

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, February 5, 2024

3:45 P.M. – Schwartz Performing Arts/Community Center - SW Corner of Campus (Park in West Lot, Enter North 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 31st day of January, 2024 by Kara Babbit.

1. Welcome and Introductions

Pam Millington, Chair

2. Connect to Purpose

- Eagle Entertainers led by Ebbony Rowe

3. Consent Items for Approval

Pam Millington, Chair

- Board Meeting **Minutes** for December 4, 2023
- November and December 2023 **Financials**
 - **Encumbrances 69;125;133;137;140;144;146-148;156;159;162-167;169-217 from the General Fund totaling \$61,579.11.**
- Affirmative Action Plan

4. Discussion and Possible Board Action for New Pre-K Portable Contractor

Pam Millington, Chair

5. Discussion and Possible Board Action to Update Leave Policy

Pam Millington, Chair

6. Principal's Report

Ruthie Rayner, Principal

- Adopt A Family Update
- Dinners with Love
- Assessments

7. New Business

8. Adjourn

STANLEY HUPFELD ACADEMY (SHA) AT WESTERN VILLAGE

ADVISORY COUNCIL, MINUTES OF MEETING

December 4, 2023

ATTENDEES

Voting members in attendance: Parker Cassell, Tom Cassidy, Shari Dixon, Eric Harmon, Kylie Lyons, Pam Millington, Suzan Whaley

Voting Members Absent: Milisha Henderson, David Jackson, Skip Leonard, John Vera,

Non-voting members absent: Christy Savage (Board Clerk)

School Staff and Guests in Attendance: Kara Babbit (Superintendent), Ruthie Rayner (Principal), Heather Meldrum (Counselor), Becky Kime (Minutes Clerk), Jason Mack (OKCPS Liaison), Eric Bledsoe-Bledsoe, Hewitt and Gullekson.

The meeting was called to order at 3:51 pm by Pam Millington, Chair.

Motion for Approval of 2022-2023 Financial Audit by Suzan Whaley, 2nd Eric Harmon. Eric Bledsoe of Bledsoe Hewitt and Gullekson presented the Audit. Motion Carries

Consent Agenda

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

- **Minutes of the October 2, 2023 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 **September 2023 and October 2023.**
- **Encumbrance Register as of 10.31.23.**
- **SHA Advisory Board Regular Meeting Schedule for 2024-2025.**
- **SHA School Calendar for 2024-2025 + Staff Blackout days.**

Principal's Report

- **Adopt a Family-57 different families have been adopted for the Holidays.**
- **Crossings Workday was 3 days and many things were accomplished.**
- **School Report Card-B+**
- **District Data Profile for FY2022 (SY 2022-23). Met State Targets. No deficiencies.**

Discussion was held on the correct proceedings for issuance of Contractor for the New Pre-K Building. It was determined that further proceedings were to be followed and would-be contractors would be presented at the February 5, 2024, SHA Regular Board Meeting.

NEXT MEETING: Monday, February 5, 2024 at 3:45 pm.

Approved: _____ Becky Kime, Minutes Clerk

***Note: Attachment: Record of roll call votes**

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE
ADVISORY BOARD MEETING – ROLL CALL VOTES
 December 4, 2023

Board Member	Bledsoe, Hewitt & Gullekson Audit Report 22-23	Consent Agenda- (Minutes 10.2.23/Sept & Oct 2023 financials & Encumbrances/Board Meeting Schedule 24-25/24-25 School Calendar)	Discussion & approval of New Pre-K Building contractor						
Parker Cassell	Yes	Yes	No Vote						
Tom Cassidy	Yes	Yes	No Vote						
Shari Dixon	Yes	Yes	No Vote						
Eric Harmon	Yes	Yes	No Vote						
Millisha Henderson	Absent	Absent	Absent						
David Jackson	Absent	Absent	Absent						
Skip Leonard	Absent	Absent	Absent						
Kylie Lyons	Yes	Yes	No Vote						
Pam Millington	Yes	Yes	No Vote						
John Vera	Absent	Absent	Absent						
Suzan Whaley	Yes	Yes	No Vote						

**STANLEY HUPFELD ACADEMY
OKLAHOMA CITY, OKLAHOMA**

MONTHLY FINANCIAL REPORT

NOVEMBER 30, 2023

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

December 5, 2023

Honorable Board of Trustees
Stanley Hupfeld Academy
Oklahoma City, Oklahoma

We have compiled the accompanying statement of assets, liabilities, and net assets – cash basis for the Stanley Hupfeld Academy as of November 30, 2023, and the related statements of revenues and expenses – cash basis for the five (5) months then ended. Our compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. We have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the school's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Stanley Hupfeld Academy.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

STANLEY HUPFELD ACADEMY
NOVEMBER 30, 2023
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS

	<u>General Fund</u>
Assets	
Cash	<u>\$ 766,732.51</u>
Total Assets	<u>766,732.51</u>
Liabilities	
Outstanding payments	64,241.19
Open Encumbrances	<u>9,359.99</u>
Total Liabilities	<u>73,601.18</u>
 Cash Fund Balance	 <u>\$ 693,131.33</u>

SEE ACCOUNTANT'S COMPILATION REPORT

STANLEY HUPFELD ACADEMY - 2023-24 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES - GENERAL FUND - CASH BASIS

	Source Codes	2022-23 Actual	2022-23 11/30/2022	% of YTD to Budl.	2023-24 Budgeted	2023-24 11/30/2023	% of YTD to Budl.
Revenue							
Book Fair Revenue	1450	\$ 8,462.38	4186.1	49.5%	2,748.75	2,748.75	100.0%
Miscellaneous Reimb.	1590	2,849.53	971.79	34.1%	3,000.00	2,770.38	92.3%
Refund Prior Yr. Expenditures	1680	149.90		0.0%			N/A
Adult Meals	1730	827.00	192.00	23.2%	800.00	300.00	37.5%
Foundation & Incentive Aid	3210	2,074,488.66	736,845.09	35.5%	2,103,651.85	757,625.93	36.0%
Flexible Benefit	3250	188,788.56	67,963.88	36.0%	188,788.56	71,267.13	37.7%
Reading Sufficiency	3415	11,915.32		0.0%			N/A
Textbooks	3420	21,541.26	7,754.85	36.0%	20,039.48	20,039.48	100.0%
Redbud	3435	121,561.89		0.0%	121,561.89		0.0%
State Matching	3720	2,290.80		0.0%	2,176.26		0.0%
Title I (Proj. 511)	4210	162,986.76		0.0%	162,500.00		0.0%
Title I Prior Year	4210	26,967.48	26,967.48	100.0%	12,340.14	12,340.14	100.0%
Title II-Part A (Proj. 541)	4271	21,125.48		0.0%	21,000.00		0.0%
Special Education - Flowthrough (Proj. 621)	4310	66,765.00		0.0%	65,000.00		0.0%
Flowthrough Prior Year	4310	25,357.42	25,357.42	100.0%			N/A
Special Education - Preschool (Proj. 641)	4340	813.42		0.0%			N/A
Title IV, Part A Student Support (Proj. 552)	4442	10,830.60		0.0%	10,000.00		0.0%
ESSER	4689	652,259.84		0.0%	421,245.00		0.0%
ESSER II Prior Year	4689	450,937.28	450,937.28	100.0%	127,037.88	127,037.88	100.0%
Federal Lunch/Breakfast	4700	309,329.01	122,443.53	39.6%	275,646.00	61,719.74	22.4%
Total revenue		4,160,247.59	1,443,619.42	34.7%	3,534,787.06	1,055,849.43	29.9%
Cash fund balance (beginning)	6110	357,503.99	357,503.99		963,364.64	963,364.64	
Lapsed Approp/Estopped Warr.	3130-6140	65,031.91					
Total revenue and beg. balance		4,582,783.49	1,801,123.41		4,498,151.70	2,019,214.07	
Expenditures							
	Object Codes						
Payroll	100-200	2,243,203.37	910,309.33	40.6%	2,750,000.00	964,914.75	35.1%
Non-payroll	300-900	1,376,215.48	375,929.38	27.3%	1,050,000.00	361,167.99	34.4%
Total expenditures		3,619,418.85	1,286,238.71	35.5%	3,800,000.00	1,326,082.74	34.9%
Ending Balance		\$ 963,364.64	514,884.70		698,151.70	693,131.33	

SUPPLEMENTAL INFORMATION

**STANLEY HUPFELD ACADEMY - 2023-24 FISCAL YEAR
DETAILED REVENUE SUMMARY - GENERAL FUND - CASH BASIS**

	Reimb.	Book Store Revenue	Donations	Student/Adult Lunches	State Aid	Other State Sources	State Matching	Federal Child Nut.	Federal Program	Total
July	\$ 214.50									
August					189,406.48	37,346.42		2,402.35	12,340.14	14,956.99
September	347.71	1,152.44		80.00	189,406.48	18,326.61			127,037.88	353,790.78
October	1,172.17	1,596.31		110.00	189,406.49	17,816.80		12,014.89		221,328.13
November	1,036.00			110.00	189,406.48	17,816.78		21,121.71		231,223.48
December								26,180.79		234,550.05
January										-
February										-
March										-
April										-
May										-
June										-
Totals	\$ 2,770.38	2,748.75	-	300.00	757,625.93	91,306.61	-	61,719.74	139,378.02	1,055,849.43

STANLEY HUPFELD ACADEMY - 2023-24 FISCAL YEAR
STATEMENT OF EXPENSES TWO YEAR COMPARISON BY PROJECT/OBJECT - GENERAL FUND - CASH BASIS

<u>Classification (Project)</u>	<u>Object</u>	<u>2022-23 Actual</u>	<u>2022-23 11/30/2022</u>	<u>% of YTD to Budg.</u>	<u>2023-24 Budgeted</u>	<u>2023-24 11/30/2023</u>	<u>% of YTD to Budg.</u>
000 General Fund							
Salaries	100	\$ 1,096,346.39	495,709.73	45.21%	1,480,000.00	652,165.31	44.07%
Employee Benefits	200	283,249.40	120,321.57	42.48%	363,854.00	159,089.34	43.72%
Unemployment Compensation	271	9,300.01		0.00%	10,000.00	1,224.25	12.24%
Worker's Compensation	290		1,302.26	N/A	5,000.00		0.00%
Management Services	310	8,980.80	2,500.00	27.84%	9,000.00	5,500.00	61.11%
Accounting Services	331	48,995.00	8,750.00	17.86%	50,000.00	19,500.00	39.00%
Medical Services	336	55,688.42	14,134.74	25.38%	55,000.00	15,691.04	28.53%
Security Services	344	4,000.00	2,100.00	52.50%	4,000.00		0.00%
Professional Services	350	3,904.64	3,547.42	90.85%	4,000.00	14.99	0.37%
Water Utilities	410	13,429.56	6,221.51	46.33%	15,000.00	7,231.81	48.21%
Cleaning Services	420	46,825.00	14,069.00	30.05%	47,000.00	20,580.00	43.79%
Repairs and Maint. Services	430	82,495.01	10,046.12	12.18%	73,000.00	31,901.50	43.70%
Rental Services	440	48,984.70	20,661.86	42.18%	60,000.00	51,620.00	86.03%
Insurance	520	12,713.00	11,431.00	89.92%	13,000.00	11,480.00	88.31%
Communications Services	530	16,390.59	9,762.50	59.56%	16,500.00	3,859.66	23.39%
Advertising	540	214.20	214.20	100.00%	500.00	193.20	38.64%
Printing and Binding	550	3,161.40	540.99	17.11%	3,000.00	359.07	11.97%
Staff Travel	580	2,936.77	396.77	13.51%	3,000.00	166.90	5.56%
Supplies and Materials	610	59,452.53	15,259.20	25.67%	50,000.00	14,237.80	28.48%
Energy	620	81,084.55	25,274.05	31.17%	102,500.00	32,479.80	31.69%
Bks & Periodicals	640	13,238.36	6,091.75	46.02%	13,000.00	2,952.45	22.71%
Equipment and Furniture	650	55,380.52	11,989.17	21.65%	53,000.00	13,792.51	26.02%
Awards, Gifts, Decorations	680	20,245.14	10,510.93	51.92%	20,000.00	4,134.82	20.67%
Land & Improvements	710	53,747.32		0.00%	37,000.00		0.00%
Appliances	731	27,464.00		0.00%	25,000.00		0.00%
Technology Related Hardware	733	8,590.00	2,100.00	24.45%	8,500.00		0.00%
Paid to Sponsor	805	20,744.87		0.00%	20,000.00	7,576.24	37.88%
Dues and Fees	810	7,633.91	5,564.50	72.89%	7,000.00	5,915.00	84.50%
Staff Registration & Tuition	860	2,518.50	5,876.33	233.33%	5,000.00	886.41	17.73%
Subtotal		<u>2,087,714.59</u>	<u>804,375.60</u>	<u>38.53%</u>	<u>2,552,854.00</u>	<u>1,062,552.10</u>	<u>41.62%</u>
Child Nutrition (Proj. 285,385,762,763,764,768)					3,500.00	1,314.47	37.56%
Salaries & Benefits	100-299						
Food Service Management	570	194,686.80	75,765.91	38.92%	225,000.00	69,941.06	31.08%
Food and Milk/Supplies	600	60,467.54	13,793.17	22.81%	60,000.00	22,730.05	37.88%
Subtotal		<u>255,154.34</u>	<u>89,559.08</u>	<u>35.10%</u>	<u>288,500.00</u>	<u>93,985.58</u>	<u>32.58%</u>
Great Expectations (Proj. 318)							
Supplies & Materials	300-860	32,537.56	17,378.26	53.41%	32,000.00	8,364.00	26.14%
Subtotal		<u>32,537.56</u>	<u>17,378.26</u>	<u>53.41%</u>	<u>32,000.00</u>	<u>8,364.00</u>	<u>26.14%</u>
Flexible Benefit Allowance (Proj. 331-335)							
Salaries/Employee Benefits	100-299	190,945.90	76,652.90	40.14%	212,000.00	87,499.89	41.27%
Reading Sufficiency (Proj. 367)							
Supplies & Materials	300-860	11,915.32	148.00	1.24%	12,000.00		0.00%
Subtotal		<u>11,915.32</u>	<u>148.00</u>	<u>1.24%</u>	<u>12,000.00</u>	<u>-</u>	<u>0.00%</u>
School Resource Officer (Proj. 376)							
Supplies & Materials	300-860	-	-	0.00%	2,000.00	1,594.68	79.73%
Subtotal		<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>2,000.00</u>	<u>1,594.68</u>	<u>79.73%</u>
Basic Prog, CY (Proj. 511)							
Salaries/Employee Benefits	100-299	206,041.08	88,664.08	43.03%	200,000.00	32,632.90	16.32%
Subtotal		<u>206,041.08</u>	<u>88,664.08</u>	<u>43.03%</u>	<u>200,000.00</u>	<u>32,632.90</u>	<u>16.32%</u>

