted Date	09/15/2025 at 03:24 PM
Submitted By	Catlin Gardner

Workflow Steps

Completed	1	Signed by Catlin Gardner on 08/11/2025 at 10:29 AM **Signature:** Catlin Gardner
Completed	2	Approved by Karyn Garcia on 08/11/2025 at 05:38 PM
Completed	3	Sub-Workflow Step Completed
Completed	1	Approved by Adam Jewell on 08/15/2025 at 03:41 PM
Revision Req.	4	Revision Requested by Matthew Gindhart on 08/21/2025 at 01:37 PM **Comments:** Hot chocolate does not qualify as a smart snack for middle school students according to child nutrition regulations. Due to this, a smart snack exemption is necessary. This exemption disallows the ability to sell the items during breakfast and lunch and further limits the length of time the fundraiser can operate to 14 days. Please revise the timeframe to a 14 day period and specify the time periods in which the items will be sold (outside of breakfast and lunch periods).

		Additional fundraiser requests can be submitted, in up to 14 day increments. However, the YPS district is limited to 30 total exemptions per semester.
Forthcoming	5	Approval by Group: Superintendent's Office
Completed	1	Signed by Catlin Gardner on 08/29/2025 at 09:21 AM **Signature:** Catlin Gardner
Completed	2	Approved by Karyn Garcia on 09/03/2025 at 09:17 PM
Completed	3	Sub-Workflow Step Completed
Completed	1	Approved by Adam Jewell on 09/08/2025 at 09:36 PM **Comments:** Approved after conversation with Karyn. She is now aware that the deadline for fundraisers is not solely to be requested, but to be approved all the way through, prior to the board meeting deadline.
Revision Req.	4	Revision Requested by Matthew Gindhart on 09/09/2025 at 02:25 PM **Comments:** Due to Child Nutrition regulations, hot chocolate is not considered a smart snack at the middle school level. Meaning, it requires a smart snack exemption and can only be active for 14 day time periods. Also, exempted smart snack items cannot be sold during breakfast and/or lunch hours. This request should be reduced to a 14 day time period and a description of when items will be sold should indicate a time when breakfast or lunch is not being served (i.e. before school, after school, passing period, etc.). Note, you may submit multiple fundraiser request in 14 day increments. However, it should be noted the district as a whole only receives 30 exemptions per semester.
Forthcoming	5	Approval by Group: Superintendent's Office
Completed	1	Signed by Catlin Gardner on 09/15/2025 at 03:24 PM **Signature:** Catlin Gardner
Completed	2	Approved by Karyn Garcia on 09/16/2025 at 08:38 AM **Comments:** Thank you!
Completed	3	Sub-Workflow Step Completed
Completed	1	Approved by Adam Jewell on 09/16/2025 at 10:31 AM
Completed	4	Approved by Matthew Gindhart on 09/22/2025 at 09:58 AM
Current	5	Approval by Group: Superintendent's Office

----DRAFT----

Fundraising or Solicitation Request

This form is accepted and voted on by the Board of Education once a year. It must be submitted to the Board secretary no later than 12:00 p.m. on Wednesday, prior to the September Board of Education meeting (see posted Board Meeting dates for current year).

Date: required

09/03/2025 Allowed format is MM/DD/YYYY Ex: 09/24/2025

Organization: required

YMS Academic Team

Full Name required

Catlin Gardner

Employee making request:

Describe the Fund-Raising event: required

We will sell stickers to raise funds for academic team needs.

Beginning Date: required

10/07/2025 Allowed format is MM/DD/YYYY Ex: 09/24/2025

Ending Date: required

04/01/2026 Allowed format is MM/DD/YYYY Ex: 09/24/2025

If items are to be sold, when will they be distributed, and by whom? required

They will be distributed upon purchase by YMS teachers and academic tea

Can items be purchased locally? required

no

Where will they be purchased? required

Printing service provider (Staples, CustomInk, Vistaprint)

Will students be utililized? required

- [x] Yes
- [ ] No

If so, how & when? required

They will sell stickers to fellow students.

Who will handle the money? required

Teachers and academic team students

Will money be deposited in Student Activity Account? required

Yes

Percentage of Profit? required

50% (we'll double price of what we pay)

Estimated Revenue required

$100-$300

How are proceeds to be used? (Be specific) required

We would like to use the money to buy some new equipment for our academic team.

Fund raising events to date: (current school year) required

none

Fund raising planned for remainder of year: (only 1 product sale) required

none

Workflow

Attached Workflow	Direct Rpt > Supervisor > Executive Director > Act Acct Manager > Supt. Office
Current Status	Submitted
Submitted Date	09/03/2025 at 09:31 AM
Submitted By	Catlin Gardner

Workflow Steps

Completed	1	Signed by Catlin Gardner on 09/03/2025 at 09:31 AM **Signature:** Catlin Gardner
Completed	2	Approved by Karyn Garcia on 09/03/2025 at 09:16 PM
Completed	3	Sub-Workflow Step Completed
Completed	1	Approved by Adam Jewell on 09/08/2025 at 09:36 PM **Comments:** Approved, after a small revision was made. New start date for the Fundraiser will be 10/7/25, the day after the October Board Meeting. Karyn is now aware that the deadline for fundraisers is not solely to be requested, but to be approved all the way through, prior to the board meeting deadline.
Completed	4	Approved by Matthew Gindhart on 09/09/2025 at 07:56 AM

Current	5	Approval by Group: Superintendent's Office

Catlin Gardner

----DRAFT----

YUKON PUBLIC SCHOOLS

Office of the Superintendent,
Keith Sinor
600 Maple Street, Yukon, OK 73099
Ph: 405.354.2587 | ***Fax:*** 405.354.4208

TO: Oklahoma State Department of Education
Office of Federal Programs

FROM: Keith Sinor

DATE: October 6, 2025

SUBJECT: Local Education Agency (LEA) Authorized Representative

The following personnel are authorized representatives to sign on behalf of the LEA all fiscal year 2026 expenditures, reports, disbursements, and cash receipts filed with OSDE for the purpose and objectives set forth in the terms and conditions of the federal award(s). [2CFR 200.415(a)]

Jason Johnson, Chief Financial Officer

This authorization will remain in effect until the end of the fiscal year, or at which time during the fiscal year OSDE is notified in writing of any change. I am aware that LEAs are required to submit a new form each fiscal year in the Grants Management System.

I further certify that the authorized personnel listed above are employees of Yukon Public Schools.

_____ _____
Superintendent Date

Keith Sinor

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in Yukon Public School District's programs and services represent a significant expenditure of District funds. Therefore, purchases shall, when practicable, be made competitively and without prejudice in order to obtain the maximum educational value for every dollar expended.

