

NOTICE OF MEETING
STANLEY HUPFELD ACADEMY at Western Village
1508 NW 106th Street OKC, OK 73114

REGULAR MEETING OF THE ADVISORY BOARD - M O N D A Y, September 9, 2024
3:45 P.M. – Stanley Hupfeld Library - SW Corner of Campus (Park in West Lot, Enter Library Door)

A G E N D A

*Agenda items are subject to change up to 24 hours prior to meeting, excluding state holidays and weekends.
Meetings are open to the public. This agenda was posted at 12:45 p.m. on the 3rd day of September, 2024 by Kara Babbit.*

1. Welcome and Introductions

Kylie Lyons, Chair

2. Connect to Purpose

- Recognition of Stephanie Heinrichs - SHA Advocate & Clothing Closet Volunteer

3. Consent Items for Approval

Kylie Lyons, Chair

- Board Meeting **Minutes** for August 5, 2024
 - 24-25 General Fund Encumbrances 1-67 totaling \$1,332,825.92.
 - Surplus Inventory – 2 printers

4. Discussion and possible board action to approve SHA Retention Policy

Kylie Lyons, Chair

5. Discussion and possible board action to approve 24-25 Extra Duty Stipends

Kylie Lyons, Chair

6. Principal's Report

Ruthie Rayner, Principal

- Test Score Comparison
- Child Nutrition Update - CEP Status
- School Board Training

7. New Business

8. Adjourn

**STANLEY HUPFELD ACADEMY (SHA) AT WESTERN VILLAGE
ADVISORY COUNCIL, MINUTES OF MEETING
August 5, 2024**

ATTENDEES

Voting members in attendance: Parker Cassell, Shari Dixon, Bob Eichenberg, Eric Harmon, Milisha Henderson, David Jackson, Kylie Lyons, Suzan Whaley

Voting Members Absent: Mike Chavez, Skip Leonard, John Vera

Non-voting members absent: None

School Staff and Guests in Attendance: Kara Babbit (Superintendent), Ruthie Rayner (Principal), Christy Savage (Board Clerk), Becky Kime (Minutes Clerk), Heather Meldrum (Counselor), and Jason Mack (OKCPS Liaison).

The meeting was called to order at 4:00 pm by Kylie Lyons, Chair.

Motion to Approve the Board Member Resignation of Tom Cassidy, and elect/confirm Bob Eichenberg to Board Seat by Parker Cassell, 2nd Eric Harmon. Motion carries.

Consent Agenda

On a motion by David Jackson, 2nd by Eric Harmon, the following Consent Agenda items were unanimously approved as presented, Vote taken and the consent agenda approved.

- Minutes of the June 3, 2024, Advisory Board Meeting.
- **Income Statements and Monthly Financial Report** including Compilation Report; Statement of Assets, Liabilities, and Net Assets – Cash Basis; Statement of Revenue And Expenses – General Fund – Cash Basis; Detailed Revenue Summary – General Fund - Cash Basis; and Statement of Expenses Two Year Comparisons by Project, Object – General Fund – Cash Basis, for the period **May and June 2024.**
- **Encumbrance Register as of 7.11.24 for 23-24.**
- **Encumbrance Register for 24-25 as of 7.11.24.**
- **Estimate of Needs-24-25**

Motion to approve OKCPS updated lease amendment, mutual ratification & lease extension for 24-25 by Milisha Henderson, 2nd Parker Cassell. Motion carries.

Principal's Report

- **Building Update-** progressing along. The building will be ready for the first day of school.
- **Mentor recruitment-** presented the flyer for mentor recruitment.

Motion to adjourn by Eric Harmon, 2nd Milisha Henderson. Motion carries.

The meeting adjourned at 4:31 pm.

NEXT MEETING: Monday, September 9, 2024 3:45 pm.

Approved: Becky Kime Becky Kime, Minutes Clerk

*Note: Attachment: Record of roll call votes

STANLEY HUFFFIELD ACADEMY AT WESTERN VILLAGE
 ADVISORY BOARD MEETING – ROLL CALL VOTES
 August 5, 2024

Board Member	Consent Agenda (Minutes 6.3.24-24/May and June 2024 Financials/Encumbrances General Fund	Discussion & Possible Board Action to approve Tom Cassidy Resignation and appoint Bob Eichenberg to the board	Discussion and Possible Board Action to approve OKPCS updated lease amendment and mutual ratification for 24-25	Motion to adjourn meeting				
Parker Cassell	Yes	Yes	Yes	Yes				
Mike Chavez	Absent	Absent	Absent	Absent				
Shari Dixon	Yes	Yes	Yes	Yes				
Bob Eichenberg	Yes	Yes	Yes	Yes				
Eric Harmon	Yes	Yes	Yes	Yes				
Millisha Henderson	Yes	Yes	Yes	Yes				
David Jackson	Yes	Yes	Yes	Yes				
Skip Leonard	Absent	Absent	Absent	Absent				
Kylie Lyons	Yes	Yes	Yes	Yes				
John Vera	Absent	Absent	Absent	Absent				
Suzan Whaley	Yes	Yes	Yes	Yes				



Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/31/2024, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/03/2024	37	SECURITY BANK CARD	LOWES PAINT	100.00
11	2	07/03/2024	37	SECURITY BANK CARD	LONGHORN STEAK HOUSE - BACK TO SCHOOL STAFF DINNER	1,200.00
11	3	07/01/2024	46	UNITED MECHANICAL SERVICE	MUSIC ROOM - C AGREEMENT PARTS AND LABOR	1,500.00
11	4	07/01/2024	196	LEARNING WITHOUT TEARS	QUOTE 78991	1,348.60
11	5	07/01/2024	36	AMAZON CAPITAL SERVICES	MISC CLASSROOM ITEMS FOR SHARBER/AMOUS	700.00
11	6	07/01/2024	210	BLED SOE HEWETT & GULLEKSON	AUDIT SERVICES	7,500.00
11	7	07/01/2024	211	CITY GREASE TRAP SERVICES	GREASE TRAP DISPOSAL	2,500.00
11	8	07/01/2024	146	CITY OF OKC PERMITS	ALARM PERMIT	35.00
11	9	07/01/2024	4	CITY OF OKLAHOMA CITY WATER	UTILITIES	15,000.00
11	10	07/01/2024	5	CITY OF THE VILLAGE	UTILITIES	8,000.00
11	11	07/01/2024	59	CNA SURETY	SURETY BONDS	1,500.00
11	12	07/01/2024	7	COX COMMUNICATIONS	MONTHLY INTERNET/PHONE SERVICE	9,000.00
11	13	07/01/2024	204	DAVIS JANITORIAL LLC	MONTHLY JANITORIAL SERVICES	48,000.00
11	14	07/01/2024	247	DEIGHAN EDUCATIONAL, LLC	FEDERAL PROGRAMS TRAINING	9,000.00
11	15	07/01/2024	151	DURANTE CONSTRUCTION INC.	REPLACE 6 DOORS	32,905.83
11	16	07/01/2024	8	EALES SECURITY	BURGLAR AND FIRE ALARM MONITORING	3,500.00
11	17	07/01/2024	159	EDMOND TROPHY COMPANY	NAME TAGS FOR STAFF	650.00
11	18	07/01/2024	9	EUREKA WATER COMPANY	OPERATION OF BLDG WATER SERVICE	2,500.00
11	19	07/01/2024	10	EXCEL MICRO, LLC	EMAIL PROTECTION SOFTWARE	2,500.00
11	20	07/01/2024	82	FIRE TROL PROTECTION SYSTEMS, INC.	EXTINGUISHERS	2,500.00
11	21	07/01/2024	80	FOLLETT SCHOOL SOLUTIONS, INC.	LIBRARY SOFTWARE	1,000.00
11	22	07/01/2024	237	GREEN EDGE SYSTEMS INC.	CAFE LED MENU BOARD	599.00
11	23	07/01/2024	190	HOME DEPOT PRO	JANITORIAL SUPPLIES	12,000.00
11	24	07/01/2024	133	IXL LEARNING	SITE LICENSE FOR eLEARNING LIBRARY	2,500.00
11	25	07/01/2024	12	JACKSON AND ASSOC., LLC	AFFIRMATIVE ACTION PLANS	3,000.00
11	26	07/01/2024	205	JAZLYN R MARCOS	PORTLAND STATE UNIV CLASSES- ECED 591 AND 523	500.00
11	27	07/01/2024	201	JOHN KING	SUMMER CLEANING CARPET/VCT TILE/RUBBER FLOOR	7,178.73
11	28	07/01/2024	53	JOURNAL RECORD	PUB SHEET	250.00
11	29	07/01/2024	103	KEYSTONE FOOD SERVICE	FOOD SERVICE	225,000.00
11	30	07/01/2024	103	KEYSTONE FOOD SERVICE	FFVG GRANT	25,000.00
11	31	07/01/2024	196	LEARNING WITHOUT TEARS	NAME PLATES/POSTER	300.00