STANLEY HUPFELD ACADEMY - 2023-24 FISCAL YEAR
STATEMENT OF EXPENSES TWO YEAR COMPARISON BY PROJECT/OBJECT - GENERAL FUND - CASH BASIS

<u>Classification (Project)</u>	<u>Object</u>	<u>2022-23 Actual</u>	<u>2022-23 11/30/2022</u>	<u>% of YTD to Budg.</u>	<u>2023-24 Budgeted</u>	<u>2023-24 11/30/2023</u>	<u>% of YTD to Budg.</u>
Special Education (Proj. 621, 628, 641, 643)							
Salaries/Employee Benefits	100-299	67,558.43	28,091.40	41.58%	70,000.00	30,814.34	44.02%
Subtotal		67,558.43	28,091.40	41.58%	70,000.00	30,814.34	44.02%
OK Science of Reading Academies(LETRS) (Proj. 726)							
Salaries/Benefits	100-200	646.00		0.00%	646.00	646.00	100.00%
Subtotal		646.00	-	0.00%	646.00	646.00	100.00%
ESSER II (Proj. 793)							
Salaries/Employee Benefits	100-299	56,249.22	200.58	0.36%			N/A
Services/Materials	300-860			N/A			N/A
Subtotal		56,249.22	200.58	0.36%	-	-	N/A
ESSER III (Proj. 795)							
Salaries/Employee Benefits	100-299	342,166.95	100,669.07	29.42%	420,000.00	752.50	0.18%
Services/Materials	300-860	368,489.46	80,499.74	21.85%	10,000.00	7,240.75	72.41%
Subtotal		710,656.41	181,168.81	25.49%	430,000.00	7,993.25	1.86%
Grand Total		3,619,418.85	1,286,238.71	35.54%	3,800,000.00	1,326,082.74	34.90%
Payroll Expenses	100-200	2,243,203.37	910,309.33	40.58%	2,750,000.00	964,914.75	35.09%
Non-Payroll Expenses	300-900	1,376,215.48	375,929.38	27.32%	1,050,000.00	361,167.99	34.40%
Totals		\$ 3,619,418.85	1,286,238.71	35.54%	3,800,000.00	1,326,082.74	34.90%

**STANLEY HUPFELD ACADEMY
OKLAHOMA CITY, OKLAHOMA**

MONTHLY FINANCIAL REPORT

DECEMBER 31, 2023

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JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

January 4, 2024

Honorable Board of Trustees
Stanley Hupfeld Academy
Oklahoma City, Oklahoma

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A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. We have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the school's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Stanley Hupfeld Academy.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

STANLEY HUPFELD ACADEMY
DECEMBER 31, 2023
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS

	General Fund
Assets	
Cash	\$ 834,179.89
Total Assets	<u>834,179.89</u>
Liabilities	
Outstanding payments	41,846.49
Open Encumbrances	<u>9,359.99</u>
Total Liabilities	<u>51,206.48</u>
 Cash Fund Balance	 <u>\$ 782,973.41</u>

SEE ACCOUNTANT'S COMPILATION REPORT

STANLEY HUPFELD ACADEMY - 2023-24 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES - GENERAL FUND - CASH BASIS

	Source Codes	2022-23 Actual	2022-23 12/31/2022	% of YTD to Budj.	2023-24 Budgeted	2023-24 12/31/2023	% of YTD to Budj.
Revenue							
Book Fair Revenue	1450	\$ 8,462.38	4526.13	53.5%	2,748.75	2,748.75	100.0%
Miscellaneous Reimb.	1590	2,849.53	1,190.79	41.8%	3,000.00	2,770.38	92.3%
Donations	1610				50.00	50.00	
Refund Prior Yr. Expenditures	1680	149.90		0.0%			N/A
Adult Meals	1730	827.00	327.00	39.5%	800.00	415.00	51.9%
Foundation & Incentive Aid	3210	2,074,488.66	921,056.36	44.4%	2,131,703.10	947,032.41	44.4%
Flexible Benefit	3250	188,788.56	84,954.85	45.0%	219,446.16	89,083.91	40.6%
Reading Sufficiency	3415	11,915.32	11,915.32	100.0%	14,924.80	14,924.80	100.0%
Textbooks	3420	21,541.26	9,693.57	45.0%	20,039.48	20,039.48	100.0%
Redbud	3435	121,561.89		0.0%	121,561.89		0.0%
State Matching	3720	2,290.80		0.0%	2,176.26		0.0%
Title I (Proj. 511)	4210	162,986.76	46,088.90	28.3%	162,500.00	53,707.66	33.1%
Title I Prior Year	4210	26,967.48	26,967.48	100.0%	12,340.14	12,340.14	100.0%
Title II-Part A (Proj. 541)	4271	21,125.48	20,805.88	98.5%	21,000.00	21,062.21	100.3%
Special Education - Flowthrough (Proj. 621)	4310	66,765.00		0.0%	65,000.00	31,833.34	49.0%
Flowthrough Prior Year	4310	25,357.42	25,357.42	100.0%			N/A
Special Education - Preschool (Proj. 641)	4340	813.42		0.0%			N/A
Title IV, Part A Student Support (Proj. 552)	4442	10,830.60	10,657.41	98.4%	12,000.00	11,667.62	97.2%
ESSER	4689	652,259.84		0.0%	421,245.00	43,695.82	10.4%
ESSER II Prior Year	4689	450,937.28	450,937.28	100.0%	127,037.88	127,037.88	100.0%
Federal Lunch/Breakfast	4700	309,329.01	122,443.53	39.6%	275,646.00	65,212.84	23.7%
Total revenue		4,160,247.59	1,736,921.92	41.8%	3,610,470.71	1,443,622.24	40.0%
Cash fund balance (beginning)	6110	357,503.99	357,503.99		963,364.64	963,364.64	
Lapsed Approp/Estopped Warr.	3130-6140	65,031.91					
Total revenue and beg. balance		4,582,783.49	2,094,425.91		4,573,835.35	2,406,986.88	
Expenditures							
	Object Codes						
Payroll	100-200	2,243,203.37	1,116,207.12	49.8%	2,750,000.00	1,187,628.93	43.2%
Non-payroll	300-900	1,376,215.48	591,392.45	43.0%	1,050,000.00	436,384.54	41.6%
Total expenditures		3,619,418.85	1,707,599.57	47.2%	3,800,000.00	1,624,013.47	42.7%
Ending Balance		\$ 963,364.64	386,826.34		773,835.35	782,973.41	

SUPPLEMENTAL INFORMATION

**STANLEY HUPFELD ACADEMY - 2023-24 FISCAL YEAR
DETAILED REVENUE SUMMARY - GENERAL FUND - CASH BASIS**

	Reimb.	Book Store Revenue	Student/Adult Donations	Lunches	State Aid	Other State Sources	State Matching	Federal Child Nut.	Federal Program	Total
July	\$ 214.50									
August					189,406.48	37,346.42		2,402.35	12,340.14	14,956.99
September	347.71	1,152.44		80.00	189,406.48	18,326.61			127,037.88	353,790.78
October	1,172.17	1,596.31		110.00	189,406.49	17,816.80		12,014.89		221,328.13
November	1,036.00			110.00	189,406.48	17,816.78		21,121.71		231,223.48
December			50.00	115.00	189,406.48	32,741.58		26,180.79		234,550.05
January								3,493.10	161,966.65	387,772.81
February										-
March										-
April										-
May										-
June										-
Totals	\$ 2,770.38	2,748.75	50.00	415.00	947,032.41	124,048.19	-	65,212.84	301,344.67	1,443,622.24

STANLEY HUPFELD ACADEMY - 2023-24 FISCAL YEAR
STATEMENT OF EXPENSES TWO YEAR COMPARISON BY PROJECT/OBJECT - GENERAL FUND - CASH BASIS

<u>Classification (Project)</u>	<u>Object</u>	<u>2022-23 Actual</u>	<u>2022-23 12/31/2022</u>	<u>% of YTD to Budg.</u>	<u>2023-24 Budgeted</u>	<u>2023-24 12/31/2023</u>	<u>% of YTD to Budg.</u>
000 General Fund							
Salaries	100	\$ 1,096,346.39	610,073.74	55.65%	1,480,000.00	705,747.01	47.69%
Employee Benefits	200	283,249.40	146,750.13	51.81%	363,854.00	172,003.94	47.27%
Unemployment Compensation	271	9,300.01		0.00%	10,000.00	1,224.25	12.24%
Worker's Compensation	290		6,925.26	N/A	6,000.00	5,992.00	99.87%
Management Services	310	8,980.80	3,000.00	33.40%	9,000.00	5,500.00	61.11%
Accounting Services	331	48,995.00	18,000.00	36.74%	50,000.00	19,500.00	39.00%
Medical Services	336	55,688.42	18,412.12	33.06%	55,000.00	21,956.20	39.92%
Security Services	344	4,000.00	2,237.50	55.94%	3,000.00		0.00%
Professional Services	350	3,904.64	3,599.42	92.18%	4,000.00	14.99	0.37%
Water Utilities	410	13,429.56	7,483.18	55.72%	15,000.00	8,337.92	55.59%
Cleaning Services	420	46,825.00	18,107.00	38.67%	47,000.00	24,280.00	51.66%
Repairs and Maint. Services	430	82,495.01	11,572.09	14.03%	73,000.00	44,184.30	60.53%
Rental Services	440	48,984.70	24,804.59	50.64%	60,000.00	51,620.00	86.03%
Insurance	520	12,713.00	11,431.00	89.92%	13,000.00	11,480.00	88.31%
Communications Services	530	16,390.59	10,328.49	63.01%	16,500.00	4,440.99	26.92%
Advertising	540	214.20	214.20	100.00%	500.00	279.04	55.81%
Printing and Binding	550	3,161.40	642.21	20.31%	3,000.00	480.72	16.02%
Staff Travel	580	2,936.77	396.77	13.51%	3,000.00	166.90	5.56%
Supplies and Materials	610	59,452.53	17,781.49	29.91%	50,000.00	16,166.57	32.33%
Energy	620	81,084.55	29,371.29	36.22%	102,500.00	37,155.82	36.25%
Bks & Periodicals	640	13,238.36	6,111.75	46.17%	13,000.00	2,984.95	22.96%
Equipment and Furniture	650	55,380.52	16,898.12	30.51%	53,000.00	13,792.51	26.02%
Awards, Gifts, Decorations	680	20,245.14	13,165.64	65.03%	20,000.00	5,935.59	29.68%
Land & Improvements	710	53,747.32		0.00%	37,000.00		0.00%
Appliances	731	27,464.00		0.00%	25,000.00		0.00%
Technology Related Hardware	733	8,590.00	2,100.00	24.45%	8,000.00		0.00%
Paid to Sponsor	805	20,744.87		0.00%	20,000.00	9,470.30	47.35%
Dues and Fees	810	7,633.91	5,564.50	72.89%	7,500.00	7,364.75	98.20%
Staff Registration & Tuition	860	2,518.50	8,168.44	324.34%	5,000.00	886.41	17.73%
Subtotal		<u>2,087,714.59</u>	<u>993,138.93</u>	<u>47.57%</u>	<u>2,552,854.00</u>	<u>1,170,965.16</u>	<u>45.87%</u>
Child Nutrition (Proj. 285,385,762,763,764,768)							
Salaries & Benefits	100-299				3,500.00	1,615.06	46.14%
Food Service Management	570	194,686.80	66,560.46	34.19%	225,000.00	92,018.55	40.90%
Food and Milk/Supplies	600	60,467.54	24,865.82	41.12%	60,000.00	27,659.35	46.10%
Subtotal		<u>255,154.34</u>	<u>91,426.28</u>	<u>35.83%</u>	<u>288,500.00</u>	<u>121,292.96</u>	<u>42.04%</u>
Great Expectations (Proj. 318)							
Supplies & Materials	300-860	32,537.56	17,378.26	53.41%	32,000.00	12,546.00	39.21%
Subtotal		<u>32,537.56</u>	<u>17,378.26</u>	<u>53.41%</u>	<u>32,000.00</u>	<u>12,546.00</u>	<u>39.21%</u>
Flexible Benefit Allowance (Proj. 331-335)							
Salaries/Employee Benefits	100-299	190,945.90	92,092.72	48.23%	212,000.00	105,255.98	49.65%
Reading Sufficiency (Proj. 367)							
Supplies & Materials	300-860	11,915.32	148.00	1.24%	12,000.00		0.00%
Subtotal		<u>11,915.32</u>	<u>148.00</u>	<u>1.24%</u>	<u>12,000.00</u>	<u>-</u>	<u>0.00%</u>
School Resource Officer (Proj. 376)							
Supplies & Materials	300-860	-	-	0.00%	2,000.00	1,594.68	79.73%
Subtotal		<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>2,000.00</u>	<u>1,594.68</u>	<u>79.73%</u>
Basic Prog, CY (Proj. 511)							
Salaries/Employee Benefits	100-299	206,041.08	100,261.42	48.66%	200,000.00	95,874.16	47.94%
Subtotal		<u>206,041.08</u>	<u>100,261.42</u>	<u>48.66%</u>	<u>200,000.00</u>	<u>95,874.16</u>	<u>47.94%</u>