I. General Provisions

All expenditures for purchases approved by the Superintendent or persons designated by the Superintendent must be within unencumbered balances of budgeted appropriations. When a purchase order has been issued, the price may be adjusted by up to ten percent (10%) to accommodate slight increases in price or other adjustments. The Board's approval of a construction project, after meeting all applicable requirements, shall be construed to include approval of all purchases and expenditures necessary to complete the project assuming sufficient funds have been encumbered for such purchases and expenditures.

The school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best bid.

No expenditure involving an amount greater than $500.00 shall be made except in accordance with a written contract or purchase order.

In order to help ensure transparency and ethical purchasing procedures, the District will require a non-collusion affidavit for all payments exceeding $25,000 in the aggregate for any given fiscal year.

II. General Purchasing Principles

- All purchases shall be made competitively, when practicable, and without prejudice to obtain the maximum educational value for every dollar expended.
- All non-salary related debts and/or financial obligations against the District shall be incurred as authorized and processed in accordance with this policy and corresponding purchasing procedures.
- The District reserves the right to reject any and all bids or quotations, even if the bid or quotation may be the lowest.
- No payment shall be issued pursuant to an invoice, contract, or purchase order until the contract or purchase order has been approved by the Board or Education.

III. Authority for Purchases and Contracts

- The Board of Education authorizes the Superintendent or Chief Financial Officer(or designees) to establish purchasing and procurement procedures and practices consistent with this policy, federal and state law, and generally accepted governmental purchasing practices.
- The Board of Education is the only legal entity that may enter into a valid contract committing District revenue. A school site or activity is not a legal entity with the authority to enter into a contract.
- Employees who make purchases without appropriate authority or proper paperwork may be held personally liable for such purchases and may be subject to disciplinary action.

IV. Specific Purchasing Thresholds and Bidding Requirements

All purchases shall be made with a purchase order. Approval of all purchase orders is contingent upon the availability of funding, submission and approval of a requisition form, and approval by the Board of Education where required by threshold. Requisitions and orders cannot be split to avoid bidding, quotation, and/or Board approval requirements. A summary of quotes and/or proposals will be attached to purchase requisitions.

- **Expenditures up to $19,999.99:**
  - Shall be secured by one written quote. No formal quotations are required if the expenditure is less than $2,000, but recommended if $2,000 or more.
  - Purchase orders may be approved by the Superintendent or Superintendent's designee.
- **Expenditures from $20,000 to $99,999.99:**
  - Shall be secured by three written quotes.
  - Purchase orders may be approved by the Superintendent or Superintendent's designee.
  - Annual blanket purchase orders of less than $50,000 may be established by the Superintendent or Chief Financial Officer (or designee) prior to Board approval.
  - All annual blanket purchase orders of $50,000 or more must be approved by the Board of Education prior to

issuance. If a blanket purchase order is not approved by the Board of Education, the order shall become null and void.

- **Expenditures of $100,000 and Up:**
  - Shall be secured by a formal bid process as defined by a solicitation of bids with written specifications and a notice of bid invitation not less than two weeks or more than six weeks.
  - Purchase order or contract must be submitted to the Board of Education for approval before the award is made.

V. Emergency Purchases

- The Superintendent, Chief Financial Officer, or Chief Operating Officer may authorize the issuance and emergency payment of emergency purchase orders over $50,000 and waive bidding and quotation requirements in the event of emergency situations (e.g., disaster, act of God, or other instances necessary to avoid interruption of critical school business and operations) where the Board of Education is not able to meet.
- Public safety and occupancy needs up to $100,000 that must be addressed to avoid interruption of school or additional damages/loss (e.g., refrigeration, heat/AC, utilities, or newly discovered security and safety hazards) are exempt from bidding.
- Blanket Purchase Orders for the repair and maintenance of District equipment and facilities may be revised in accordance with Title 61 of the Oklahoma Statutes.

VI. Contract Approvals

- No employee of the District shall enter into any financial contract or agreement (verbal or written) on behalf of the District without the prior official permission of the Board of Education.
- Each contract must be approved by the Board and be signed by the President of the Board or a duly authorized administrator (Superintendent, Assistant Superintendent, Chief Financial Officer, Chief Operating Officer, or Chief Information Officer).
- The Board authorizes district administrators or account guardians to sign contracts up to $2,500 that have been reviewed by the Chief Financial Officer or Superintendent and found to have no objectionable terms or conditions.
- If extenuating circumstances do not permit the Board of Education to meet and consider a contract, the Board authorizes the Superintendent, COO, or CFO to sign contracts up to $15,000 with terms and conditions approved by the Chief Financial Officer or Superintendent.
- **Lease/Purchase Contracts:** The Board is the only legal entity that may enter into a valid lease/purchase contract committing District revenue. Each lease/purchase contract must be approved by the Board and the District's attorney and be signed by the President of the Board. It must contain a "positive right for nonrenewal" or "mutual ratification provision."

VII. Exemptions from Bidding (with Board Approval where Applicable)

Because of the unique nature of some goods and services, the following items are exempt from formal bidding requirements. However, efforts must be made to create a fair and competitive environment where all vendors are given an opportunity to have their proposals considered. All purchases over $50,000 within these categories must still be approved by the Board of Education prior to issuance of a purchase order.

- Professional services (e.g., audit/accounting services, insurance, medical services, demographic studies, employment services, drug and alcohol testing, professional consultation services, legal services as annually approved or specific engagements over $5,000).
- Travel services.
- Goods purchased for student activity fund raisers, or by/provided to staff/students from activity funds.
- Goods purchased for resale.
- Textbooks, student workbooks, library/media books, maps, globes, educational and training materials/videos.
- Postage.
- Software upgrades for existing district software platforms and specialized source software (excluding off-the-shelf).
- Training classes and associated equipment rentals.
- Standardized office supplies with negotiated discounts (unless a large amount of a single item is needed).
- Catering events.
- Items available for purchase on an existing state contract, or through cooperative bidding (e.g., TIPs, BuyBoard, OMNIA, TOPS) from another municipality, district, government agency, or service agency, when determined to be the

best method of purchase and to be compliant with Oklahoma law.

- Used equipment (such as vehicles).
- **Standardization Programs:** Supplemental purchases of items defined in a district-wide standardization program may be made without using one of the source selection methods. The initial purchase of standardized items must utilize required bidding/quotation methods.
- **Single (Sole) Source Selections:** Permitted when goods or services are unique to one manufacturer/supplier/distributor, or where compatibility of equipment, accessories, or replacement parts is paramount, or service work on original equipment must be performed. A written determination by the Chief Financial Officer or Department Head is required, specifying necessity and justification. Sole source items over $10,000 require a Sole Source Affidavit submitted to the Board of Education.