11	32	07/01/2024	124	MOBYMAX EDUCATION LLC	SITE LICENSE RENEWAL K-8 CURRICULUM	3,000.00
11	33	07/01/2024	16	OCAS	ACCOUNTING SERVICES	28,000.00
11	34	07/01/2024	23	OESC	OESC	5,000.00
11	35	07/01/2024	18	OG&E	ELECTRICITY	75,000.00
11	36	07/01/2024	22	OK PUBLIC CHARTER SCHOOL ASSOC.	ANNUAL MEMBERSHIP	3,200.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 7/31/2024, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	37	07/01/2024	97	OKC MOSQUITO MILITIA	PEST SERVICES FOR CNP	1,500.00
11	38	07/01/2024	21	OKCPS FINANCIAL SERVICES-TREASURY	RENT/SPONSOR FEES	75,000.00
11	39	07/01/2024	172	OKLAHOMA SOCIETY FOR TECH IN EDUC	1 YEAR MEMBERSHIP	300.00
11	40	07/01/2024	24	ONG	NATURAL GAS	18,000.00
11	41	07/01/2024	248	OSAG	WORKERS COMP INSURANCE	5,500.00
11	42	07/01/2024	75	OSSBA	ANNUAL MEMBERSHIP	2,500.00
11	43	07/01/2024	25	PHILADELPHIA INSURANCE COMPANIES	INSURANCE/ELL/PROPERTY	75,000.00
11	44	07/01/2024	79	PROGRESS PUBLICATIONS	THURSDAY FOLDERS	1,000.00
11	45	07/01/2024	38	QUIK PRINT	BOARD BOOK COPIES	500.00
11	46	07/01/2024	38	QUIK PRINT	STAFF HANDBOOKS FY25	2,500.00
11	47	07/01/2024	27	REACH EDUCATIONAL CONSULTING	PSYCH SERVICES	7,500.00
11	48	07/01/2024	155	REALLY GREAT READING	PROFESSIONAL DEVELOPMENT REGISTRATION	2,750.00
11	49	07/01/2024	74	RENAISSANCE LEARNING	INSTRUCTIONAL SOFTWARE	6,500.00
11	50	07/01/2024	241	RENOVATIONS	INSTALL SAFETY LOCKS ON INSIDE CLASSROOM DOORS	2,946.50
11	51	07/01/2024	28	ROMO'S LAWN SERVICE	MOWING/LAWN SERVICES	6,000.00
11	52	07/01/2024	29	SAMSClub- WALMART	MISC ITEMS FOR MENTOR ROOMS	100.00
11	53	07/01/2024	30	SCHOLASTIC BOOK FAIRS	FALL 2023 AND SPRING 2024	8,500.00
11	54	07/01/2024	37	SECURITY BANK CARD	PODS 3.4.24 TO COMPLETE. 8.15.24 MONTHLY FEE	779.98
11	55	07/01/2024	37	SECURITY BANK CARD	ACE- TRUE VALUE	14.47
11	56	07/01/2024	37	SECURITY BANK CARD	LUNCH FOR KIM KING AND R RAYNER 6.10,24	26.05
11	57	07/01/2024	31	SENSATIONAL KIDS INC.	SPEECH AND OCCUPATIONAL THERAPY SERVICES	50,000.00
11	58	07/01/2024	240	SENSORY EDGE	7 1/2' X 12' NIGHT SKY RUG	450.00
11	59	07/01/2024	224	SOUTHWEST BUILDERS	36' X 64' PRE-ENGINEERED METAL BUILDING	298,686.15
11	60	07/01/2024	14	SYLOGISTED, INC.	ACCOUNTING SOFTWARE	11,000.00
11	61	07/01/2024	246	THE BECKMAN COMPANY	INSURANCE WIND AND HAIL BUY DOWN FROM 5% TO 2%	32,681.73
11	62	07/01/2024	46	UNITED MECHANICAL SERVICE	PLUMBING REPAIRS	1,000.00
11	67	07/18/2024	82	FIRETROL PROTECTION SYSTEMS, INC.	FIRE EXTINGUISHERS (8) REPLACED/INSPECTIONS	2,442.50