STANLEY HUPFELD ACADEMY - 2023-24 FISCAL YEAR
STATEMENT OF EXPENSES TWO YEAR COMPARISON BY PROJECT/OBJECT - GENERAL FUND - CASH BASIS

<u>Classification (Project)</u>	<u>Object</u>	<u>2022-23 Actual</u>	<u>2022-23 12/31/2022</u>	<u>% of YTD to Budg.</u>	<u>2023-24 Budgeted</u>	<u>2023-24 12/31/2023</u>	<u>% of YTD to Budg.</u>
Special Education (Proj. 621, 628, 641, 643)							
Salaries/Employee Benefits	100-299	67,558.43	28,091.40	41.58%	70,000.00	30,814.34	44.02%
Subtotal		<u>67,558.43</u>	<u>28,091.40</u>	<u>41.58%</u>	<u>70,000.00</u>	<u>30,814.34</u>	<u>44.02%</u>
OK Science of Reading Academies(LETRS) (Proj. 726)							
Salaries/Benefits	100-200	646.00		0.00%	646.00	646.00	100.00%
Subtotal		<u>646.00</u>	<u>-</u>	<u>0.00%</u>	<u>646.00</u>	<u>646.00</u>	<u>100.00%</u>
ESSER II (Proj. 793)							
Salaries/Employee Benefits	100-299	56,249.22	200.58	0.36%			N/A
Services/Materials	300-860			N/A			N/A
Subtotal		<u>56,249.22</u>	<u>200.58</u>	<u>0.36%</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
ESSER III (Proj. 795)							
Salaries/Employee Benefits	100-299	342,166.95	138,737.13	40.55%	420,000.00	75,672.44	18.02%
Services/Materials	300-860	368,489.46	246,124.85	66.79%	10,000.00	9,351.75	93.52%
Subtotal		<u>710,656.41</u>	<u>384,861.98</u>	<u>54.16%</u>	<u>430,000.00</u>	<u>85,024.19</u>	<u>19.77%</u>
Grand Total		<u>3,619,418.85</u>	<u>1,707,599.57</u>	<u>47.18%</u>	<u>3,800,000.00</u>	<u>1,624,013.47</u>	<u>42.74%</u>
Payroll Expenses	100-200	2,243,203.37	1,116,207.12	49.76%	2,750,000.00	1,187,628.93	43.19%
Non-Payroll Expenses	300-900	1,376,215.48	591,392.45	42.97%	1,050,000.00	436,384.54	41.56%
Totals		<u>\$ 3,619,418.85</u>	<u>1,707,599.57</u>	<u>47.18%</u>	<u>3,800,000.00</u>	<u>1,624,013.47</u>	<u>42.74%</u>

Encumbrance Register

Options: Year: 2023-2024, Date Range: 11/1/2023 - 12/31/2023, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	69	08/02/2023	97	OKC MOSQUITO MILITIA	PEST CONTROL	960.00
11	125	09/13/2023	36	AMAZON CAPITAL SERVICES	STADIUM CUPS TO BE DECORATED BY CRICUT CLUB	41.85
11	133	09/27/2023	36	AMAZON CAPITAL SERVICES	MISC STORAGE AND CONTAINER ITEMS	45.13
11	137	09/27/2023	37	SECURITY BANK CARD	SAM'S BOARD REFRESHMENTS	0.00
11	140	09/27/2023	36	AMAZON CAPITAL SERVICES	STORAGE CONTAINERS AND TOILET SEAT (TINY HINEY)	340.93
11	144	10/04/2023	216	CITY GLASS COMPANY	REPAIRS TO LIBRARY WINDOW SHATTERED BY MOWER	537.69
11	146	10/04/2023	36	AMAZON CAPITAL SERVICES	MATERIAL FOR CRICUT CLUB- 4TH GRADE ADVANCEMENT	5.96
11	147	10/04/2023	37	SECURITY BANK CARD	TEACHERS PAY TEACHERS - 1ST GRADE UFLI MATERIAL	0.00
11	148	10/04/2023	37	SECURITY BANK CARD	CPR COURSE ONLINE CPR	0.00
11	156	10/19/2023	37	SECURITY BANK CARD	SAMS WATER FOR FAMLY HEALTH FAIR NIGHT 10.26.23	0.00
11	159	10/19/2023	37	SECURITY BANK CARD	CHIPOLTE RR/CS/BK	0.00
11	162	10/25/2023	37	SECURITY BANK CARD	TOP NOTCH HANDYMAN - REPLACE KITCHEN CEILING TILES	0.00
11	163	10/25/2023	171	RUCKER MECHANICAL	LED LIGHTS FOR CLASSROOMS REPLACEMENT	1,069.10
11	164	10/25/2023	37	SECURITY BANK CARD	JIFFY SHIRTS FOR CRICUT CLUB	0.00
11	165	10/25/2023	37	SECURITY BANK CARD	LOWES GARDEN/SOAKER HOSES FOR SOD	0.00
11	166	10/25/2023	37	SECURITY BANK CARD	PUMPKINS HORNBEAK/MAHAN KINDER CLASSES	0.00
11	167	10/25/2023	36	AMAZON CAPITAL SERVICES	USB CABLE, AA AND AAA BATTERIES	2.63
11	169	10/25/2023	37	SECURITY BANK CARD	HOMELAND CAKE/FRUIT/VEGGIES	0.00
11	170	11/02/2023	44	MAYFAIR LOCK AND KEY	JAYNES OTER PORTABLE DOOR/KEY FOR RUTHIE RAYNER	335.00
11	171	11/02/2023	37	SECURITY BANK CARD	SAMS/WALMART FOOD FOR COMM HEALTH FAIR	252.71
11	172	11/02/2023	43	QUILL	TONER CARTRIDGES/SUPER GLUE/DUSTER	1,102.94
11	173	11/02/2023	151	DURANTE CONSTRUCTION INC.	R&R EXTERIOR DOOR PULLS- EAST ENTRANCE	203.28
11	174	11/02/2023	218	FIRST CHOICE BUILDING SVCS & SPPLY	WHITE WALL SONCE FLY TRAP/GLUE BOARDS	700.00
11	175	11/02/2023	102	ACENITEC PEST AND LAWN SERVICES	LAWN SPRAY-YEARLY MAINT	2,500.00
11	176	11/02/2023	37	SECURITY BANK CARD	EILEENS COOKIES	60.00
11	177	11/02/2023	37	SECURITY BANK CARD	EILEENS COOKIES/POPCORN/DOLLAR TREE/HOMELAND	300.00
11	178	11/02/2023	37	SECURITY BANK CARD	TEACHERS PAY TEACHERS - KINDER RESOURCES	40.00

Encumbrance Register

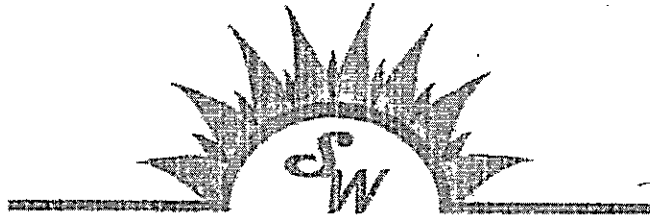
Options: Year: 2023-2024, Date Range: 11/1/2023 - 12/31/2023, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	179	11/02/2023	46	UNITED MECHANICAL SERVICE	LIBRARY UNIT REQUIRED ADDL WORK	525.69
11	180	11/02/2023	46	UNITED MECHANICAL SERVICE	PLUMBING ISSUES	1,500.00
11	181	11/02/2023	36	AMAZON CAPITAL SERVICES	MISC TEACHERS APPRECIATION GIFT FOR HOLIDAYS	300.00
11	182	11/02/2023	219	MATT BELL	REIMB MILEAGE FOR OSTE CONFERENCE IN TULSA 11.2.23	156.90
11	183	11/06/2023	46	UNITED MECHANICAL SERVICE	HEAT EXCHANGERS	8,817.00
11	184	11/09/2023	103	KEYSTONE FOOD SERVICE	STAFF THANKSGIVING MEAL 11.15.23	175.00
11	185	11/09/2023	36	AMAZON CAPITAL SERVICES	PAPER BAGS	100.00
11	186	11/09/2023	37	SECURITY BANK CARD	EILEEN'S COOKIES / HAL SMITH GIFT CARDS	1,150.00
11	187	11/09/2023	123	ODP BUSINESS SOLUTIONS LLC	TONER FOR COMPUTER LAB AND BUSINESS OFFICE	570.98
11	188	11/16/2023	171	RUCKER MECHANICAL	ELECTRIC WALL HEATERS - INSTALLED	4,800.00
11	189	11/16/2023	37	SECURITY BANK CARD	WALMART GROCERIES FOR LIFE SKILLS AND STORY BOOK	200.00
11	190	11/16/2023	195	DETCO	ZERO (4X1 GAL CASE)	159.50
11	191	11/16/2023	220	PROSOURCE	EMERGENCY RESPONSE WINDOW COVERINGS	1,594.68
11	192	11/29/2023	36	AMAZON CAPITAL SERVICES	FLOOR MATS	350.00
11	193	11/29/2023	42	SCHOOL NURSE SUPPLY, INC.	MISC CLINIC SUPPLIES	424.64
11	194	11/29/2023	75	OSSBA	2 HOUR WORKSHOP - 11.2823 RECORDS AND LEGAL	100.00
11	195	11/29/2023	37	SECURITY BANK CARD	CRAFTY T-SHIRT MICHAELS	300.00
11	196	11/29/2023	37	SECURITY BANK CARD	TEDS LUNCHEON 12.12.23	750.00
11	197	12/07/2023	37	SECURITY BANK CARD	SAMS / UPTOWN GROCERY	300.00
11	198	12/07/2023	41	LUCAS HOME SERVICES LLC	DOOR REPAIRS	192.00
11	199	12/14/2023	36	AMAZON CAPITAL SERVICES	SIZE 4 CLOTHES	450.00
11	200	12/14/2023	98	THE OKLAHOMAN MEDIA CO.	PUBLICATION OF SOLICITATION OF BIDS FOR NEW BLDG	88.55
11	201	12/14/2023	53	JOURNAL RECORD	PUBLICATION OF SOLICITATION OF BIDS FOR NEW BLDG	250.00
11	202	12/14/2023	221	THE NORMAN TRANSCRIPT	PUBLICATION OF SOLICITATION OF BIDS FOR NEW BLDG	88.45
11	203	12/14/2023	36	AMAZON CAPITAL SERVICES	LIFETIME HOME EXTRA LG FOLDABLE DOLLY/HAND TRUCK	211.87
11	204	12/14/2023	37	SECURITY BANK CARD	HOUSE OF CLAY	100.00
11	205	12/14/2023	37	SECURITY BANK CARD	SAMS FIELD TRIP SNACKS/DRINKS - SANTA BAGS	100.00
11	206	12/14/2023	37	SECURITY BANK CARD	WALMART MATERIAL AND BUTTONS	15.00
11	207	12/14/2023	43	QUILL	TIME CARDS/HAPPY BDAY PENCILS	144.78
11	208	12/14/2023	91	OK STATE DEPT OF EDUCATION	FIRST NINE WEEKS ADM \$289.95 X 5.00 = \$1,449.75	1,449.75

Encumbrance Register

Options: Year: 2023-2024, Date Range: 11/1/2023 - 12/31/2023, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	209	12/14/2023	190	HOME DEPOT	CLASSROOM LOCKS - INTRUDER LOCKDOWN LOCKS	18,238.80
11	210	12/19/2023	190	HOME DEPOT	KITCHEN CLEANING SUPPLIES	378.30
11	211	12/19/2023	171	RUCKER MECHANICAL	ELECTRICIAN TO INSTALL 7 WALL HEATERS	1,000.00
11	212	12/19/2023	171	RUCKER MECHANICAL	ELECTRIC WALL HEATERS - INSTALLED	4,800.00
11	213	12/19/2023	37	SECURITY BANK CARD	LOWES	75.00
11	214	12/19/2023	37	SECURITY BANK CARD	PD CATERING	250.00
11	215	12/19/2023	37	SECURITY BANK CARD	TEACHERS PAY TEACHERS / UFLI RESOURCES	25.00
11	216	12/19/2023	203	LOVIN LIFE CONSULTING LLC	REPAIR COUNTERS/SINK IN TEACHER WORKROOM	2,450.00
11	217	12/27/2023	41	LUCAS HOME SERVICES LLC	INSTALL PEST CONTROL WALL SCONCES IN CAFETERIA	500.00
Non-Payroll Total:						\$61,579.11
Payroll Total:						\$61,828.84
Balance Forward:						\$3,083,633.17
Report Total:						\$3,207,041.12



SOUTHWEST BUILDERS, INC.