VIII. Construction Procurement

- No contract involving an expenditure of more than $100,000 (or any construction management trade contract or subcontract exceeding $50,000) for the purpose of constructing a building or making any improvements or repairs to school buildings ("Public Construction Contract") shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. No such contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act.
- The Act does not prohibit the district from erecting a building or making improvements on a force account basis (purchase of necessary materials and use of district's regularly employed staff).
- Public Construction Contracts over $10,000 but under $100,000 may be awarded on the basis of written quotes to the lowest responsible qualified contractor.
- Public Construction Contracts for less than $10,000 (or less than $25,000 for minor maintenance and repair) may be negotiated with a qualified contractor.

IX. E-Rate Procurement Policy

- For all eligible goods and/or services for which Universal Service Fund ("E-Rate") support will be requested, the District shall make a request for competitive bids and comply with all applicable state and local procurement processes included in its documented policies and procedures.
- The District shall wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
- All bids submitted shall be considered, and the most cost-effective service offering, with price being the primary factor considered.
- The District shall keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.
- No employee shall accept any gratuities items valuing $20.00 or more from any supplier provider, or prospective provider of goods or services under the Schools and Libraries Division E-Rate program or associated Oklahoma Universal Service Fund (OUSF) programs. Furthermore, the annual maximum receipt of items of value for the school district shall not exceed $50.00 or the maximum amount permitted under applicable E-Rate and OUSF program regulations as amended.

REFERENCE:

21 O.S. §355
57 O.S. §549.1
61 O.S. §310.8
62 O.S. §371
70 O.S. §5-123
70 O.S. §5-124
70 O.S. §5-129
70 O.S. §5-135
74 O.S. §3401-3407

ITEM FOR CONSIDERATION
Board of Education Meeting
(9/30/2025)

TOPIC: Revision to policy CHA.

RATIONALE FOR RECOMMENDATION: Need to update the policy for compliance to updated statutes and streamline purchasing processes.

FISCAL NOTE: N/A

CONTACT PERSON: Jason Johnson 1076

AGREEMENT

BY AND BETWEEN

THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY

AND

YUKON PUBLIC SCHOOL

This Agreement by and between the Oklahoma Department of Agriculture, Food, and Forestry (Department), P.O. Box 528804, Oklahoma City, Oklahoma 73152-8804 and Yukon Public School, 600 Maple St., Yukon, OK 73099, is accepted by both the Department and Yukon Public School for the purpose of fulfilling the objectives and provisions of the Oklahoma Local Food for Schools Program (OKLFS) and pursuant to the OKLFS rules.

NAME OF PROJECT

Oklahoma Local Food for Schools Program (OKLFS)

PURPOSE

The Oklahoma Local Food for Schools Program is state funded. Yukon Public School will utilize the grant money to purchase unprocessed or minimally processed food in accordance with the OKLFS Grant application submitted to and held on file by the Department.

AGREEMENT TERMS

This Agreement may not exceed Five Thousand Dollars ($5,000.00) in state funds. Total funds available for this Agreement shall be disbursed in increments based upon compliance with the OKLFS program, and payable on a cost reimbursable basis pursuant to paid invoice/receipts submitted to ODAFF by Yukon Public School. No expenditures shall be made pursuant to the Agreement until after receiving a copy of the purchase order. All invoices for monies pursuant to this Agreement shall contain only expenditures that occurred during the term of the Agreement. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties.

DURATION

This Agreement shall be valid and in effect only after it is signed, dated, and a purchase order issued (Effective Date) and shall conclude on June 30, 2026. This Agreement shall remain in effect until the expiration date, or until thirty (30) days after written notice has been given by either party of their intent and desire to terminate the Agreement.

TERMINATION AND AMENDMENTS

This Agreement may be modified by mutually acceptable written amendments, and an addendum shall be duly executed by authorized officials of the Department and Yukon Public School. Either party may request termination of this Agreement upon thirty (30) days written notice to the other party. Early termination of this Agreement shall require an amendment to this Agreement and may require reimbursement up to the Agreement amount. During the effective term of the Agreement should funding be increased, reduced or limited, the Department may increase, reduce or limit the monies available pursuant to this Agreement via issuance of a change order.

YUKON PUBLIC SCHOOL AGREES

1. To purchase food that is unprocessed or minimally processed in Oklahoma and is grown or raised within the State of Oklahoma.

2. To purchase unprocessed or minimally processed food from the approved vendor list at www.ag.ok.gov and submit three (3) bids for unprocessed or minimally processed food from the approved vendor list.

3. To submit invoices and proof of expenditure documentation not to exceed Five Thousand Dollars ($5,000.00) upon issuance of the purchase order by June 30, 2026. After June 30, 2026, funds will be released from the existing purchase order.

4. To provide the Department any information needed or requested to demonstrate the effectiveness of the program.

5. That a failure to comply with all of the terms and provisions of this Agreement shall result in a suspension of eligibility for all other Department loan or grant programs and participation in any Department promotional program until such time that all terms and provisions of this Agreement are completed.

6. To retain all necessary records, books, and any other reasonably necessary documentation relating to the nature, time, and scope of the Agreement, regardless of form, for a period of seven (7) years following completion or termination of the Agreement. If an audit, litigation, or other action involving the records is commenced before the end of the seven (7) year retention period, the records shall be maintained for two (2) years from the date that all issues arising out of the action are resolved.

7. To allow the State Auditor or any other auditor specified by the Department to conduct an examination of any and all pertinent records, including books, documents, papers, records, accounting procedures and practices, claims, and other data regardless of type whether in written form, computer data, or any other form filed or produced relating to Yukon Public School's performance under this Agreement or any of its subcontractors engaged in the performance of or involving any transactions related to this Agreement.

8. And certifies that the school and all proposed subcontractors, whether known or unknown at the time this Agreement is executed or awarded, are in compliance with 25 O.S. § 1313 and participate

in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the Free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

DEPARTMENT AGREES

1. To reimburse Yukon Public School upon receipt of properly submitted paid invoices or receipts, an amount not to exceed Five Thousand Dollars ($5,000.00) of OKLFS funds to support the designated Project.

2. To provide payment to Yukon Public School within forty-five (45) days upon receiving a proper invoice.

3. To assign a purchase order to initiate the Project work to Yukon Public School.

COMPLIANCE

This Agreement is made expressly subject to, and the parties expressly agree to comply with and abide by, all of the laws of the United States and of the State of Oklahoma and any political subdivision where any portion of the Agreement is to be performed, including all rules and regulations now existing or that may be promulgated in accordance with all laws applicable in any way to the performance of this Agreement including, but not limited to, the Occupational Safety and Health Act and the Fair Labor Standards Act. The parties shall comply with all local, state, and federal laws regulating employment practices, including those prohibiting discrimination based on sex, race, religion, creed, color, ethnic background, age, and disabilities. Acceptance of this Agreement constitutes awareness of and compliance with the requirements of the aforementioned laws and the Americans with Disabilities Act.