Non-Payroll Total:	\$1,154,644.54
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Payroll Total:	\$178,181.38
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Balance Forward:	\$0.00
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Report Total:	\$1,332,825.92
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SHA SURPLUS INVENTORY

9.9.24

1. HP LJ P3015/Serial #: JPBCbDK0G7
2. HP MFP M283fdw/Serial #: VNBRQ6Q2L1

Stanley Hupfeld Academy Retention Policy / Procedure

Board Approved:

The purpose of this policy is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading at grade level. (Ex: First graders should be reading at 2.0 utilizing Scaled Score Cuts by the end of first grade.) The second goal is to end social promotion (promoting a child because of their age, rather than academic achievement). Stanley Hupfeld Academy facilitates reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student's reading progress as outlined by the State of Oklahoma in the Strong Readers Act.

Stanley Hupfeld Academy curriculum and instructional practices are based on scientific research in order to prevent reading difficulties and provide instructional supports as quickly as possible when needed. The ability to read proficiently by the end of each grade significantly reduces the need for remediation in middle and high school and lowers the risk of a student dropping out of school because the student is unable to read.

Reading Assessments and Diagnostic Assessments are given quarterly and reviewed to ensure that interventions occur in a timely manner. These scores are used to base instructional decisions and interventions. The data is used to gauge if a student is reading on level based upon national norms provided by the assessment. Multiple assessments will be utilized to determine if a student has met grade level proficiency.

Process:

- Parents/ Guardians are notified at the beginning of the year when a student qualifies for Reading Sufficiency identification. (State Required Strong Readers Act notification)
- Interventions and Services will be outlined in the Student Literacy Intervention Plan (SLIP) and presented to parents at the first conference.
- Parents/ Guardians are notified of scores and progress at the first and third quarter Parent Conferences.
- Report Cards are presented to parents/guardians at each quarter to communicate progress and scores.
- Notification of Deficiency and an intervention plan is presented again in a mid-year Deficiency Meeting at an additional in-person parent conference.
- SHA Site Retention Team meets at the end of April for a final review of scores and other indicators to decide if retention is the proper course for a student. The Site Retention Team is comprised of the SHA Site Reading Coach, Special Education Teacher, Counselor & Site Administration. Qualifiers for exemptions that may override a retention are reviewed at this meeting and a placement determination is made. These include:
 - IEP status
 - ELL status

- Previous Retention Information
- Light's Retention Scale Data
- Other Subject Data

- The decision of the team is shared with Parents/Guardians in a retention meeting using the Deficiency Form that was presented at the mid-year meeting.
- The appeal process is outlined on the back of the Deficiency Form and presented to parents at the meeting.
- Appeals will need to follow the Due Process Procedure defined below.
- Students that are retained with reading challenges will receive individualized reading instruction outside the regular 90-minute reading block during the retention year. Additional help may include small-group instruction, reduced teacher-student ratios, more frequent progress monitoring, tutoring, transitional classes and after school tutoring. Services will be outlined in the Student Literacy Intervention Plan (SLIP).
- Students that transfer to Stanley Hupfeld Academy will be assessed within the first week of their arrival on campus. Placement determination will be decided with the same cut-scores/ grade level indicators. If the student has not been previously retained, the parent will be notified by administration that a retention will occur for the current year. This will apply to students that are one year or more behind in their grade level reading and have not been previously retained.

Due Process for Appeal:

Any parent, or guardian, who is dissatisfied with a determination indication that his/her child should be retained, may appeal the decision as follows:

Level One: If the parent, or guardian, is not satisfied with the retention decision, he/she may request an appeal, before the director, by writing a letter to the director within three days of the date that the parent receives the decision. A hearing will be conducted within five days following the receipt of the letter. The parent, or guardian, will be notified of the decision by certified mail, return receipt requested. The appeal procedure will be made available to the parent when they are advised of the decision of retention.

Level Two: If a parent, or guardian, is not satisfied with the level one decision, an appeal to the Stanley Hupfeld Advisory Board may be made through a written letter to the Board President within 5 days of receipt of the level one appeal. The appeal will be brought to the Stanley Hupfeld Advisory Board. Only written evidence will be considered. No party will be allowed to make oral arguments or present witness testimony.

The parent, or guardian, will be advised of the Board's decision through certified mail. The decision of the Board will be final.