4508 N.W. 50th • Oklahoma City, OK 73122 • (405) 789-1022

January 2, 2024

Stanley Hupfeld Academy
1508 N.W. 106th Street
Oklahoma City, OK 73114

Re: Bid on 36' x 64' addition

Bid proposal is to build a 36' x 64' pre-engineered metal building with interior finish for new classroom building. New building will be as follows:

SITEWORK

Remove existing structure and existing footings in preparation for new classroom building.
Clear land and prepare for new classroom building, hauling off debris.
Dig and pour new steel-reinforced piers as required by building engineering.
Install ground plumbing for two restrooms.
Pour steel-reinforced concrete slab 36' x 64' for new building. Pour new steel-reinforced sidewalk from new building to main building.

PRE-ENGINEERED METAL BUILDING

Build pre-engineered metal building with 3:12 roof pitch, full trim and gutter system, 10' outside walls, interior walls, and 8' insulated drop ceiling. Ceiling and exterior walls of new metal building will be fully insulated. Colors of building will be chosen by Owner from samples provided by the Contractor. The building will include 4 exit doors with panic hardware, two operational windows, and two fixed windows.

Flooring will be standard VCT with rubber base, with colors chosen by Owner from samples furnished by the Contractor.

There will be a divider wall down the center of building with one classroom, one 8 x 8 (interior measurement) bathroom, and one 8 x 8 (interior measurement) storage room on each side with an interior door connecting the two storage rooms. Bathrooms will include standard white and chrome fixtures with hardware.

All interior walls will be sheet rocked and painted to Owner's choice of color.

Re-install existing sidewalk cover.

ELECTRICAL AND MECHANICAL

Install toilet, faucet, and sink in bathrooms.

Contractor will furnish and install the following electrical service to new addition, all to be tied into Owner's existing electrical service box:

110V double outlets to code,

2 x 4 drop in LED lighting fixtures as needed,

Exterior lighting fixture at each exit door,

Smoke detectors and fire alarms as may be required by city and state codes,

Install rooftop HVAC unit to accommodate square footage of new building.

FINAL SITEWORK

At completion, grade around new building as necessary and install sod in work area around new building.

PREVIOUS PROJECTS OF SIMILAR OR LARGER SCOPE

As requested in bid documents, we have attached pictures and ownership details on three projects previously completed by Southwest Builders, Inc. (See attached)

BID PRICE

Total bid price of new building project as specified is \$276,960.00



For Southwest Builders, Inc.

4508 NW 50th Street

Oklahoma City, OK 73122

405-789-1022

Contact: David Agee

david@southwest-builders.com

Leave Policy, effective July 1, 2022:

- Total 10 days leave per year (80 hours)
- Attendance Incentive
- +3 Bereavement days (24 hours)
- +Pre-approved Professional Development Leave
- +Jury Duty Leave as required
- Full time employees will receive 1 day (8 hours) of leave per month, August through May, at the beginning of the month. (10 days per year).
- There will be an **incentive** for those who do not use their leave (see below).
- Leave may be used for personal injury, illness, or illness in the immediate family (spouse or children) residing in employee's home, or for personal business.
- **Leave request forms** must be turned in & approved prior to the leave being taken when possible. If not possible, employee is responsible for turning in the approved leave request form no later than the time card due date for the pay period during which the leave was taken. Failure to do so may result in an unpaid absence.
- After 2 consecutive leave days due to illness, a **doctor's note** is required.
- **Leave may not be carried over** beyond the contract year end.*
- At the end of the contract year, unused days may be transferred for **teacher retirement credit**, subject to TRS policy.
- Leave **may not be donated** to other employees.
- Leave **may not be taken on the Friday before or Monday after a school break**. (Special circumstance exceptions require approval & documentation by Principal).
- Leave **may not be taken on a scheduled Professional Development day**. (Special circumstance exceptions require approval & documentation by Principal).
- Employees with **excessive absences** will be subject to disciplinary action up to and including termination and non-rehire.
- Principal **may refuse** leave requests if necessary to avoid staffing shortages and ensure adequate classroom coverage.

*Employees who had in excess of 300 hours of sick leave accrued before July 1, 2016 retained all hours accrued to that date. Employees who have sick leave hours accrued effective June 30, 2022 may retain those hours, up to 300 max. For those hours banked prior to 7/1/22, employee will receive payment for unused sick leave upon termination of employment, at a rate of ½ (50%) for up to 100 hours of accrued sick leave, (based on hourly rate determined by dividing annual salary by 2,080 hours). After deducting the 100 hours paid out, any remaining unused days may be transferred for teacher retirement (TRS) credit, subject to TRS policy.

Leave Policy, effective July 1, 2024:

- Total 10 days leave per year (80 hours)
- Attendance Incentive
- +3 Bereavement days (24 hours)
- +Pre-approved Professional Development Leave
- +Jury Duty Leave as required
- Full time employees will receive (10 days per year) issued at the beginning of the contractual year.
- There will be an **incentive** for those who do not use their leave (see below).
- Leave may be used for personal injury, illness, or illness in the immediate family (spouse or children) residing in employee's home, or for personal business.
- **Leave request forms** must be turned in & approved prior to the leave being taken when possible. If not possible, employee is responsible for turning in the approved leave request form no later than the time card due date for the pay period during which the leave was taken. Failure to do so may result in an unpaid absence.
- After 2 consecutive leave days due to illness, a **doctor's note** is required.
- **Leave may not be carried over** beyond the contract year end.*
- At the end of the contract year, unused days may be transferred for **teacher retirement credit**, subject to TRS policy.
- Leave **may not be donated** to other employees.
- Leave **may not be taken the day before or day after a scheduled school break**. A blackout calendar will be provided to staff annually. (Special circumstance exceptions require approval & documentation by Principal and employee will be docked 1/180th of contract).
- Leave **may not be taken on a scheduled Professional Development day**. (Special circumstance exceptions require approval & documentation by Principal and Professional Development hours will need to be made up on the employees own time with approved PD).
- Employees with **excessive absences** will be subject to disciplinary action up to and including termination and non-rehire.
- Principal **may refuse** leave requests if necessary to avoid staffing shortages and ensure adequate classroom coverage.

*Employees who had in excess of 300 hours of sick leave accrued before July 1, 2016 retained all hours accrued to that date. Employees who have sick leave hours accrued effective June 30, 2022 may retain those hours, up to 300 max. For those hours banked prior to 7/1/22, employee will receive payment for unused sick leave upon termination of employment, at a rate of ½ (50%) for up to 100 hours of accrued sick leave, (based on hourly rate determined by dividing annual salary by 2,080 hours). After deducting the 100 hours paid out, any remaining unused days may be transferred for teacher retirement (TRS) credit, subject to TRS policy.

Stanley Hupfeld Academy @Western Village

1508 NW 106th Street

Oklahoma City, OK 73114

Advisory Board Meeting Dates

2023-2024

- **Monday, August 7, 2023**
- **Monday, October 2, 2023**
- **Monday, December 4, 2023**
- **Monday, February 5, 2024**
- **Monday, April 1, 2024**
- **Monday, June 3, 2024**

All meetings are open to the public and held in the SHA Schwartz Performing Arts Center (SPAC) on the West side of the SHA school campus, 1508 N.W. 106th, Oklahoma City, OK 73114 from 3:45 p.m. to 5:00 p.m.

A quorum is required for action items.

For more information:

Kara.babbitt@integrisok.com

Or

Ruthie.rayner@wvacademy.com

Stanley Hupfeld Academy @Western Village

1508 NW 106th Street

Oklahoma City, OK 73114

Advisory Board Meeting Dates

2024-2025

RECEIVED
By Treasa Woolvor at 11:34 am, Dec 06, 2023

- Monday, August 5, 2024
- Monday, September 9, 2024
- Monday, October 7, 2024
- Monday, November 4, 2024
- Monday, December 2, 2024
- Monday, February 3, 2025
- Monday, March 3, 2025
- Monday, April 7, 2025
- Monday, May 5, 2025
- Monday, June 2, 2025

FILED IN OFFICE
COUNTY CLERK
OKLAHOMA CITY, OKLA
OKLAHOMA COUNTY CLERK
Treasa Woolvor DEPUTY

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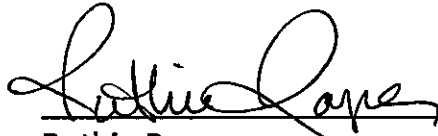
Or

Ruthie.rayner@wvacademy.com


AFFIRMATIVE ACTION PLAN
for Protected Veterans

Period: October 1, 2023, to September 30, 2024


Plan Completed by:


Ruthie Rayner
Affirmative Action Officer
Principal

Plan Reviewed:


Kara Babbitt
Superintendent

Plan Approved by:


Tom Cassidy
Director

Stanley Hupfeld Academy
At Western Village, Charter School
1508 N.W. 106th
Oklahoma City, OK 73114

Phone Number: (405) 751-1774

Academy's Federal Tax ID No.:

73-1588764

Academy's EEO-1 Identification Number:

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I. PREFACE

Stanley Hupfeld Academy (the "Academy") is fully committed to the concept and practice of equal employment opportunity and affirmative action in all aspects of employment.

The management of Stanley Hupfeld Academy has prepared this written Affirmative Action Compliance Plan for the employment of Disabled Veterans, Recently Separated Veterans, Other Protected Veterans, and Armed Forces Service Medal Veterans.

Further, in this written Affirmative Action Compliance Plan, the Academy has used the terminology of OFCCP's implementing regulations, as set forth in the Code of Federal Regulations, as a guide. Therefore, the terminology used should not be construed as an admission by the Academy in whole or in part that it has violated in the past or is now violating any federal, state or local fair employment practice laws or regulations.


The material set forth in this written Affirmative Action Compliance Plan is deemed to constitute trade secrets, operations, information and confidential statistical data, all of which fall within the Freedom of Information Act, 5 U.S.C. SS 552 et seq., the Trade Secrets Act, 18 U.S.C. SS 1905 and 44 U.S.C. SS 3508, the disclosure of which is specifically prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

II. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Stanley Hupfeld Academy to pledge its full support to equal employment opportunity for all persons, regardless of race, color, religion, sex, national origin, marital status, physical disability, medical condition, age, status as a Protected Veteran, Sexual Orientation, Gender Identity, and Genetic Information with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified to perform the work available. Further, it is the policy of the Academy to comply with the concepts and practices of affirmative action. An executive of this Academy, Ruthie Rayner, has been designated to administer the Academy's affirmative action program and will monitor that program and make reports on a periodic and continuing basis to senior management. Accordingly, all employment decisions shall be consistent with the principle of equal employment opportunity (EEO).

All promotion decisions shall be consistent with the principle of EEO, and only valid qualifications will be required for promotion. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, Academy-sponsored training, education, tuition assistance and social and recreational programs will be administered in a non-discriminatory manner with respect to minorities and women, provided the individual is qualified to perform the work available.

Pursuant thereto, this policy establishes--effective immediately and in compliance with regulations provided by the Secretary of Labor in 41 CFR Chapter 60--an affirmative action program composed of specific steps that will be undertaken in order to implement this policy. The Affirmative Action Program is available for inspection by applicants and employees in the Human Resources area between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday.



Kara Babbitt
Superintendent

Date 11/16/23

III. GENERAL REQUIREMENTS

It is the policy of Stanley Hupfeld Academy to take affirmative action to employ and advance in employment qualified Disabled Veteran, Recently Separated Veteran, Other Protected Veteran, and Armed Forces Service Medal Veteran at all levels of employment. Such actions will apply to all employment practices, including but not limited to the following: hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training programs.

IV. PROPER CONSIDERATION OF QUALIFICATIONS

The Academy will, from time to time, review its personnel processes to determine whether its current procedures assure careful, thorough, and systematic consideration of the job qualifications of known Protected Veteran applicants and employees for job vacancies filled either by hiring or promotion and for all training opportunities offered or available. In determining the qualifications of a covered veteran, the Academy will consider only that portion of the military record, including discharge papers, relevant to the specific job or jobs for which the veteran is being considered. Where it is necessary to develop procedures for this purpose, the procedures will be designed so as to facilitate a review of the implementation by the Academy or the Office of Federal Contract Compliance Programs (OFCCP).

V. REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

- A. The Academy will review all physical or mental job qualification requirements annually or upon a change in job requirements to insure that, to the extent qualification requirements tend to screen out qualified Disabled Veterans, they are job-related and are consistent with business necessity and the safe performance of the job.
- B. Any information obtained by the Academy in response to inquiries or examination of an applicant's or employee's physical or mental condition, results of a medical examination prior to employment, or change in employment status, information will be kept confidential except that:

1. Supervisors and managers may be informed regarding restrictions on the work or duties of Disabled Veterans and regarding accommodations; and,
2. First aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment; and,
3. Government officials investigating compliance with the Act shall be informed.

VI. ACCOMMODATIONS TO PHYSICAL AND MENTAL LIMITATIONS OF EMPLOYEES

The Academy will make reasonable accommodations to the physical and mental limitations of an employee or applicant unless such accommodation would impose an undue hardship on the conduct of the Academy's business, considering, among other things, business necessity and financial cost and expenses.

VII. COMPENSATION

Compensation of employees for services rendered will not be affected by any disability income, pensions or other benefits the applicant or employee receives from another source. This policy will apply to all Protected Veterans in offering them employment or promotions.