SEVERABILITY

If any provision of this Agreement is found illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal or extension of this Agreement, then it is the intention of the undersigned parties that the remainder of this Agreement shall not be affected. Additionally, for each provision of this Agreement found illegal, invalid, or unenforceable the parties shall add as an amendment to this Agreement a valid and enforceable provision as similar as possible to the terms contained in the unenforceable provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date written below.

For: **YUKON PUBLIC SCHOOL**	For: **OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY**
By: _____	By: _____
(Signature)	(Signature)
_____	_____
(Printed Name and Title)	(Printed Name and Title)
Date: _____	Date: _____

ITEM FOR CONSIDERATION
Board of Education Meeting
October 6, 2025

TOPIC: Agreement between Oklahoma Department of Agriculture, Food and Forestry and Yukon Public Schools for Local Food Grant.

RATIONALE FOR RECOMMENDATION: If awarded the grant, Yukon would be reimbursed up to $5000 for food purchased from local farms or ranches that are part of the Oklahoma Local Food for School Program.

FISCAL NOTE: Up to $5000 in reimbursements during the FY26 school year.

CONTACT PERSON: James Edwards, COO

PERSONNEL REPORT EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
NONE			

RECOMMENDATION TO HIRE:

CERTIFIED TEMPORARY CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
	Art Teacher		9/29/2025

RECOMMENDATION TO HIRE:

SUPPORT			
Name	**Position**	**Site/Dept**	**Effective**
	Substitute		9/9/2025
	Substitute		9/9/2025
	Substitute		9/11/2025
	Paraeducator		9/29/2025
	Substitute		9/9/2025
	Cafeteria Monitor		9/16/2025
	Substitute		9/19/2025
	Substitute		9/9/2025
	Substitute		9/19/2025
	Substitute		9/19/2025
	Substitute		9/9/2025
	Substitute		9/22/2025
	LPN		9/11/2025
	Paraeducator		9/23/2025
	MAS Supe		9/11/2025
	Bus Aide		9/29/2025
	Paraeducator		9/29/2025
	Substitute		9/10/2025
	Substitute		9/17/2025
	Bus Driver		9/18/2025
	Bus Aide		10/3/2025
	Substitute		9/29/2025
	Substitute		9/11/2025
	Substitute		9/9/2025
	Substitute		9/25/2025
	Substitute		9/4/2025
	Substitute		9/9/2025
	Substitute		9/10/2025
	Substitute		9/9/2025
	Substitute		9/11/2025
	Bus Aide - Training		9/8/2025
	Substitute		9/22/2025
	Substitute		9/12/2025
	Substitute		9/9/2025
	Crosswalk monitor		9/26/2025
	Substitute		9/18/2025
	Substitute		9/4/2025
	Substitute		9/29/2025
	Substitute		9/11/2025
	Paraeducator		10/6/2025

	Substitute		9/4/2025
	Substitute		9/9/2025
	YM Childcare		9/18/2025
	Substitute		9/10/2025
	Substitute		9/18/2025
	Substitute		9/10/2025
	Substitute		9/29/2025

SEASONAL STUDENT AND/OR ADULT:			
Site	**Position**	**Site/Dept**	**Effective**
	Marching Band Tech		9/29/2025
	Marching Band Tech		9/29/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Marching Band Tech		12/1/2025
	Marching Band Tech		9/29/2025
	Adjunct Coach		8/13/2025
	Marching Band Tech		9/29/2025
	Marching Band Tech		9/29/2025
	Game worker		9/19/2025

CHANGE OF POSITION/HOURS LOCATION/RATE OF PAY:				
Name	**Position**	**Site/Dept**	**Effective**	**From**
Abner Vasquez Guerra	3rd grade LTS	Skyview ES	9/8/2025	YMS bil asst
Ajayi, Erica	Dist Online Curric	Administration	7/1/2025	from Assess Coord
Atkinson, Breanna	Paraeducator	YMS	9/29/2025	from 7 to 7.5 hrs
Baker, Lesli	Cafeteria monitor	Central ES	9/16/2025	from 4 to 3 hrs
Baker, Rachel	Comm Rep	IIS	9/9/2025	from Laura Riley
Baker, Rachel	5th LTS	IIS	8/5/2025	from 5th IIS
Baker, Rachel	5th Grade	IIS	8/5/2025	from LTS
Belote, Morgan	Kinder teacher	Central ES	8/5/2025	from LTS
Bengs, Jason	Data & Info Admin	Administration	7/1/2025	from database admin
Bradley, Diedre	District EL & GT Coord	Administration	7/1/2025	from EL Coord
Crutchfield, Kynicia	MAS Supe	Comm Eng	8/13/2025	from Surrey PK
Crutchfield, KyNicia	Cafeteria monitor	Surrey Hills ES	8/12/2025	from 3 to 4 hrs
Delgado, Emily	NASS tutor	Parkland ES	9/15/2025	IIS caf monitor
Delgado, Emily	MAS Supe	comm Eng	9/16/2025	from 3 to 4 hrs
Frazier, Ida Bell	Paraeducator	YHS	9/29/2025	from Para at BRIDGES
Gallegos, Skylar	Paraeducator	Special Services	9/9/2025	from standby
Hale, Michelle	District Elem Coord	Administration	7/1/2025	from Math Coord
Hocker, Bradley	Behav Supt Para	Administration	9/1/2025	from LIS
Hunt, Alyssa	Behav Supt Para	Administration	9/1/2025	from YHS
James, Carolyn	Paraeducator	YMS	8/11/2025	from 8 to 7 hrs
Jones, Michelle	District HS & CTE	Administration	7/1/2025	from SS Coord
Kropf, Lezlie	District Int/MS Coord	Administration	7/1/2025	from SS Coord
Lockett, Richard	PE/Health/Safety	YHS	8/5/2025	from LTS
Logsdon, Lillie	2nd grade	Surrey Hills ES	8/5/2025	from Kindergarten
Murillo, Staci	3rd grade	Central ES	8/5/2025	from 2nd grade
Niekamp, Sarah	2nd grade	Shedeck ES	8/5/2025	from 1st grade
Perdue, Timothy	SpEd LEAP LTS	RIS	9/8/2025	from Skyview 3rd