SHA@WV
2024-2025 Extra Duty Stipends
Revised 8.26.2024

<u>REQUESTOR</u>	<u>ASSIGNMENT</u>	<u>AMOUNT APPROVED</u>
Matt Bell	Mentor Tracking Attendance	\$800 to be paid in December
Corey Alkire	Breakfast Duty (all Year)	\$2,400 ½ to be paid in December & ½ to be paid in April
Jacque Bush	Breakfast Duty (all year)	\$2,400 ½ to be paid in December & ½ to be paid in April
Jackie Meeker	Student of Month Coordinator	\$800 to be paid in December
Becky Kime	SHA Advisory Board Minutes Clerk	\$1000. To be paid in December
Tiffany Burnett	After School Tutor	\$2000. To be paid ½ in December ½ in March
Madeline Mahan	After School Tutor	\$2000. To be paid ½ in December ½ in March
Monesha Hornbeak	After School Tutor	\$2000. To be paid ½ in December ½ in March
Kim King	After School Tutor	\$2000. To be paid ½ in December ½ in March
Kristina Bate	After School Tutor	\$2000. To be paid ½ in December ½ in March
Jazlyn Marcos	Soccer Coach / 2 nd Sem. Includes Saturday Games	\$700. To be paid in March
Jazlyn Marcos	Academic Team Coach 1 st Semester	\$700. To be paid in December
Mariah Wilson	ASP Cheer Coach Includes Saturday Games	\$1000.00 To be paid in December
Major Wilson	Soccer Coach/ 2 nd Semester Includes Saturday Games	\$700 To be paid in March
Major Wilson	Basketball Coach Includes Saturday Games	\$1000.00 To be Paid in December
Heather Meldrum	Fitness Club (ASP Sept-March)	\$1000. To be Paid in December

Anna Homan

Spring Fishing Club/ 2nd Semester

Includes Off Site Fishing Trip

\$700. To be Paid in March



Corey Alkire

Eagle Extra News (ASP Sept-March)

\$1000 To be paid in
March

Jackie Meeker

Cricut Club (ASP Sept-March)

\$1000 To be paid in March

Kristina Bate

Cricut Club (ASP Sept-March)

\$1000 to be paid in March

Ruthie Rayner

ASP Director (Sept – April)

\$1000. December
\$1000. April

SUBS for ASP:

Hourly Pay for Subbing

LaCresha Amous- Tutoring

Staff Volunteers as Needed

SUBS for Breakfast Duty:

Lauren Williams



Tiffany Burnett

Staff Volunteers as Needed



Oklahoma State Testing Program (OSTP) 2023

THIRD GRADE

Total Tested	ELA/READING		42
Below BASIC	9	22%	
BASIC	17	40%	
Proficient	11	26%	
Advanced	5	12%	

THIRD GRADE

		MATH		42
Below Basic	9	21%		
Basic	15	36%		
Proficient	12	29%		
Advanced	6	14%		

FOURTH GRADE

Total Tested	ELA/ READING		37
Below Basic	14	38%	
Basic	11	30%	
Proficient	10	27%	
Advanced	2	5%	

FOURTH GRADE

		MATH		37
Below Basic	10	27%		
Basic	13	35%		
Proficient	11	30%		
Advanced	3	8%		

FIFTH GRADE

Total Tested	ELA / READING		39
Below Basic	4	10%	
Basic	20	51%	
Proficient	11	36%	
Advanced	4	10%	

FIFTH GRADE

		MATH		39
Below Basic	5	13%		
Basic	17	44%		
Proficient	14	36%		
Advanced	3	7%		

Fifth Grade

Total Tested	Science		39
Below Basic	7	18%	
Basic	20	51%	
Proficient	10	26%	
Advanced	2	5%	

Oklahoma State Testing Program (OSTP) 2024

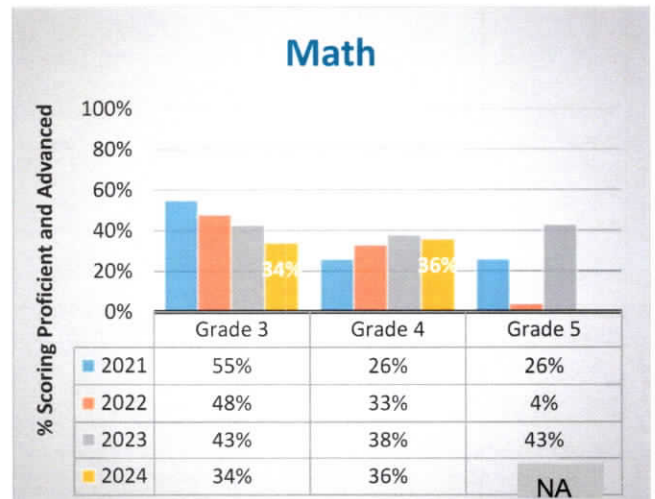
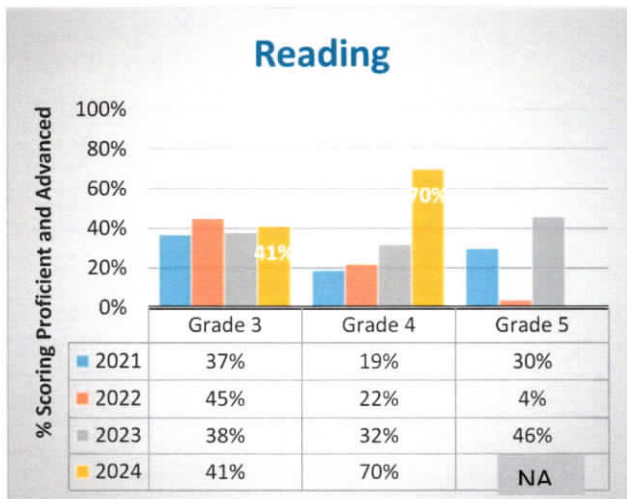
THIRD GRADE		
Total Tested	ELA/READING	44
Below BASIC	8	18%
BASIC	18	41%
Proficient	12	27%
Advanced	6	14%