VIII. OUTREACH, POSITIVE RECRUITMENT, AND EXTERNAL DISSEMINATION OF POLICY

The Academy has reviewed their employment practices to ensure that the personnel programs provide the required affirmative action for employment and advancement of qualified Protected Veterans. Positive outreach and recruitment activities will be researched and implemented where feasible:

- A. The Academy will communicate internally to all its employees its obligation to take affirmative action to employ qualified Protected Veterans in such a manner as to foster understanding, acceptance and support among the Academy's executive, management, supervisory and all other employees and to encourage such persons to take the necessary action to aid the Academy in meeting this obligation.
- B. The Affirmative Action Officer will periodically review personnel procedures to ensure that this affirmative action program is being fully implemented.
- C. The Academy will inform all employees and prospective employees of its commitment to engage in affirmative action to increase employment opportunities for qualified Protected Veterans.
- D. The Academy will contact, when necessary, recruiting sources such as the local veterans' employment representative or designee in the State Employment Service Office and the Veterans Administration Regional Office to assist in recruiting covered veterans.
- E. The Academy will establish meaningful contacts with appropriate veterans' service organizations and similar groups for the purpose of obtaining advice, technical assistance and the referral of potential employees.
- F. The Affirmative Action Officer will review employment records to determine the availability of promotable and transferable qualified known Protected Veterans presently employed to determine whether their present and potential skills are being fully utilized or developed.

- G. The Academy will send written notification of Academy policy to all subcontractors, vendors and suppliers as to its policy regarding covered veterans and request appropriate action on their part. Furthermore, every contract or subcontract of \$100,000 or more will include the provisions of the Affirmative Action Clause for Veteran workers as set forth in Title 41, Chapter 60, Part 250 Section 60-250.3 CFR. The complete clauses are shown in Exhibit I. Contracts and subcontracts for less than \$100,000 are not covered by the Act.
- H. The Academy will consider all qualified Protected Veterans not currently in the workforce having requisite skills whom can be recruited through affirmative action measures.
- I. All Job openings except executive and top management and those, which will not be filled from within the organization, will be listed with the local office of the state employment service.
- J. Annually, VETS-4212 reports will be sent to the Department of Labor, containing the following information:
 - 1. the number of individuals hired during the particular reporting period;
 - 2. the number of nondisabled Veterans of the Vietnam Era who were hired;
 - 3. the number of Protected Veterans who were hired.

IX. INTERNAL DISSEMINATION OF POLICY

Employees of the Academy will be informed of the Academy's Affirmative Action Program for Protected Veterans. Any significant change in this policy will also be communicated both internally and externally, according to the following plan action:

- A. Include the EEO Policy Statement in the Academy's policy manual.
- B. Publicize the EEO Policy Statement in the Academy annual report and other media.
- C. Periodical meetings with executive, management, and supervisory personnel will be scheduled to discuss the policy intent and responsibility for effective implementation, making clear the General Counsel & Managing Director's attitude.
- D. Special meetings with all employees to discuss policy and explain individual employee responsibilities will be scheduled.
- E. Post the EEO Policy Statement on Academy bulletin boards.

X. RESPONSIBILITY FOR IMPLEMENTATION

The Superintendent of the Academy, Kara Babbit, is ultimately responsible for the accomplishment of the AAP for Protected Veterans. The Academy's Affirmative Action Officer, Ruthie Rayner, is accountable to the General Counsel & Managing Director for all action taken in maintaining the AAP. The Affirmative Action Officer's responsibilities include the following:

X-A. Responsibilities of Affirmative Action Officer

1. Develop policy statements, affirmative action programs, and internal and external communication techniques. Advise supervisory personnel of the following:
 - a. Their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria.
 - b. The Academy is obligated to prevent harassment of employees placed through affirmative action efforts.
 - c. Identify problem areas in conjunction with line management and known Special Disabled Veterans, in the implementation of the affirmative action programs, and develop solutions. (Especially in the area of accommodations.)
2. Design and implement an audit and reporting system that will:
 - a. Measure effectiveness of the Academy's programs.
 - b. Indicate need for remedial action.
 - c. Determine the degree to which the Academy's objectives have been obtained.

- d. Determine whether known Protected Veterans have had the opportunity to participate in all Academy-sponsored educational, training, recreational and social activities.
 - e. Ensure that each location is in compliance with the Act and the regulations.
- 3. Serve as a liaison between the Academy and enforcement agencies.
 - 4. Serve as liaison between the Academy and organizations of and for Protected Veterans and arrange for the active involvement by Academy representatives in the community service programs of local organizations of and for Protected Veterans.
 - 5. Keep management informed of the latest developments in the entire affirmative action area.
 - 6. Arrange for career counseling for known Protected Veterans, if requested.

X-B. Responsibilities of Management

In implementing this AAP, the responsibilities of the Academy's management and supervisory personnel, working with the Affirmative Action Officer, include, but are not limited to, the following:

- 1. Internal dissemination of information and discussions with employees about the program.
- 2. Taking any necessary action to prevent harassment of employees placed through Affirmative Action efforts.

XI. DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

The following programs will be developed and implemented as part of the AAP for Protected Veterans:

- A. Job qualification requirements will be made available to those persons involved in the recruitment, screening, selection, and promotion process.
- B. Actions will be undertaken to ensure that Protected Veterans will not be stereotyped in a manner, which limits their access to all jobs for which they are qualified.
- C. All personnel involved in the recruitment, screening, promotion, disciplinary, and related processes will be oriented to ensure their commitment to the AAP for Protected Veterans.
- D. Formal briefing sessions will be held, with representatives from recruiting sources.
- E. Recruiting efforts at all educational institutions will incorporate special efforts to reach Protected Veterans.

EXHIBIT A

(Letter to employees for purposes of veteran identification) .

TO ALL STANLEY HUPFELD ACADEMY EMPLOYEES

Stanley Hupfeld Academy is a government contractor subject to Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. which requires government contractors to take affirmative action to employ and advance in employment qualified Protected Veterans. If you are a Protected Veterans covered by this program and would like to be considered under the affirmative action program, please tell us.

This information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled Veterans, and regarding necessary accommodations, and (ii) first aid personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment.

In order to assure proper placement of all employees, we do request that you answer the following question: If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following: (1) The skills and procedures you use or intend to use to perform the job notwithstanding the disability and (2) the accommodations we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Sincerely,

Ruthie Rayner
Affirmative Action Officer

Sample Invitation to Self-Identify Exhibit B

THE FOLLOWING TEXT SHOULD BE USED WHEN EXTENDING THE "PRE-OFFER" INVITATION AS REQUIRED BY 41 CFR 60-300.42(a). THE DEFINITIONS OF THE SEPARATE CLASSIFICATIONS OF PROTECTED VETERANS SET FORTH IN PARAGRAPH 1 MUST ACCOMPANY THIS SELF-IDENTIFICATION REQUEST.

If you believe you belong to any of the categories of protected veterans listed, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

1. This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

A "disabled veteran" is one of the following:

- a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
- a person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

☐ I AM NOT A PROTECTED VETERAN

2. THE FOLLOWING TEXT SHOULD BE USED IF REQUIRED TO EXTEND THE "POST-OFFER" INVITATION DESCRIBED IN 41 CFR 60-300.42(b). THE DEFINITIONS OF THE SEPARATE CLASSIFICATIONS OF PROTECTED VETERAN INCLUDED IN THE POST-OFFER INVITATION MUST ACCOMPANY THIS SELF-IDENTIFICATION REQUEST.

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

I BELONG TO THE FOLLOWING CLASSIFICATIONS OF PROTECTED VETERANS
(CHOOSE ALL THAT APPLY):

☐ DISABLED VETERAN

☐ RECENTLY SEPARATED VETERAN

☐ ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN

☐ ARMED FORCES SERVICE MEDAL VETERAN

☐ I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

☐ I am NOT a protected veteran.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Affirmative Action Clause for Veterans Exhibit C

The Academy will include the required affirmative action clause in each of its covered government contracts or subcontracts (and modifications, renewals, or extensions thereof if not included in the original contract).

§60-300.5 Equal opportunity clause.

- (a) **Government contracts.** Each contracting agency and each contractor shall include the following equal opportunity clause in each of its covered Government contracts or subcontracts (and modifications, renewals, or extensions thereof if not included in the original contract):

EQUAL OPPORTUNITY FOR DISABLED VETERANS, RECENTLY SEPARATED VETERANS, OTHER PROTECTED VETERANS, AND ARMED FORCES SERVICE MEDAL VETERANS

1. The contractor will not discriminate against any employee or applicant for employment because he or she is a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals without discrimination based on their status as a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran in all employment practices, including the following:
 - i. Recruitment, advertising, and job application procedures;
 - ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - iii. Rates of pay or any other form of compensation and changes in compensation;
 - iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
 - v. Leaves of absence, sick leave, or any other leave;

- vi. Fringe benefits available by virtue of employment, whether or not administered by the contractor;
 - vii. Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
 - viii. Activities sponsored by the contractor including social or recreational programs; and
 - ix. Any other term, condition, or privilege of employment.
2. The contractor agrees to immediately list all employment openings which exist at the time of the execution of this contract and those which occur during the performance of this contract, including those not generated by this contract and including those occurring at an establishment of the contractor other than the one where the contract is being performed, but excluding those of independently operated corporate affiliates, with the appropriate employment service delivery system where the opening occurs. Listing employment openings with the state workforce agency job bank or with the local employment service delivery system where the opening occurs will satisfy the requirement to list jobs with the appropriate employment service delivery system.
3. Listing of employment openings with the appropriate employment service delivery system pursuant to this clause shall be made at least concurrently with the use of any other recruitment source or effort and shall involve the normal obligations which attach to the placing of a *bona fide* job order, including the acceptance of referrals of veterans and non-veterans. The listing of employment openings does not require the hiring of any particular job applicants or from any particular group of job applicants, and nothing herein is intended to relieve the contractor from any requirements in Executive orders or regulations regarding nondiscrimination in employment.
4. Whenever a contractor, other than a state or local governmental contractor, becomes contractually bound to the listing provisions in paragraphs 2 and 3 of this clause, it shall advise the state workforce agency in each state where it has establishments of the name and location of each hiring location in the

state. As long as the contractor is contractually bound to these provisions and has so advised the state agency, there is no need to advise the state agency when it is no longer bound by this contract clause.

5. The provisions of paragraphs 2 and 3 of this clause do not apply to the listing of employment openings which occur and are filled outside of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, Wake Island, the Trust Territories of the Pacific Islands.

6. As used in this clause:

i. All employment openings include all positions except executive and senior management, those positions that will be filled from within the contractor's organization, and positions lasting three days or less. This term includes full-time employment, temporary employment of more than three days' duration, and part-time employment.

ii. Executive and senior management means:

1) Any employee

i. compensated on a salary basis at a rate of not less than \$455 per week (or \$380 per week, if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging or other Facilities;

ii. whose primary duty is management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof;

iii. who customarily and regularly directs the work of two or more other employees; and

iv. who has the authority to hire or fire other employees or whose suggestions and authority recommendations as

to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight; or

- 2) Any employee who owns at least a bona fide 20-percent equity interest in the enterprise in which the employee is employed, regardless of whether the business is a corporate or other type of organization, and who is actively engaged in its management.

iii. Positions that will be filled from within the contractor's organization means employment openings for which no consideration will be given to persons outside the contractor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings which the contractor proposes to fill from regularly established "recall" lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of his or her own organization.

7. The contractor agrees to comply with the rules, regulation, and relevant orders of the Secretary of Labor issued pursuant to the Act.
8. In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
9. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are disabled veterans, recently separated veterans, other protected veterans, and Armed Forces service medal veterans. The contractor must ensure that applicants or employees who are disabled veterans are informed of the contents of the notice (e.g.,

the contractor may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).

10. The contractor will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and is committed to take affirmative action to employ and advance in employment qualified disabled veterans, recently separated veterans, other protected veterans, and Armed Forces service medal veterans.
11. The contractor will include the provisions of this clause in every subcontract or purchase order of \$100,000 or more, unless exempted by the rules regulations, or orders of the Secretary issued pursuant to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance may direct to enforce such provisions, including action for noncompliance.
 - b) **Subcontracts.** Each contractor shall include the equal opportunity clause in each of its subcontracts subject to this part.
 - c) **Adaptation of language.** Such necessary changes in language may be made to the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.
 - d) **Inclusion of the equal opportunity clause in the contract.** It is not necessary that the equal opportunity clause be quoted verbatim in the contract. The clause may be made a part of the contract by citation to 41 CFR 60-300.5(a)
 - e) **Incorporation by operation of the Act.** By operation of the Act, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the Act and the regulations in this part to include such a clause, whether or not it is physically incorporated in such contract

and whether or not there is a written contract between the agency and the contractor.

- f) ***Duties of contracting agencies.*** Each contracting agency shall cooperate with the Deputy Assistant Secretary and the Secretary in the performance of their responsibilities under the Act. Such cooperation shall include insuring that the equal opportunity clause is included in all covered Government contracts and that contractors are full informed of their obligations under the Act and this part, providing the Deputy Assistant Secretary with any information which comes to the agency's attention that a contractor is not in compliance with the Act or this part, responding to requests for information from the Deputy Assistant Secretary, and taking such actions for noncompliance as are set forth in §60-300.66 as may be ordered by the Secretary or the Deputy Assistant Secretary.