Powell, Andrea	MAS Supe	Comm Eng	9/1/2025	from 4 to 3.91 hrs
Rowan, Alexis	STEM teacher	YMS	8/5/2025	from Science
Salazar, Kyra	MAS Supe	Comm Eng	8/13/2025	new start date
Sawatzky, Kelsey	Paraeducator	LIS	9/16/2025	from YMS
Seale, Kamryn	4th grade	RIS	9/1/2025	from LTS
Serowski, Amy	Certified LTS	YHS	8/5/2025	from LTS SpEd
Smith, Rochelle	Cert SpEd teacher	Skyview ES	8/5/2025	from LTS SpEd
Smrchka, Dakota	Cafeteria monitor	Shedeck ES	8/12/2025	from 5 to 4.5 hrs
Stout, Cheri	Cafeteria monitor	IIS	8/12/2025	from 3 to 2.5 hrs
Waters, Samantha	2nd grade	Surrey Hills ES	8/5/2025	from 1st grade
Webb, Alicia	MAS Supe	comm Eng	10/26/2025	3.95 hrs from 4
Whitney, Jessica	3rd grade	Central ES	8/5/2025	from LTS
Woodard, Katelyn	Science	YMS	8/5/2025	from LTS

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:			
Name	**Position**	**Site/Dept**	**Effective**
Bennett, Blake	game worker	YMS	8/28/2025
Bostic, Rachel	Homebound	YHS	9/26/2025
Brown, Caitlin	Cafeteria monitor	Myers ES	9/24/2025
Cypert, Kalei	Homebound	YHS	10/1/2025
Davis, Zachary	game worker	YMS	9/1/2025
DeMarco, Riley	extra academic hour	YHS	2/9/2026
Dillingham, Jacob	Activity bus driver	YHS	9/15/2025
Duncan, Julie	Mowing/Grounds	YHS	9/8/2025
Howard, Cynthia	Extra duty	YMS	8/13/2025
Hulsopple, Bruce	YPS Band Guard Coach	YHS	9/29/2025
Jarrett, Bryan	game worker	YHS	9/1/2025
Knutson, Ryan	game worker	YHS	8/1/2025
Knutson, Ryan	SWOSU PATHS	YHS	1/5/2026
Leonardi, Apryl	Cafeteria monitor	Myers ES	8/13/2025
Mack, Karen	Homebound	YHS	9/1/2025
Marion, Jana	Crosswalk Monitor	Skyview ES	8/13/2025
Martin, Amber	game worker	YMS	8/1/2025
Martin, Amber	Activity bus driver	YMS	9/1/2025
Masoner, Keelly	extra duty	RIS	8/13/2025
McKim, Krystal	game worker	YMS	8/1/2025
McKim, Krystal	Cafeteria monitor	YMS	8/13/2025
Mootry, Courtney	bus duty	RIS	8/13/2025
Morey, Amy	game worker	YMS	9/1/2025
Pearson, Tylor	Extra duty	YMS	8/13/2025
Quenneville, Leiloni	Cafeteria monitor	RIS	9/29/2025
Rung, Torin	game worker	YHS	8/1/2025
Sewell, Desiree	MAS Sup	Ranchwood ES	9/24/2025
Swinford, Jessica	MAS Sup	RIS	9/22/2025
Walker, Jena	Extra duty	YMS	8/13/2025

RESIGNATIONS/RETIREMENTS/SEPARATIONS:			
Name	**Position**	**Site/Dept**	**Effective**
Aubrey, Leslie	Art Teacher	YMS	5/23/2025
Brown, Caitlin	Cafeteria Monitor	central ES	9/30/2025
Coccimiglio, Sara	Cafeteria Monitor	Myers ES	9/12/2025
Craine, Jessica	Bus Aide	Transportation	9/1/2025
Fisher, Lindsay	Behav support para	BRIDGES	10/10/2025

Gallegos, Skylar	Paraprofessional	SES	9/15/2025
Graham, Palula	Bus Aide	Transportation	9/17/2025
Leal, Isabella	Childcare teacher	young minds	9/22/2025
Leggett, Lacy	Paraprofessional	IIS	9/19/2025
McKinney, Hope	MAS Sup	Comm Eng	9/19/2025
McKnight-Cowan, Roxanne	Crosswalk Monitor	RIS	9/19/2025
Miller, Jeremiah	Bus driver	Transportation	5/22/2025
Nayyar, Babita	Substitute	Administration	9/12/2025
Powell, Andrea	MAS Sup	Surrey Hills ES	9/26/2025
Robinson, Kim	Substitute	Administration	8/15/2025
Russell, Steven	Paraprofessional	YMS	9/26/2025
Sikes, Carolina	MAS Aide	Comm Eng	8/22/2025
Spellman, Vanessa	Art Teacher	Surrey Hills ES	9/19/2025
Webb, Alicia	Cafeteria Monitor	Central ES	10/3/2025
Zadora, Tatum	Paraprofessional	Central ES	9/12/2025

PERSONNEL REPORT EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
NONE			

RECOMMENDATION TO HIRE:

CERTIFIED TEMPORARY CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
Duncan, Allison	Art Teacher	Surrey Hills ES	9/29/2025

RECOMMENDATION TO HIRE:

SUPPORT			
Name	**Position**	**Site/Dept**	**Effective**
Acosta, Amelia	Substitute	Administration	9/9/2025
Alexander, Jordan	Substitute	Administration	9/9/2025
Anderson, Shannon	Substitute	Administration	9/11/2025
Atkinson, Brenna	Paraeducator	YMS	9/29/2025
Baeza, Rachel	Substitute	Administration	9/9/2025
Brown, Caitlin	Cafeteria Monitor	Central ES	9/16/2025
Charvat, Pamela	Substitute	Administration	9/19/2025
Cruser, Nesha	Substitute	Administration	9/9/2025
Dixon, Trudy	Substitute	Administration	9/19/2025
Doyle, Amanda	Substitute	Administration	9/19/2025
Dyer, Jace	Substitute	Administration	9/9/2025
Eide, Douglas	Substitute	Administration	9/22/2025
Ewer, Chiara	LPN	Administration	9/11/2025
Flanagan, Rebecca	Paraeducator	Myers ES	9/23/2025
Frazier, Nautica	MAS Supe	Comm Eng.	9/11/2025
Furtado, Maria	Bus Aide	Transportation	9/29/2025
Galindo, Victoria	Paraeducator	YMS	9/29/2025
Gentry, McKailyn	Substitute	Administration	9/10/2025
Gottowski, Jessica	Substitute	Administration	9/17/2025
Gragg, Steven	Bus Driver	Transportation	9/18/2025
Howard, Maria	Bus Aide	Transportation	10/3/2025
Jenkins, Kelsey	Substitute	Administration	9/29/2025
Kneeland, Sydney	Substitute	Administration	9/11/2025
Martinez, Ana	Substitute	Administration	9/9/2025
Masterson, Lindsay	Substitute	Administration	9/25/2025
Matejcic, Tonya	Substitute	Administration	9/4/2025
McCain, Madalynn	Substitute	Administration	9/9/2025
McClain, LaDonna	Substitute	Administration	9/10/2025
McDaniel, Alexis	Substitute	Administration	9/9/2025
Miller, Elnora	Substitute	Administration	9/11/2025
Music, Cody	Bus Aide - Training	Transportation	9/8/2025
Novosad, Nancy	Substitute	Administration	9/22/2025
Osborn, Veronica	Substitute	Administration	9/12/2025
Pratt, Cheryl	Substitute	Administration	9/9/2025
Quenneville, Leiloni	Crosswalk monitor	RIS	9/26/2025
Rowland, Michelle	Substitute	Administration	9/18/2025
Spohn, Stormee	Substitute	Administration	9/4/2025
Stephenson, Myles	Substitute	Administration	9/29/2025
Taylor, John	Substitute	Administration	9/11/2025
Taylor, Mallory	Paraeducator	Skyview ES	10/6/2025