THIRD GRADE		
Total Tested	MATH	44
Below Basic	9	21%
Basic	20	45%
Proficient	10	23%
Advanced	5	11%

FOURTH GRADE		
Total Tested	ELA/ READING	39
Below Basic	7	18%
Basic	5	12%
Proficient	19	49%
Advanced	8	21%

FOURTH GRADE		
Total Tested	MATH	39
Below Basic	8	21%
Basic	17	43%
Proficient	10	26%
Advanced	4	10%

OKLAHOMA SCHOOL TESTING PROGRAM, 2024



- 2023-2024 – First Year of New Grade Span - SHA did not serve 5th grade students.

**CEP BASE YEAR REPORT/APPROVAL
COVER LETTER**

School District/RCCI Name: OKC Charter - Hupfeld/Western Village

County/District Code: 55-E003 School Year (Base Year) 2024

Current CEP Percentages (In CARS, if applicable): Free: 92.61 % Paid: 7.39 % N/A

Applying For: Individual Site District-Wide Group of Sites

Site Name/Group of Sites:

Stanley Hupfeld Elementary

(Circle One)

Did the LEA submit supporting documentation to substantiate the number of enrolled students? Yes No

Did the LEA submit supporting documentation for ALL children directly certified? Yes No

Total Claiming Percentage of FREE meals for ALL SITES
(List all numbers after the decimal) 100 %

Total Claiming Percentage of PAID meals for ALL SITES:
(List all numbers after the decimal) 0 %

CEP APPROVAL: YES NO

Comments/Notes:

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(If CEP percentage causes reimbursement to be lower than previous base year, District signature is required)

Sophie Haynes, Principal 6/14/2024
District Signature & Title Date

Kathy Luck 6/14/2024
Consultant Signature Date

SCHOOL BOARD MEMBER EDUCATION REQUIREMENTS

Board Member Type	<p style="text-align: center;">New</p> <p>Individual who has been elected to serve as a member of a district school board who has not been previously appointed or elected to serve as a school board member to the term immediately prior to the current term for which the member has been elected.</p>	<p style="text-align: center;">Incumbent</p> <p>Individual who was elected to a full term as a member of a district school board and who also served as a school board member in the same seat for at least 15 months of the term immediately prior to the current term of office.</p>	<p style="text-align: center;">Appointed/ Elected to Partial Term</p> <p>Individual who is appointed or elected to serve as a member of a district school board for a partial term of 15 or more months.</p>	<p style="text-align: center;">Appointed (Short-Term)</p> <p>Individual who is appointed to serve as a member of a district school board for a term of <i>less than 15 months</i>.</p> <p><i>If a board member serving a short-term appointment is subsequently elected to a full term, they are considered a "new" board member and any credits obtained during appointed period carry over.</i></p>
Credits* due within 15 months of election/appointment	1 finance 1 ethics 1 open meeting/records 9 other credits*	1 finance 1 ethics 1 open meeting/records 3 other credits*	1 finance 1 ethics 1 open meeting/records 9 other credits*	None** <i>**Credits obtained during short-term appointment period may count toward 15-month requirement if subsequently elected</i>
Additional credits due before filing period for election/re-election	5-year term: 15 credits 4-year term: 12 credits 3-year term: 9 credits	5-year term: 15 credits 4-year term: 12 credits 3-year term: 9 credits	None	None

*Credits must be in the education issue categories listed in 70 O.S. Section 5-110: public school finance/CareerTech finance; Oklahoma Open Records Act and Open Meeting Act; board member duties and responsibilities including but not limited to ethics and special education; legal issues impacting school districts including school employment and due process law; and new laws.

This is an overview/summary of the requirements outlined in state statute and Oklahoma State Department of Education rules. OSSBA tracks all board member credits obtained at OSSBA events and for all events attended by career-technology center board members. OSSBA works closely with the SDE, which is the final authority on board member credits for school districts.