Evaluation of 5.5% Utilization Benchmark Exhibit V

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB GROUP SUMMARY
AS OF: SEPTEMBER 30, 2023

OFCCP BENCHMARK FOR PROTECTED VETERANS
5.5% AS OF MARCH 31, 2023

JOB GRP	JOB GROUP	PROTECTED VETERANS	TOTAL EMPLOYEES	PERCENT PROTECTED VETERANS	BENCHMARK TEST
1	OFFICIALS & MANAGERS	0	1	0.000%	-5.500%
2	PROFESSIONAL	0	19	0.000%	-5.500%
5	ADMIN SUPPORT WORKERS	0	14	0.000%	-5.500%
TOTAL		0	34	0.000%	-5.500%

Selection Analysis of Veterans Exhibit E

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

SELECTION ANALYSIS
PROTECTED VETERANS VS NON-PROTECTED VETERANS
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		VET		VET		% VET		NON-VET		% NON-VET		% OF VET VS	
		HIRES	APPS	HIRES	APPS	HIRES	APPS	HIRED		HIRES	APPS	HIRED		% OF NON-VET HIRED	
1	OFFICIALS & MANAGERS	0	0	0	0	0	0	0.00%		0	0	0.00%		Insufficient Data	0.00%
2	PROFESSIONAL	3	14	0	0	0	0	0.00%		3	14	21.43%			0.00%
5	ADMIN SUPPORT WORKERS	3	7	0	0	0	0	0.00%		3	7	42.86%			0.00%
TOTAL		6	21	0	0	0	0	0.00%		6	21	28.57%			0.00%

Example of Vendor Letter Exhibit F

Application Form Exhibit G

Example of Purchase Order Exhibit H

Example of Tagline Exhibit I

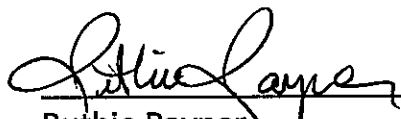
Records documenting Outreach and Recruitment Sources Exhibit J

AFFIRMATIVE ACTION COMPLIANCE PLAN

for Individuals with Disabilities

Period: October 1, 2023, to September 30, 2024

Plan Completed by:



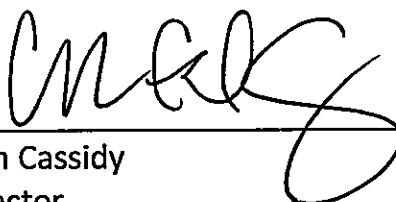
Ruthie Rayner
Affirmative Action Officer
Principal

Plan Reviewed:



Kara Babbitt
Superintendent

Plan Approved by:



Tom Cassidy
Director

Stanley Hupfeld Academy
At Western Village, Charter School
1508 N.W. 106th
Oklahoma City, OK 73114

Phone Number: (405) 751-1774

Academy's Federal Tax ID No.:

73-1588764

Academy's EEO-1 Identification Number:

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Equal Employment Opportunity Statement

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- II. Development of Procedures to Review Employment Practices.
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PREFACE

Stanley Hupfeld Academy (the "Academy") is fully committed to the concept and practice of equal employment opportunity and affirmative action in all aspects of employment.

The management of Stanley Hupfeld Academy has prepared this written Affirmative Action Compliance Plan for the employment of individual with disabilities.

Further, in this written Affirmative Action Compliance Plan, Stanley Hupfeld Academy has used the terminology of OFCCP's implementing regulations, as set forth in the Code of Federal Regulations, as a guide. Therefore, the terminology used should not be construed as an admission by Stanley Hupfeld Academy in whole or in part that it has violated in the past or is now violating any federal, state or local fair employment practice laws or regulations.


The material set forth in this written Affirmative Action Compliance Plan is deemed to constitute trade secrets, operations, information and confidential statistical data, all of which fall within the Freedom of Information Act, 5 U.S.C. 552 et seq., the Trade Secrets Act, 18 U.S.C. 1905, and 44 U.S.C. 3508, the disclosure of which is specifically prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

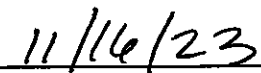
It is the policy of Stanley Hupfeld Academy to pledge its full support to equal employment opportunity for all persons, regardless of race, color, religion, sex, national origin, marital status, physical disability, medical condition, age, status as a Protected Veteran, Sexual Orientation, Gender Identity, and Genetic Information with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified to perform the work available. Further, it is the policy of the Academy to comply with the concepts and practices of affirmative action. An executive of this Academy, Ruthie Rayner, has been designated to administer the Academy's affirmative action program and will monitor that program and make reports on a periodic and continuing basis to senior management.

Accordingly, all employment decisions shall be consistent with the principle of equal employment opportunity (EEO). All promotion decisions shall be consistent with the principle of EEO, and only valid qualifications will be required for promotion. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, Academy-sponsored training, education, tuition assistance and social and recreational programs will be administered in a non-discriminatory manner with respect to minorities and women, provided the individual is qualified to perform the work available.

Pursuant thereto, this policy establishes--effective immediately and in compliance with regulations provided by the Secretary of Labor in 41 CFR Chapter 60--an affirmative action program composed of specific steps that will be undertaken in order to implement this policy. The Affirmative Action Program is available for inspection by applicants and employees in the Front Office between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday.



Kara Babbitt
Superintendent



Date

I. GENERAL REQUIREMENTS

It is the policy of Stanley Hupfeld Academy to take affirmative action to employ and advance in employment qualified individual with disabilities at all levels of employment, including the executive level. Such action shall apply to all employment practices, including, but not limited to, the following: hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

II. DEVELOPMENT OF PROCEDURES TO REVIEW EMPLOYMENT PRACTICES

Stanley Hupfeld Academy has reviewed their personnel processes in order to determine that its present procedures assure careful, thorough and systematic consideration of the job qualifications of known applicants and employees with disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. The following procedures have been established:

- A. The application form for employment of each known applicant with disabilities will be annotated to identify each vacancy for which the applicant was considered. A list of these application forms will be maintained for ease in reviewing by the compliance agency, Department of Labor, and internal compliance activities.
- B. The personnel records of each known employee with disabilities will identify each promotion for which the employee with disabilities was considered.
- C. In each case where an employee with disabilities or job applicant is rejected for employment, promotion or training, a statement of the reasons will be appended to the personnel file or application form.
- D. Where applicants or employees are selected for hire, promotion, or training and the Academy undertakes any accommodations which make it possible for an individual with disabilities to be placed on the job, the application form or personnel record will contain a description of that accommodation.

III. REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

- A. All physical and mental job qualifications will be reviewed annually or upon a change in job requirements in order to assure that, to the extent qualification requirements tend to screen out qualified individual with disabilities, the qualifications are job related and are consistent with business necessity and safe job performance. A procedure will be developed to administer the review of job qualifications on a timely basis.
- B. Any information obtained by the Academy in response to inquiries or examination of an applicant's or employee's physical or mental condition, results of medical examinations prior to employment, or change in employment information will be kept confidential except that:
 - 1. Supervisors and managers may be informed regarding restrictions on the work or duties of individual with disabilities and regarding accommodations; and
 - 2. First Aid and safety personnel may be informed where and to the extent appropriate, if the condition might require emergency treatment; and
 - 3. Government officials investigating compliance with the Act shall be informed.

IV. ACCOMMODATIONS TO PHYSICAL AND MENTAL LIMITATIONS OF EMPLOYEES

The Academy will make a reasonable accommodation to the physical and mental limitations of an employee or applicant subject to the following factors:

- a. Business necessity
- b. Financial cost and expenses.

V. COMPENSATION

Compensation of employees for services rendered will not be affected by any disability income, pension or other benefit the applicant or employee receives from another source. This policy will apply to all individual with disabilities in offering them employment or promotions.

VI. OUTREACH, POSITIVE RECRUITMENT, AND EXTERNAL DISSEMINATION OF POLICY

Stanley Hupfeld Academy has reviewed their employment practices to ensure that the personnel programs provide the required affirmative action for employment and advancement of qualified individual with disabilities. The following are some of the efforts, which the Academy has undertaken:

- A. Communicate internally its obligation to engage in affirmative action to employ and promote qualified individuals.
- B. Develop internal procedures to ensure that its obligation to engage in affirmative action to employ and promote qualified individual with disabilities is being fully implemented.
- C. Periodically inform all employees and prospective employees of its commitment to engage in affirmative action to increase employment opportunities for qualified individual with disabilities.
- D. Recruiting sources for individual with disabilities will be notified of the Academy's commitment to provide meaningful employment opportunities to qualified individual with disabilities.
- E. Educational institutions, social service agencies, and other organizations, which participate in the rehabilitation of the individual with disabilities, will be contacted as possible recruitment sources and used for advice and technical assistance.

- F. Review the employment records to determine the availability of promotable and transferable qualified known individual with disabilities presently employed, and determine whether their present and potential skills are being fully utilized or developed.
- G. When employees are pictured in consumer, promotional or help-wanted advertising, employees with disabilities will be included.
- H. Written notification of the Academy's Affirmative Action Program will be sent to all required subcontractors, vendors and suppliers, requesting their compliance with the program. Furthermore, every contract subcontract or purchase order of \$10,000 or more will include the provisions of the Affirmative Action clause for Workers with disabilities as set forth in Title 41, Chapter 60, Part 60-741, Section 60-741.3 C.F.R. The complete clauses are shown in Exhibit II. Contracts and subcontracts for less than \$10,000 are not covered by the Act.
- I. The Academy will take positive steps to attract qualified Disabled persons not currently in the workforce who have requisite skills and can be recruited through affirmative action measures. The following organizations have been contacted:

Various State Employment Offices

VII. INTERNAL DISSEMINATION OF POLICY

All employees of Stanley Hupfeld Academy will be informed of the Academy's Affirmative Action Plan for Individuals with Disabilities. Any significant change in this policy will also be communicated both internally and externally, according to the following plan action.

1. The Affirmative Action Policy statement will be by reference in the Academy's EEO policy, which appears in Management Directives. The program will be continually reviewed and updated on an annual basis.

2. The Affirmative Action Policy will be published in the Academy newsletter and other in-house publications.
3. Periodically, meetings with management and supervisors will be scheduled to discuss policy intent and responsibility for the plan. Management will thereafter disseminate this information to its employees, to emphasize the individual employee responsibilities.
4. Special meetings with all employees to discuss policy and explain individual employee responsibilities will be scheduled.
5. The Affirmative Action Program will be discussed in both the employee orientation meetings and any management development training programs, which may be developed.
6. In order to continue employee cooperation and understanding, articles on the Affirmative Action Program will be published in the Academy newsletter and other in-house publications.
7. The "Equal Employment Opportunity is the Law" poster (with reference to the Rehabilitation Act of 1973) will be displayed on each floor of the facilities.
8. The complete Affirmative Action Plan for Individuals with Disabilities will be available for inspection to any employee or applicant for employment upon request from the Affirmative Action Officer. This notification of availability will be attached to the "Equal Employment Opportunity is the Law" poster.
9. All employees and applicants for employment, who wish to benefit from this program, will be invited to voluntarily identify themselves as Disabled persons. Any person may refuse to provide such information without being subject to any adverse treatment. This information will be kept confidential and will be used only in accordance with the Rehabilitation Act of 1973. The Academy will advise and counsel with those persons identified as individuals with disabilities, regarding proper placement and appropriate accommodation.

10. Employees featured in employee handbooks or similar publications will include employees with disabilities.

VIII. RESPONSIBILITY FOR PROGRAM IMPLEMENTATION

The Superintendent of Stanley Hupfeld Academy, Kara Babbit, is ultimately responsible for the accomplishment of the Affirmative Action Plan for Individuals with Disabilities. The Academy's Affirmative Action Officer, Ruthie Rayner, is accountable to the General Counsel & Managing Director for all action taken in maintaining the Affirmative Action Plan for Individuals with Disabilities. All managers and supervisors will actively support and participate in the AAP for Individuals with Disabilities.

VIII-A. Duties of the Affirmative Action Officer include, but are not limited to the following:

1. Development of policy statements, programs, and internal communication techniques. The communication techniques will include periodic discussions with managers, supervisors, and employees to assure that the policies are being carried out.
2. Identification of problem areas in conjunction with line management and known employees with disabilities, in the implementation of the AAP for Individuals with Disabilities, and development of solutions. Emphasis in problem solving will be directed toward the physical working accommodations requirements.
3. Implement reporting and audit systems in order to accomplish the following:
 - a. Measure the effectiveness of the Academy's program.
 - b. Indicate need for remedial action.
 - c. Determine the degree to which the Academy's objectives have been attained.

- d. Determine whether known employees with disabilities have had the opportunity to participate in all Academy sponsored educational, training, recreational and social activities.
 - e. Ensure that each location is in compliance with the Act and the regulations.
- 4. Serve as liaison between the Academy and the OFCCP.
 - 5. Serve as liaison between the Academy and organizations of and for individuals with disabilities, and arrange for the active involvement by Academy representatives in the community service programs of local organizations of and for the Disabled.
 - 6. Keep management informed of the latest developments in the entire affirmative action area.
 - 7. Arrange for career counseling for known employees with disabilities.

VIII-B. Management and Supervisors Responsibilities

Each manager and supervisor is responsible for the actions of the employees in the department or work group that he or she is managing or supervising. The managers and supervisors' participation in the AAP for Individuals with Disabilities will include, but not be limited to the following areas:

- 1. Internal dissemination of information and discussions with employees about the program.
- 2. Taking the necessary action to prevent harassment of employees placed through affirmative action efforts.
- 3. Understanding that their efforts and results in the AAP for Individuals with Disabilities are considered in work performance evaluations.

IX. DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

The following programs will be developed as part of the Affirmative Action Plan for Individuals with Disabilities.

1. Job qualifications reviewed in Section III will be made available to those persons in management involved in the recruiting, screening, selection, and promotion process.
2. Actions will be undertaken to assure that opportunities available to employees will not stereotype persons with disabilities in a manner, which limits their access to all jobs for which they are qualified.
3. All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes will be oriented to assure their commitment toward the Affirmative Action Plan for Individuals with Disabilities.
4. Employees with disabilities will be encouraged to participate in school and community career days, youth motivation programs, and other related community programs.
5. All school and college recruiting activities will include a special effort to reach students with disabilities through prior notification to the placement counselor or person responsible for job placement.