Terrell-Jemison, Jayme	Substitute	Administration	9/4/2025
Terry, Jacquelyn	Substitute	Administration	9/9/2025
Trent, Ashley	YM Childcare	Comm Eng.	9/18/2025
Vanderlei, Ashley	Substitute	Administration	9/10/2025
Warden, Donna	Substitute	Administration	9/18/2025
Whalen, Tasha	Substitute	Administration	9/10/2025
Wootton, Scarlet	Substitute	Administration	9/29/2025

SEASONAL STUDENT AND/OR ADULT:			
Site	**Position**	**Site/Dept**	**Effective**
Becker, Maddison	Marching Band Tech	YHS	9/29/2025
Cockerill, Nicholas	Marching Band Tech	YHS	9/29/2025
Keel, Natiya	Game worker	Athletics	8/1/2025
Kiehn, Nancy	Game worker	Athletics	8/1/2025
Konruff, Marj	Game worker	Athletics	8/1/2025
McDonald, Brandon	Game worker	Athletics	8/1/2025
McNew, Kendra	Game worker	Athletics	8/1/2025
Pesina, Manny	Game worker	Athletics	8/1/2025
Robinson, Bobbi Jo	Game worker	Athletics	8/1/2025
Rodas, Vincent	Marching Band Tech	YHS	12/1/2025
Rodas, Vincent	Marching Band Tech	YHS	9/29/2025
Smith, Trent	Adjunct Coach	Athletics	8/13/2025
Tjelmeland, Alex	Marching Band Tech	YHS	9/29/2025
Wilmoth, Zoe	Marching Band Tech	YHS	9/29/2025
Worrell, Deedra	Game worker	Athletics	9/19/2025

CHANGE OF POSITION/HOURS LOCATION/RATE OF PAY:				
Name	**Position**	**Site/Dept**	**Effective**	**From**
Abner Vasquez Guerra	3rd grade LTS	Skyview ES	9/8/2025	YMS bil asst
Ajayi, Erica	Dist Online Curric	Administration	7/1/2025	from Assess Coord
Atkinson, Breanna	Paraeducator	YMS	9/29/2025	from 7 to 7.5 hrs
Baker, Lesli	Cafeteria monitor	Central ES	9/16/2025	from 4 to 3 hrs
Baker, Rachel	Comm Rep	IIS	9/9/2025	from Laura Riley
Baker, Rachel	5th LTS	IIS	8/5/2025	from 5th IIS
Baker, Rachel	5th Grade	IIS	8/5/2025	from LTS
Belote, Morgan	Kinder teacher	Central ES	8/5/2025	from LTS
Bengs, Jason	Data & Info Admin	Administration	7/1/2025	from database admin
Bradley, Diedre	District EL & GT Coord	Administration	7/1/2025	from EL Coord
Crutchfield, Kynicia	MAS Supe	Comm Eng	8/13/2025	from Surrey PK
Crutchfield, KyNicia	Cafeteria monitor	Surrey Hills ES	8/12/2025	from 3 to 4 hrs
Delgado, Emily	NASS tutor	Parkland ES	9/15/2025	IIS caf monitor
Delgado, Emily	MAS Supe	comm Eng	9/16/2025	from 3 to 4 hrs
Frazier, Ida Bell	Paraeducator	YHS	9/29/2025	from Para at BRIDGES
Gallegos, Skylar	Paraeducator	Special Services	9/9/2025	from standby
Hale, Michelle	District Elem Coord	Administration	7/1/2025	from Math Coord
Hocker, Bradley	Behav Supt Para	Administration	9/1/2025	from LIS
Hunt, Alyssa	Behav Supt Para	Administration	9/1/2025	from YHS
James, Carolyn	Paraeducator	YMS	8/11/2025	from 8 to 7 hrs
Jones, Michelle	District HS & CTE	Administration	7/1/2025	from SS Coord
Kropf, Lezlie	District Int/MS Coord	Administration	7/1/2025	from SS Coord
Lockett, Richard	PE/Health/Safety	YHS	8/5/2025	from LTS
Logsdon, Lillie	2nd grade	Surrey Hills ES	8/5/2025	from Kindergarten
Murillo, Staci	3rd grade	Central ES	8/5/2025	from 2nd grade
Niekamp, Sarah	2nd grade	Shedeck ES	8/5/2025	from 1st grade
Perdue, Timothy	SpEd LEAP LTS	RIS	9/8/2025	from Skyview 3rd

Powell, Andrea	MAS Supe	Comm Eng	9/1/2025	from 4 to 3.91 hrs
Rowan, Alexis	STEM teacher	YMS	8/5/2025	from Science
Salazar, Kyra	MAS Supe	Comm Eng	8/13/2025	new start date
Sawatzky, Kelsey	Paraeducator	LIS	9/16/2025	from YMS
Seale, Kamryn	4th grade	RIS	9/1/2025	from LTS
Serowski, Amy	Certified LTS	YHS	8/5/2025	from LTS SpEd
Smith, Rochelle	Cert SpEd teacher	Skyview ES	8/5/2025	from LTS SpEd
Smrchka, Dakota	Cafeteria monitor	Shedeck ES	8/12/2025	from 5 to 4.5 hrs
Stout, Cheri	Cafeteria monitor	IIS	8/12/2025	from 3 to 2.5 hrs
Waters, Samantha	2nd grade	Surrey Hills ES	8/5/2025	from 1st grade
Webb, Alicia	MAS Supe	comm Eng	10/26/2025	3.95 hrs from 4
Whitney, Jessica	3rd grade	Central ES	8/5/2025	from LTS
Woodard, Katelyn	Science	YMS	8/5/2025	from LTS