If a board member does not earn the required training, the State Board of Education will inform by certified mail the school board member and the superintendent of the violation of the requirements. The school board member will have 60 days from the date of receipt of the certified notice to complete the requirements. If the school board member does not complete the requirements by the end of the 60 days, the board of education is required to declare the seat vacant as per 70 O.S. Section 5-110.2.

Training Required for Public School Board Members Only if Elected or Appointed on/after January 1, 2014

Qualified school board training hours must be instruction provided at a workshop, conference, convention or seminar held in-state and conducted by the Oklahoma State Department of Education, or Oklahoma Department of Career and Technology, or the Oklahoma State School Boards Association, or an approved professional development program of the board member's district. Any other school board training program must have prior approval in writing from the Oklahoma State Department of Education and Department of Career and Technology to be qualified.

A **New** school board member elected or appointed must complete **12 hours** of instruction from topics listed below and their attendance must be completed within 15 months after the date elected or appointed. An **Incumbent** is a school board member elected to a second consecutive term (or greater) of the same school board seat, with no break in service. An **Incumbent** must complete **6 hours** of training within 15 months after the date of their election or appointment.

*A school board member appointed after 1/1/2014 to a seat with less than 15 months remaining in the term at time of appointment, and did not serve in the previous term, is exempt from school board training until end of the term. If this same appointee remains for a consecutive full term by election/appointment, all **New** board member training hours apply.

Required Training Topics for Elected or Appointed on/after January 2014	Number of Hours if Elected or Appointed on/after January 2014
<p>1. <u>Public School Finance</u> or if applicable <u>Career and Technology Finance</u> Must be within 15 months after election date or appointment date.</p>	<p>1 Hour minimum for New or Incumbent Elected or Appointed</p>
<p>2. <u>Oklahoma Open Records Act and Open Meetings Act</u> Must be within 15 months after election date or appointment date.</p>	<p>1 Hour minimum for New or Incumbent Elected or Appointed</p>
<p>3. <u>Ethics / Ethical Issues</u> Must be within 15 months after election date or appointment date.</p>	<p>1 Hour minimum for New or Incumbent Elected or Appointed</p>
<p>4. <u>In addition, any combination of A-E subjects listed below or above</u> Must be within 15 months after election date or date appointed to board.</p> <p>(A) Legal issues impacting local school districts (B) School employment and due process law (C) New laws (D) Special Education laws (E) Legal issues involving school finance</p>	<p>9 Hours minimum for New member (1st term) Elected or Appointed</p> <p>3 Hours minimum for Incumbent member Elected or Appointed</p>
<p>*If an appointed member is exempt from the minimum hours of training, the appointee may attend approved topic classes as desired until the term ends.</p>	<p>*No minimum training hours for this appointee</p>
<p>Continuing Education is required for any New or Incumbent board member elected to a full term after 1/1/14, in addition to their first 15 month training hours. Appointees may take continuing education approved topics as desired.</p>	<p>3 year term = 9 hours 4 year term = 12 hours 5 year term = 15 hours</p>
<p>Oklahoma local school board training information can be found in 70 O.S. § 5-110,110.1;and OAC 210:20-23-3 and 4.</p>	

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2023 Oklahoma Statutes

Title 70. Schools

§70-5-110.1. Board members - Continuing education requirement.

Universal Citation:70 OK Stat § 5-110.1 (2023) [◀ Previous](#)[Next ▶](#)

A. In addition to the requirements of Section 5-110 of this title, every member of a school district board of education elected to a full term of office of five (5) years or more shall be required to attend a minimum of fifteen (15) hours of continuing education, each member elected to a full four-year term of office shall be required to attend a minimum of twelve (12) hours of continuing education, and each member elected to a full three-year term of office shall be required to attend a minimum of nine (9) hours of continuing education, prior to the date set for filing for reelection to that respective board seat. The continuing education courses, workshops, seminars, conferences, and conventions which shall satisfy the continuing education requirement shall be approved jointly by the State Department of Education and the Oklahoma Department of Career and Technology Education.

B. Local and state continuing education programs conducted pursuant to the provisions of this section shall be held in all regions of the state at institutions of higher learning, area technology centers or other approved sites. Notice of such courses and seminars shall be provided to all school board members and to the public schools.

C. This section shall not apply to those school board members who file for reelection prior to July 1, 1991.

D. If a school board member has not satisfied the continuing education requirements of this section, the school district board of education shall declare the seat of the member vacant within sixty (60) days of the final date that the member has to complete the requirements as indicated by receipt of the certified notice from the State Board of Education as provided for pursuant to Section 5-110.2 of this title and shall fill the vacancy according to law. As determined by the State Board of Education pursuant to Section 5-110.2 of this title, failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to be reappointed to, run for reelection to or to hold that respective board seat on the school district board of education or to run for election to or to hold any other board seat on the board of education for a two-year period.