Section 503 of the Rehabilitation Act of 1973

Highlights of the New Regulations

The new Section 503 regulations introduce a variety of regulatory changes. Some of these changes revise the nondiscrimination provisions to incorporate the requirements of the ADAAA. Others strengthen the affirmative action provisions. The new regulations:

- Establish, for the first time, a 7% utilization goal for individuals with disabilities. This utilization goal, applied at the job group level, is not to be used as a quota or a ceiling that limits or restricts the employment of individuals with disabilities. Instead, the goal is a management tool that informs decision-making and provides real accountability. Failing to meet the disability utilization goal is not a violation of the regulation and it will not lead to a fine, penalty or sanction. A federal prime contractor or a sub-contractor has to use the national 7 percent utilization goal, and, in most instances, you apply it to the same job groups that you created for your Executive Order 11246 affirmative action program (AAP). If you are a small contractor using the EEO-1 job categories as your job groups in your Executive Order AAP, you apply the goal to your EEO-1 job categories. However, if you are a contractor with a total workforce of 100 or fewer employees, you may apply the goal to your workforce as a whole. The new regulations include an aspirational utilization goal of 7 percent. OFCCP created this goal to give contractors a yardstick against which they can measure the success of their efforts in outreach to and recruitment of individuals with disabilities. More specifically, contractors should use the goal to measure the change in the representation of individuals with disabilities in their workforce. The utilization goal, with its focus on the entire workforce, differs from the placement goal under the Executive Order 11246 program, which focuses on those employees newly placed into positions. The goal is not a quota

The Academy has established a 7% utilization goal for Individuals with Disabilities. The Academy evaluates their Job Groups annually. See Exhibit d

- Require contractors to invite applicants to voluntarily self-identify as an individual with a disability at the pre-offer stage of the hiring process, in addition to the existing requirement that contractors invite applicants to voluntarily self-identify after receiving a job offer. This data collection should provide contractors with useful information about the extent to which their outreach and recruitment efforts are effectively reaching people with disabilities.

The Academy reviews its outreach and recruitment efforts.
See Exhibit j

- Require contractors to invite incumbent employees to voluntarily self-identify on a regular basis. The status of employees may change and a regular invitation to self-identify provides employees a way to self-identify for the first time, or to change their previously reported status. Providing a regular invitation should contribute to increased self-identification rates. Improving data collection is important to assessing employment practices.

The Academy is inviting employees to voluntarily self-identify as an individual with a disability on a regular basis. See Exhibit a

- Require contractors to maintain several quantitative measurements and comparisons for the number of individuals with disabilities who apply for jobs and the number of individuals with disabilities they hire in order to create greater accountability for employment decisions and practices. Having this data will enable contractors and OFCCP to evaluate the effectiveness of contractors' outreach and recruitment efforts, and examine hiring and selection processes related to individuals with disabilities. There is a new requirement specific to data collection and analysis. As a contractor, you must document and update annually the following information in 60-741.44(k): for applicants: the total number of applicants for employment, and the number of applicants who are known individuals with disabilities; for hires: the total number of job openings, the number of jobs filled, and

the number of individuals with disabilities hired; and the total number of job openings, and the number of jobs that are filled.

The Academy prepares an Impact Ratio Analysis for Individuals with Disabilities hired and applicants annually. See Exhibit e

- Require prime contractors to include specific, mandated language in their subcontracts in order to provide knowledge and increase compliance by alerting subcontractors to their responsibilities as federal contractors. The Final Rule permits contractors to incorporate the E.O. Clause into subcontracts by reference, but only by citing the E.O. Clause in the regulations AND including the following sentences in bold text: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities." Contractors may combine all of their required E.O. clauses into a single "incorporation by reference" clause, provided that the entire combined clause is set in bold text and the prescribed content of the veteran and disability E.O. "incorporation by reference" clauses is preserved. The following example provides one illustration of how this might be done for a supply and service contractor:

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

The Academy sends letters to their subcontractors and vendors on a yearly basis alerting them of their responsibilities as a federal contractor. See Exhibit f

- This data must be retained for three years.

The Academy retains these records for three years.

- The Final Rule, at § 60-741.44(f)(4), requires the contractor to document all of its outreach and recruitment activities, and retain these records for three years. This should enable contractors and OFCCP to evaluate the effectiveness of these efforts in identifying and recruiting qualified individuals with disabilities

The Academy will maintain record of its outreach and recruitment activities for three years.

- **The revised regulations require that the "EEO is the Law" poster be made available in a "form that is accessible and understandable" to individuals with disabilities and disabled veterans, such as Braille or large print.** Providing the "EEO is the Law" poster in an alternate format, such as large print or Braille, is a form of reasonable accommodation. Therefore, contractors must make the poster available in such an alternate format only when an applicant or employee requests the poster in an alternate format, or when the contractor knows that an applicant or employee is unable to read the poster because of a disability. Contractors may also provide the poster to an applicant or employee with a disability in other alternate formats, such as on disc or in an audio recording, so long as the format provided enables the individual with a disability to access the contents of the poster.

The Academy posts the "EEO is the Law" poster in locations accessible by employees and applicants. The Academy will have available a copy of the poster in alternate formats if requested.

- Contractors may create an electronically fillable version of the form used to invite self-identification **provided** that form meets certain requirements. The e-form must:

1. Display the OMB number and expiration date;
2. Contain the text of the form without alteration
3. Use a sans-serif font, such as Calibri or Arial; and
4. Use at least 11-pitch for font size (with the exception of the footnote and burden statement, which must be at least 10-pitch in size).
5. Though it may seem that specifying the size and type of font is unnecessary, OFCCP is doing so to ensure the consistency of appearance, ease of reading, and accessibility of the form. By using the OMB number and date, job applicants and employees know that the form is an officially approved government form.

Whenever the Academy reproduces the Self-Identification form it will comply with the requirements listed above. See Exhibit b

- Contractors may refer to those protected by Section 503 or VEVRAA by abbreviation, but such abbreviations must be commonly understood by those seeking employment. Simply using "D" and "V" are not adequate abbreviations for this reason. For those protected by Section 503 or VEVRAA, the tagline should at a minimum state "disability" and "vet" so that the tagline will be clearly understood by jobseekers.

The Academy uses a Tagline which spells out the protected classes rather than a single letter. See Exhibit i

EXHIBIT A

(Letter to employees and applicants
for purposes of identification of individuals with disabilities)

TO ALL STANLEY HUPFELD ACADEMY EMPLOYEES

The Stanley Hupfeld Academy is a government contractor subject to Section 503 of the Rehabilitation Act of 1973, which requires government contractors to take affirmative action to employ and advance in employment, qualified individuals with disabilities. If you have such a disability and would like to be considered under the Affirmative Action Program, please complete the form on the next page.

Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals will be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of individual with disabilities, and regarding necessary accommodations; (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (3) government officials investigating compliance with the Act shall be informed.

If you are an individual with disabilities, we would like to include you under the Affirmative Action Program for Individuals with Disabilities. It would assist us if you tell us about any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you will be considered for any positions of that kind and the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

Sincerely,

Ruthie Rayner
Affirmative Action Officer

Self-Identification Form Exhibit B

EXHIBIT C

Affirmative Action Clause for Workers with Disabilities

Each agency and each contractor and subcontractor for \$10,000 or more shall include the following affirmative action clause in each of its covered government contracts or subcontracts (and modifications, renewals, or extensions thereof if not included in the original contract).

AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES

- The contractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:
 - i. Recruitment, advertising, and job application procedures;
 - ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - iii. Rates of pay or any other form of compensation and changes in compensation;
 - iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
 - v. Leaves of absence, sick leave, or any other leave;
 - vi. Fringe benefits available by virtue of employment, whether or not administered by the contractor;

vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;

viii. Activities sponsored by the contractor including social or recreational programs;

ix. Any other term, condition, or privilege of employment;

- The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in the form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The contractor must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the contractor may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).
- The contractor will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.

The contractor will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance

Evaluation of 7% Utilization Benchmark Exhibit D

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB GROUP SUMMARY
AS OF: SEPTEMBER 30, 2023

OFCCP BENCHMARK FOR INDIVIDUALS WITH DISABILITIES
7% AS OF MARCH 24, 2014

JOB GRP	JOB GROUP	INDIVIDUALS W/DISABILITIES.	TOTAL EMPLOYEES	PERCENT INDIVIDUALS W/DISABILITIES.	BENCHMARK TEST
1	OFFICIALS & MANAGERS	0	1	0.000%	-7.000%
2	PROFESSIONAL	0	19	0.000%	-7.000%
5	ADMIN SUPPORT WORKERS	0	14	0.000%	-7.000%
TOTAL		0	34	0.000%	-7.000%

Selection Analysis of Individuals with Disabilities Exhibit E

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

SELECTION ANALYSIS
INDIVIDUALS WITH DISABILITIES VS NON-IWD
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		IWD		% IWD		NON-IWD		% NON-IWD		% OF IWD VS	
		HIRES	APPS	HIRES	APPS	HIRED		HIRES	APPS	HIRED		% OF NON-IWD HIRED	
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%		0	0	0.00%		Insufficient Data	
2	PROFESSIONAL	3	14	0	0	0.00%		3	14	21.43%			
5	ADMIN SUPPORT WORKERS	3	7	0	0	0.00%		3	7	42.86%			
TOTAL		6	21	0	0	0.00%		6	21	28.57%		0.00%	

Example of Vendor Letter Exhibit F

Application Form Exhibit G

Example of Purchase Order Exhibit H

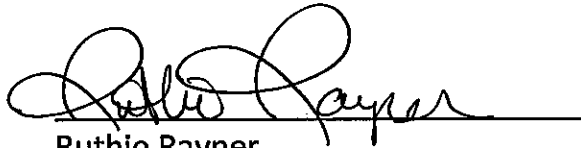
Example of Tagline Exhibit I

Records documenting Outreach and Recruitment Sources Exhibit J

AFFIRMATIVE ACTION PLAN
for Minorities and Females

Period: October 1, 2023, to September 30, 2024

Plan Completed by:



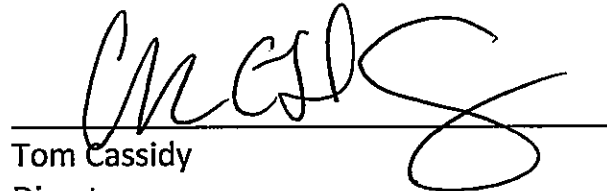
Ruthie Rayner
Affirmative Action Officer
Principal

Plan Reviewed and
Approved by:



Kara Babbit
Superintendent

Plan Approved by:



Tom Cassidy
Director

Stanley Hupfeld Academy
At Western Village, Charter School
1508 N.W. 106th
Oklahoma City, OK 73114

Phone Number: (405) 751-1774

Academy's Federal Tax ID No.: 73-1588764

Academy's Dun and Bradstreet Identification No.: 010510480

Academy's EEO-1 Identification Number:

PREFACE

Stanley Hupfeld Academy (the "Academy") is fully committed to the concept and practices of equal employment opportunity and affirmative action in all aspects of employment. The management of Stanley Hupfeld Academy has prepared this written Affirmative Action Plan (AAP).

In the preparation of this AAP, the Academy has used the terminology used in Executive Order 11246 and its implementing regulations as a guide. Therefore, the use of such terms as "underutilization," "deficiency," "concentration," "affected class," etc., should not be construed as an admission by the Academy, in whole or in part, that in fact either minorities or women have been or are presently being underutilized, or discriminated against in any way by the Academy in violation of federal, state, or local fair employment practice laws.

In developing and implementing this AAP, the Academy has been guided by its established policy of providing equal employment opportunity. Any goals, which the Academy has established herein, are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use of goals and timetables in this AAP is not intended, nor is the effect of such goals and timetables intended, to discriminate against an individual or group of individuals with respect to any employment opportunity for which he or she or they are qualified on the grounds that he, she, or they are not beneficiaries of affirmative action themselves. Indeed, nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in strict reliance upon the Guidelines of Affirmative Action issued by the Equal Employment Opportunity Commission (29 C.F.R. Part 1608).

The material set forth in this AAP is deemed to constitute operations information, confidential statistical data and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, 5 U.S.C., Section 552; Title VII of the Civil Rights Act of 1964 (as amended) 42 U.S.C., Section 2000 et seq.; The Trade Secrets Act 18 U.S.C., Section 1905, and 44 U.S.C., Section 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

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PART A

- I. Purpose of the Affirmative Action Program
- II. Equal Employment Opportunity Policy Statement
- III. Establishment of Responsibility for Implementation
 - a. Identification and Responsibilities of EEO Administrator
 - b. Responsibilities of Management
- IV. Development and Execution of Action Oriented Programs
- V. Internal Audit and Reporting Requirements
- VI. Compliance with OFCCP's Sex Discrimination Guidelines
- VII. Religion and National Origin Discrimination Guidelines

A-I. PURPOSE

- 1) This affirmative action program is a management tool designed to ensure equal employment opportunity. A central premise underlying affirmative action is that, absent discrimination, over time a contractor's workforce, generally, will reflect the gender, racial and ethnic profile of the labor pools from which the contractor recruits and selects.

This affirmative action program contains a diagnostic component, which includes a number of quantitative analyses designed to evaluate the composition of the workforce of the contractor and compare it to the composition of the relevant labor pools. This affirmative action program also includes action-oriented programs. If women and minorities are not being employed at a rate to be expected given their availability in the relevant labor pool, the contractor's affirmative action program includes specific practical steps designed to address this underutilization. Effective affirmative action programs also include internal auditing and reporting systems as a means of measuring the contractor's progress toward achieving the workforce that would be expected in the absence of discrimination.