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:			
Name	**Position**	**Site/Dept**	**Effective**
Bennett, Blake	game worker	YMS	8/28/2025
Bostic, Rachel	Homebound	YHS	9/26/2025
Brown, Caitlin	Cafeteria monitor	Myers ES	9/24/2025
Cypert, Kalei	Homebound	YHS	10/1/2025
Davis, Zachary	game worker	YMS	9/1/2025
DeMarco, Riley	extra academic hour	YHS	2/9/2026
Dillingham, Jacob	Activity bus driver	YHS	9/15/2025
Duncan, Julie	Mowing/Grounds	YHS	9/8/2025
Howard, Cynthia	Extra duty	YMS	8/13/2025
Hulsopple, Bruce	YPS Band Guard Coach	YHS	9/29/2025
Jarrett, Bryan	game worker	YHS	9/1/2025
Knutson, Ryan	game worker	YHS	8/1/2025
Knutson, Ryan	SWOSU PATHS	YHS	1/5/2026
Leonardi, Apryl	Cafeteria monitor	Myers ES	8/13/2025
Mack, Karen	Homebound	YHS	9/1/2025
Marion, Jana	Crosswalk Monitor	Skyview ES	8/13/2025
Martin, Amber	game worker	YMS	8/1/2025
Martin, Amber	Activity bus driver	YMS	9/1/2025
Masoner, Keelly	extra duty	RIS	8/13/2025
McKim, Krystal	game worker	YMS	8/1/2025
McKim, Krystal	Cafeteria monitor	YMS	8/13/2025
Mootry, Courtney	bus duty	RIS	8/13/2025
Morey, Amy	game worker	YMS	9/1/2025
Pearson, Tylor	Extra duty	YMS	8/13/2025
Quenneville, Leiloni	Cafeteria monitor	RIS	9/29/2025
Rung, Torin	game worker	YHS	8/1/2025
Sewell, Desiree	MAS Sup	Ranchwood ES	9/24/2025
Swinford, Jessica	MAS Sup	RIS	9/22/2025
Walker, Jena	Extra duty	YMS	8/13/2025

RESIGNATIONS/RETIREMENTS/SEPARATIONS:			
Name	**Position**	**Site/Dept**	**Effective**
Aubrey, Leslie	Art Teacher	YMS	5/23/2025
Brown, Caitlin	Cafeteria Monitor	central ES	9/30/2025
Coccimiglio, Sara	Cafeteria Monitor	Myers ES	9/12/2025
Craine, Jessica	Bus Aide	Transportation	9/1/2025
Fisher, Lindsay	Behav support para	BRIDGES	10/10/2025

Gallegos, Skylar	Paraprofessional	SES	9/15/2025
Graham, Palula	Bus Aide	Transportation	9/17/2025
Leal, Isabella	Childcare teacher	young minds	9/22/2025
Leggett, Lacy	Paraprofessional	IIS	9/19/2025
McKinney, Hope	MAS Sup	Comm Eng	9/19/2025
McKnight-Cowan, Roxanne	Crosswalk Monitor	RIS	9/19/2025
Miller, Jeremiah	Bus driver	Transportation	5/22/2025
Nayyar, Babita	Substitute	Administration	9/12/2025
Powell, Andrea	MAS Sup	Surrey Hills ES	9/26/2025
Robinson, Kim	Substitute	Administration	8/15/2025
Russell, Steven	Paraprofessional	YMS	9/26/2025
Sikes, Carolina	MAS Aide	Comm Eng	8/22/2025
Spellman, Vanessa	Art Teacher	Surrey Hills ES	9/19/2025
Webb, Alicia	Cafeteria Monitor	Central ES	10/3/2025
Zadora, Tatum	Paraprofessional	Central ES	9/12/2025

PERSONNEL REPORT EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
NONE			

RECOMMENDATION TO HIRE:

CERTIFIED TEMPORARY CONTRACT			
Name	**Position**	**Site/Dept**	**Effective**
	Art Teacher		9/29/2025

RECOMMENDATION TO HIRE:

SUPPORT			
Name	**Position**	**Site/Dept**	**Effective**
	Substitute		9/9/2025
	Substitute		9/9/2025
	Substitute		9/11/2025
	Paraeducator		9/29/2025
	Substitute		9/9/2025
	Cafeteria Monitor		9/16/2025
	Substitute		9/19/2025
	Substitute		9/9/2025
	Substitute		9/19/2025
	Substitute		9/19/2025
	Substitute		9/9/2025
	Substitute		9/22/2025
	LPN		9/11/2025
	Paraeducator		9/23/2025
	MAS Supe		9/11/2025
	Bus Aide		9/29/2025
	Paraeducator		9/29/2025
	Substitute		9/10/2025
	Substitute		9/17/2025
	Bus Driver		9/18/2025
	Bus Aide		10/3/2025
	Substitute		9/29/2025
	Substitute		9/11/2025
	Substitute		9/9/2025
	Substitute		9/25/2025
	Substitute		9/4/2025
	Substitute		9/9/2025
	Substitute		9/10/2025
	Substitute		9/9/2025
	Substitute		9/11/2025
	Bus Aide - Training		9/8/2025
	Substitute		9/22/2025
	Substitute		9/12/2025
	Substitute		9/9/2025
	Crosswalk monitor		9/26/2025
	Substitute		9/18/2025
	Substitute		9/4/2025
	Substitute		9/29/2025
	Substitute		9/11/2025
	Paraeducator		10/6/2025

	Substitute		9/4/2025
	Substitute		9/9/2025
	YM Childcare		9/18/2025
	Substitute		9/10/2025
	Substitute		9/18/2025
	Substitute		9/10/2025
	Substitute		9/29/2025

SEASONAL STUDENT AND/OR ADULT:			
Site	**Position**	**Site/Dept**	**Effective**
	Marching Band Tech		9/29/2025
	Marching Band Tech		9/29/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Game worker		8/1/2025
	Marching Band Tech		12/1/2025
	Marching Band Tech		9/29/2025
	Adjunct Coach		8/13/2025
	Marching Band Tech		9/29/2025
	Marching Band Tech		9/29/2025
	Game worker		9/19/2025