E. The State Department of Education, the Oklahoma Department of Career and Technology Education, and any organization approved by the State Board of Education, including but not limited to institutions of higher education, may charge persons attending continuing education courses a registration fee sufficient to defray the estimated costs of presenting the course. The registration fees for each course shall be announced prior to the date of such course.

F. Any member of a school district board of education who attends and completes a course which satisfies in part or in full the requirements of this section shall be reimbursed by the school district for expenses incurred. In addition, a school district board of education may reimburse members of the board of education for expenses incurred in registering and attending board member training programs or activities approved by the board which are in addition to the minimum school board training requirements established by law.

Added by Laws 1989, c. 10, § 1, operative July 1, 1989. Amended by Laws 1989, 1st Ex. Sess., c. 2, § 27, emerg. eff. April 25, 1990; Laws 1990, c. 257, § 3, emerg. eff. May 23, 1990; Laws 1994, c. 360, § 7, eff. July 1, 1994; Laws 1996, c. 178, § 1, eff. July 1, 1996; Laws 2001, c. 140, § 1, eff. July 1, 2001; Laws 2001, c. 414, § 9, eff. July 1, 2001; Laws 2005, c. 472, § 5, eff. July 1, 2005; Laws 2008, c. 439, § 4, eff. July 1, 2008; Laws 2012, c. 192, § 2, emerg. eff. May 7, 2012; Laws 2016, c. 356, § 3; Laws 2018, c. 163, § 2, eff. Nov. 1, 2018.

NOTE: Laws 2001, c. 33, § 71 repealed by Laws 2001, c. 414, § 14, eff. July 1, 2001.

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Stanley Hupfeld Academy @ Western Village 2024-2025 Advisory Board – Revised 9.1.2024
 VOTING MEMBERS TRAINING COMPLETED DOCUMENTATION

NAME AND POSITION	COMPANY	Date	E-MAIL	VOTING MEMBER	DISTRICT BOARD MEMBER RESIDES	Hours of Training	Future Training Needs	Summer Reminder Sent
CASSELL, PARKER Board Member	Heritage Hall	8.1.23	pcassell@heritagehall.com	YES	OKC	Completed 19 hours	None needed until 2027	Sent 7.5.24
CHAVEZ, MIKE Board Member	INTEGRIS	7.4.24	Mike.Chavez@integrisheth.org	YES	OKC	Needs to complete 14 hours	Within the 15 month Window	Sent 9.1.2024
DIXON, SHARI Board Member	City of the Village Police Officer	6.6.2022	sharidixon@thevillageok.org	YES	OKC	19 HOURS-Completed	Needs additional 4 hours by 8.1.2025	Sent 7.5.24
EICHENBERG, BOB	Crossings	8.5.24	reichen1210@gmail.com	YES	OKC	Needs 14 Hours	Within the 15 month Window	Sent 9.1.2024
HARMON, ERIC Board Member	Branch Manager Medical Review & Appeals Branch FAA Mike Monroney Aeronautical Center	6.18.2018	P4Principles@gmail.com	YES	OKC	22 HOURS-OPSRC/Completed	None needed until 2027	Sent 7.5.24
HENDERSON, MILISHA Board Member	Oklahoma Department of Human Services	6.6.2022	mlasberr@yahoo.com	YES	OKC	17 HOURS-OPSRC/Completed	Needs additional 4 Hours by 8.1.2025	Sent 7.5.24
JACKSON, DAVID Board Member	Executive Director, Oklahoma Secondary Schools Activities Association (OSSAA)	6.1.2012	djackson@ossaa.com mwoods@ossaa.com	YES	EPS	14 HOURS Complete/	Need additional 7 hours by 8.1.2025	Sent 7.5.24
LYONS, KYLIE Board Member	Ph.D. Director of School Counseling Upper School Counselor Heritage Hall	6.6.2022	klyons@heritagehall.com	YES	PC	14 HOURS Completed/ Boot Camp Completed +8 hours	No additional training hours required before 8.1.2025	Sent 7.5.24
VERA, JOHN Board Member Legal Counsel	INTEGRIS Legal	6.1.2014	john.vera@integrisk.com	YES	NPS	32 Hours-Completed	None needed until 2027	
WHALEY, SUZAN Board Member	Community Volunteer	2.7.2022	suzan.whaley@yahoo.com	YES	PC	14 Hours Completed	Needs 7 additional hours of training before 8.1.2025.	Sent 7.5.24