CHANGE OF POSITION/HOURS LOCATION/RATE OF PAY:				
Name	**Position**	**Site/Dept**	**Effective**	**From**
Abner Vasquez Guerra	3rd grade LTS	Skyview ES	9/8/2025	YMS bil asst
Ajayi, Erica	Dist Online Curric	Administration	7/1/2025	from Assess Coord
Atkinson, Breanna	Paraeducator	YMS	9/29/2025	from 7 to 7.5 hrs
Baker, Lesli	Cafeteria monitor	Central ES	9/16/2025	from 4 to 3 hrs
Baker, Rachel	Comm Rep	IIS	9/9/2025	from Laura Riley
Baker, Rachel	5th LTS	IIS	8/5/2025	from 5th IIS
Baker, Rachel	5th Grade	IIS	8/5/2025	from LTS
Belote, Morgan	Kinder teacher	Central ES	8/5/2025	from LTS
Bengs, Jason	Data & Info Admin	Administration	7/1/2025	from database admin
Bradley, Diedre	District EL & GT Coord	Administration	7/1/2025	from EL Coord
Crutchfield, Kynicia	MAS Supe	Comm Eng	8/13/2025	from Surrey PK
Crutchfield, KyNicia	Cafeteria monitor	Surrey Hills ES	8/12/2025	from 3 to 4 hrs
Delgado, Emily	NASS tutor	Parkland ES	9/15/2025	IIS caf monitor
Delgado, Emily	MAS Supe	comm Eng	9/16/2025	from 3 to 4 hrs
Frazier, Ida Bell	Paraeducator	YHS	9/29/2025	from Para at BRIDGES
Gallegos, Skylar	Paraeducator	Special Services	9/9/2025	from standby
Hale, Michelle	District Elem Coord	Administration	7/1/2025	from Math Coord
Hocker, Bradley	Behav Supt Para	Administration	9/1/2025	from LIS
Hunt, Alyssa	Behav Supt Para	Administration	9/1/2025	from YHS
James, Carolyn	Paraeducator	YMS	8/11/2025	from 8 to 7 hrs
Jones, Michelle	District HS & CTE	Administration	7/1/2025	from SS Coord
Kropf, Lezlie	District Int/MS Coord	Administration	7/1/2025	from SS Coord
Lockett, Richard	PE/Health/Safety	YHS	8/5/2025	from LTS
Logsdon, Lillie	2nd grade	Surrey Hills ES	8/5/2025	from Kindergarten
Murillo, Staci	3rd grade	Central ES	8/5/2025	from 2nd grade
Niekamp, Sarah	2nd grade	Shedeck ES	8/5/2025	from 1st grade
Perdue, Timothy	SpEd LEAP LTS	RIS	9/8/2025	from Skyview 3rd

Powell, Andrea	MAS Supe	Comm Eng	9/1/2025	from 4 to 3.91 hrs
Rowan, Alexis	STEM teacher	YMS	8/5/2025	from Science
Salazar, Kyra	MAS Supe	Comm Eng	8/13/2025	new start date
Sawatzky, Kelsey	Paraeducator	LIS	9/16/2025	from YMS
Seale, Kamryn	4th grade	RIS	9/1/2025	from LTS
Serowski, Amy	Certified LTS	YHS	8/5/2025	from LTS SpEd
Smith, Rochelle	Cert SpEd teacher	Skyview ES	8/5/2025	from LTS SpEd
Smrchka, Dakota	Cafeteria monitor	Shedeck ES	8/12/2025	from 5 to 4.5 hrs
Stout, Cheri	Cafeteria monitor	IIS	8/12/2025	from 3 to 2.5 hrs
Waters, Samantha	2nd grade	Surrey Hills ES	8/5/2025	from 1st grade
Webb, Alicia	MAS Supe	comm Eng	10/26/2025	3.95 hrs from 4
Whitney, Jessica	3rd grade	Central ES	8/5/2025	from LTS
Woodard, Katelyn	Science	YMS	8/5/2025	from LTS

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:			
Name	**Position**	**Site/Dept**	**Effective**
Bennett, Blake	game worker	YMS	8/28/2025
Bostic, Rachel	Homebound	YHS	9/26/2025
Brown, Caitlin	Cafeteria monitor	Myers ES	9/24/2025
Cypert, Kalei	Homebound	YHS	10/1/2025
Davis, Zachary	game worker	YMS	9/1/2025
DeMarco, Riley	extra academic hour	YHS	2/9/2026
Dillingham, Jacob	Activity bus driver	YHS	9/15/2025
Duncan, Julie	Mowing/Grounds	YHS	9/8/2025
Howard, Cynthia	Extra duty	YMS	8/13/2025
Hulsopple, Bruce	YPS Band Guard Coach	YHS	9/29/2025
Jarrett, Bryan	game worker	YHS	9/1/2025
Knutson, Ryan	game worker	YHS	8/1/2025
Knutson, Ryan	SWOSU PATHS	YHS	1/5/2026
Leonardi, Apryl	Cafeteria monitor	Myers ES	8/13/2025
Mack, Karen	Homebound	YHS	9/1/2025
Marion, Jana	Crosswalk Monitor	Skyview ES	8/13/2025
Martin, Amber	game worker	YMS	8/1/2025
Martin, Amber	Activity bus driver	YMS	9/1/2025
Masoner, Keelly	extra duty	RIS	8/13/2025
McKim, Krystal	game worker	YMS	8/1/2025
McKim, Krystal	Cafeteria monitor	YMS	8/13/2025
Mootry, Courtney	bus duty	RIS	8/13/2025
Morey, Amy	game worker	YMS	9/1/2025
Pearson, Tylor	Extra duty	YMS	8/13/2025
Quenneville, Leiloni	Cafeteria monitor	RIS	9/29/2025
Rung, Torin	game worker	YHS	8/1/2025
Sewell, Desiree	MAS Sup	Ranchwood ES	9/24/2025
Swinford, Jessica	MAS Sup	RIS	9/22/2025
Walker, Jena	Extra duty	YMS	8/13/2025

RESIGNATIONS/RETIREMENTS/SEPARATIONS:			
Name	**Position**	**Site/Dept**	**Effective**
Aubrey, Leslie	Art Teacher	YMS	5/23/2025
Brown, Caitlin	Cafeteria Monitor	central ES	9/30/2025
Coccimiglio, Sara	Cafeteria Monitor	Myers ES	9/12/2025
Craine, Jessica	Bus Aide	Transportation	9/1/2025
Fisher, Lindsay	Behav support para	BRIDGES	10/10/2025

Gallegos, Skylar	Paraprofessional	SES	9/15/2025
Graham, Palula	Bus Aide	Transportation	9/17/2025
Leal, Isabella	Childcare teacher	young minds	9/22/2025
Leggett, Lacy	Paraprofessional	IIS	9/19/2025
McKinney, Hope	MAS Sup	Comm Eng	9/19/2025
McKnight-Cowan, Roxanne	Crosswalk Monitor	RIS	9/19/2025
Miller, Jeremiah	Bus driver	Transportation	5/22/2025
Nayyar, Babita	Substitute	Administration	9/12/2025
Powell, Andrea	MAS Sup	Surrey Hills ES	9/26/2025
Robinson, Kim	Substitute	Administration	8/15/2025
Russell, Steven	Paraprofessional	YMS	9/26/2025
Sikes, Carolina	MAS Aide	Comm Eng	8/22/2025
Spellman, Vanessa	Art Teacher	Surrey Hills ES	9/19/2025
Webb, Alicia	Cafeteria Monitor	Central ES	10/3/2025
Zadora, Tatum	Paraprofessional	Central ES	9/12/2025