- (2) This affirmative action program also ensures equal employment opportunity by institutionalizing the contractor's commitment to equality in every aspect of the employment process. Therefore, as part of its affirmative action program, a contractor monitors and examines its employment decisions and compensation systems to evaluate the impact of those systems on women and minorities.
- (3) This affirmative action program is, thus, more than a paperwork exercise. The affirmative action program includes those policies, practices, and procedures that the contractor implements to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment.

A-II.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

A-II EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

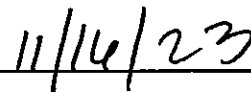
It is the policy of Stanley Hupfeld Academy to pledge its full support to equal employment opportunity for all persons, regardless of race, color, religion, sex, national origin, marital status, physical disability, medical condition, age, status as a Special Disabled Veteran, Recently Separated Veteran, Other Protected Veteran, Armed Forces Service Medal Veteran, Sexual Orientation, Gender Identity, transgender status, pregnancy, sex stereotyping and Genetic Information with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified to perform the work available. Further, it is the policy of the Academy to comply with the concepts and practices of affirmative action. An executive of this Academy, Ruthie Rayner, has been designated to administer the Academy's affirmative action program and will monitor that program and make reports on a periodic and continuing basis to senior management.

Accordingly, all employment decisions shall be consistent with the principle of equal employment opportunity (EEO). All promotion decisions shall be consistent with the principle of EEO, and only valid qualifications will be required for promotion. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, Academy-sponsored training, education, tuition assistance and social and recreational programs will be administered in a non-discriminatory manner with respect to minorities and women, provided the individual is qualified to perform the work available.

Pursuant thereto, this policy establishes--effective immediately and in compliance with regulations provided by the Secretary of Labor in 41 CFR Chapter 60--an affirmative action program composed of specific steps that will be undertaken in order to implement this policy. The Affirmative Action Program is available for inspection by applicants and employees in the Front Office between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday.



Kara Babbitt
Superintendent



Date

A-III.

ESTABLISHMENT OF RESPONSIBILITY FOR IMPLEMENTATION
OF THE WRITTEN AFFIRMATIVE ACTION PLAN
(41 C.F.R. 60-2.17 (a))

a. IDENTIFICATION AND RESPONSIBILITIES
OF EEO ADMINISTRATOR

b. THE RESPONSIBILITIES OF THE CONTRACTOR'S MANAGEMENT TO
ENSURE IMPLEMENTATION OF THE AAP

A-III. ESTABLISHMENT OF RESPONSIBILITY FOR IMPLEMENTATION OF THE WRITTEN AFFIRMATIVE ACTION PLAN

The implementation of the AAP follows the requirements of the regulations issued by OFCCP, specifically (41 C.F.R. 60-2.17 (a)) with respect to the requirement that the Academy designate an individual responsible for implementation of the AAP, the Academy appointed its Principal with that responsibility. Actions by supervisory personnel inconsistent with this policy and with the AAP will not be tolerated. The Principal has been given the necessary top management support and staffing to execute the assignment.

A-III (a). IDENTIFICATION AND RESPONSIBILITIES OF AFFIRMATIVE ACTION OFFICER

The Principal will serve as the Affirmative Action Officer. The responsibilities of the Affirmative Action Officer include the following:

1. Developing and modifying the Academy's policies and procedures to ensure that the requirements of E.O. 11246 (as amended) and its implementing regulations are met.
2. Developing, modifying and maintaining an effective written Affirmative Action Plan in compliance with the applicable rules and regulations of OFCCP.
3. Evaluating EEO progress at the Academy and developing alternative approaches where necessary.
4. Helping management reach solutions to problems, which may arise as the written Affirmative Action Plan is implemented.
5. Designing and implementing audit and reporting systems that will permit monitoring of EEO progress and will serve to provide management with requisite data in that regard.

Further, such systems will be used to:

- measure the plan's effectiveness;
 - determine the degree to which the Academy's objectives have been achieved;
 - indicate any need for additional action.
6. Serving as the Academy's representative in its dealings with federal, state or local enforcement agencies.
 7. Serving as a liaison with minority organizations, women's organizations and community action groups concerned with the employment opportunities of minorities and women.
 8. Investigation of EEO-related charges or complaints.
 9. Executing modifications of this AAP.
 10. Signing EEO-1 Reports (Standard Form 100) and EEO Certificates of Compliance with EEO laws or other related requirements.

A-III (b). RESPONSIBILITIES OF MANAGEMENT

In implementing this written Affirmative Action Plan, the responsibilities of the Academy's supervisors and other management people working with the Affirmative Action Officer include, but are not necessarily limited to, the following:

1. Helping evaluate EEO progress and develop alternative approaches, including the establishment of department or other unit goals and timetables, where applicable. Assist in identification of problem areas.
2. Active involvement with local minority organizations, women's organizations, community action groups and community service programs.

3. Periodically auditing training programs, hiring and promotion patterns in an effort to ensure that any impediments to achieving goals and timetables are removed.
4. Discussing EEO policy with supervisors and employees to ensure the Academy's policies are being implemented.
5. Reviewing the qualifications of employees who are transferred or promoted, to ensure that minorities and women are being given full opportunity with respect to such personnel actions.
6. Providing career counseling for employees who request it.
7. Periodically making area audits to ensure that the Academy continues to comply in such EEO areas as:
 - i. Proper display of posters and policy statements.
 - ii. Provision of non-segregated facilities and provision of comparable facilities for both sexes.
 - iii. Encouragement of full participation by minority and women employees in all Academy-sponsored educational, training, recreational and social activities.
8. Assisting supervisors in taking appropriate action to prevent harassment of any employees either because of their placement through affirmative action efforts or because of their race, color, sex, religion or national origin.

A-IV.

THE DEVELOPMENT AND EXECUTION OF ACTION ORIENTED
PROGRAMS (41 C.F.R. 60-2.17 (c))

A-IV. THE DEVELOPMENT AND EXECUTION OF ACTION ORIENTED PROGRAMS

The following action-oriented programs or procedures designed to further the Academy's commitment to Equal Opportunity are continuing:

Position descriptions are periodically reviewed in order to ensure that they accurately reflect position functions, and are consistent for the same position from one department or location to another.

Worker specifications and job performance criteria are reviewed to ensure that they do not constitute inadvertent discrimination. Specifications are evaluated to ensure that they are consistent for the same job title in all locations and are free from bias as regards to race, color, religion, sex or national origin, except where sex is a bona fide occupational qualification.

The job descriptions and worker specifications used are made available to those members of management who are significantly involved in the recruiting, screening, selection, and promotion process. Recruitment sources are provided with the requisite job-related information, and thus able to recruit qualified persons on a non-discriminatory basis.

The Academy continues to evaluate the entire selection process and to make every good faith effort to select persons according to ability and qualifications, while recognizing its commitment to take affirmative action to remedy any underutilization of minorities and women. Recruitment sources are notified of the Academy's policy of non-discrimination. There is no department or job group in the Academy, which is limited or closed to employees of a particular race, color, religion, sex or national origin. Further, to help bring about equal employment opportunity, the Academy undertakes the following:

All personnel involved in the recruiting, screening, selection, promotion, disciplinary and related personnel processes are carefully selected and trained to ensure elimination of bias in all personnel actions.

The requirements of the OFCCP Uniform Guidelines on Employee Selection are observed.

An analysis of all selection techniques and employment standards will be made periodically. If any such techniques and standards are found to have an adverse impact on minorities and women, they will be revised unless they are job-related.

The Academy uses the following techniques to maintain a satisfactory flow of qualified minority and women applicants:

1. Recruiting from organizations such as the State Employment Service.
2. Encouraging minority and female employees to refer friends to the Academy for potential employment.
3. Inclusion of women and minorities in the Human Resources recruiting staff.
4. Recruiting efforts at colleges incorporate efforts to reach minorities and females.
5. Consideration of special employment programs such as cooperative education, and other programs, to the extent that they are feasible, given the nature of the Academy's business.

The Academy will periodically review its promotion criteria and procedures to ensure that promotional decisions are made without regard to race, color, religion, sex or national origin. In an effort to maintain acceptable promotion rates for qualified minorities and women, the Academy utilizes the following procedures:

1. Posting of all non-exempt job opportunities and entry-level exempt positions.
2. Developing a plan for establishing an inventory of current minority and women employees to determine academic, job-related skill and experience level.
3. Providing on-the-job training as well as funding an Educational Assistance Program for its employees.

4. Providing a formal job evaluation program.
5. Reviewing worker specifications to ensure job-relatedness. Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent.
6. Reviewing promotional decisions and requiring such decisions to be justified on a nondiscriminatory basis.

The Academy continually makes certain that its facilities and Academy sponsored social and recreational activities are not segregated, and actively encourage all employees to participate in any such Academy-sponsored events.

A-V.

INTERNAL AUDIT AND REPORTING REQUIREMENTS
(41 C.F.R. 60-2.17 (d))

A-V. INTERNAL AUDIT AND REPORTING REQUIREMENTS

The Academy's audit and reporting system will be designed to:

1. Monitor records of referrals, placements, transfers, promotions and terminations at all levels to ensure that nondiscriminatory policies are carried out.
2. Determine the degree to which the Academy's affirmative action goals and timetables have been met.
3. Determine whether the Academy's objectives of eliminating any underrepresentation of females or minorities within an organizational unit (department) have been met.

The Affirmative Action Officer will maintain records of applicant flow, hires, promotions, resignations, and discharges. These findings will be reported to the Director & Superintendent and other management in the Academy.

The Affirmative Action Officer will advise the Board of Directors as to the status of the facility's Affirmative Action Program as needed. The Board will take any remedial steps, which may be necessary to provide the effective implementation of the program.

A-VI.

COMPLIANCE WITH OFCCP'S SEX DISCRIMINATION
GUIDELINES
(41 C.F.R. PART 60-20)

A-VI. COMPLIANCE WITH OFCCP'S SEX DISCRIMINATION GUIDELINES

The Academy complies with the sex discrimination guidelines issued by OFCCP and set forth in 41 C.F.R. Part 60, as follows:

The Academy's employment advertising does not express a sex preference and, if printed, does not appear in sex-segregated columns. Further, employees of both sexes are recruited for all jobs at the Academy.

The Academy's personnel policy manual and employment application forms expressly state that there will be no discrimination on account of sex. against sex discrimination in employment (both disparate treatment and discrimination under disparate-impact analysis), defines "sex," and gives examples. Defines "sex" to include gender identity, transgender status, pregnancy, and sex stereotyping.

The Academy does not rely upon a state "protective" law to deny women employees the right to any job they are qualified to perform.

The Academy does not make any distinction based upon sex with regard to employment opportunities, wages, hours or other terms and conditions of employment.

The Academy does not make any distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the other sex. The Academy does not deny employment to women with young children. The Academy provides appropriate physical facilities to both sexes.

The Academy does not penalize in conditions of employment women who require time away from work for childbearing. When, under the Academy's policy, a woman employee would qualify for leave, and then childbearing is considered a justification like any other for granting such leave, for a reasonable period of time. The conditions applicable to her leave (other than its length) and to her return to employment are in accordance with the Academy's Leave policy with respect to all leaves of absence. The Academy provides maternity leave "for a reasonable period of time" if they did not have a leave policy. The Academy complies with the Family and Medical Leave Act of 1993.

The Academy does not specify, on the basis of sex, any difference between men and women employees in retirement age.

The Academy's wage schedules are not related to or based upon sex. The Company adopts the Lilly Ledbetter Fair Pay Act standard that compensation discrimination occurs "any time" a contractor "pays wages, benefits, or other compensation that is the result in whole or in part of the application of any discriminatory compensation decision or other practice."

The Academy does not terminate employees of one sex in a particular job group when they reach a certain age, unless the rule applies to members of the other sex.

In addition to the above, the Academy will continue to take affirmative action as follows:

1. Encourage women to apply for all positions in the Academy for which they are qualified.
2. Encourage women to utilize the Academy's Educational Assistance Program in order to facilitate their promotion capability.

Academy management has been made aware of the requirements set forth above. Further, the principles contained in these guidelines have been incorporated into the EEO policy of the Academy.

The Academy also complies with the additional regulations enacted by OFCCP in 2016 and monitors the workforce to ensure there are no indications of Disparate Treatment or Disparate Impact:

Examples of disparate treatment:

- Denying transgender employees access to the restrooms, changing rooms, showers, and similar facilities designated for use by the gender with which they identify;
- Treating employees or applicants adversely because they have received, are receiving, or are planning to receive transition-related medical services designed to facilitate the adoption of a sex or gender other than the individual's designated sex at birth;

Example of disparate impact:

- Relying on recruitment or promotion methods, such as “word-of-mouth” recruitment, that have an adverse impact on women where the contractor cannot establish that they are job-related and consistent with business necessity.
- Refusing to hire pregnant workers or workers of childbearing capacity.

Sex Discrimination Guidelines Final Rule (2016)

- § 60-20.3(g)(1) required contractors to consider childbearing a justification for leave under their leave policies “for a reasonable period of time.”
- § 60-20.3(g)(2) required contractors to provide maternity leave “for a reasonable period of time” if they did not have a leave policy.
- Requiring employees to go on leave because they become pregnant or have a child;
- Requiring a doctor’s note in order for a pregnant employee to continue or resume working; and
- Providing health insurance that does not cover hospitalization and other medical costs for pregnancy, childbirth, or related medical conditions to the same extent that hospitalization and other medical costs are covered for other medical conditions.
- Sets out disparate-treatment and disparate-impact approaches to the provision of accommodations and leave, as described below. To reflect the Supreme Court decision in *Young v. UPS*, specifies that denying accommodations for pregnancy, childbirth, or related medical conditions is unlawful disparate treatment where (i) the contractor denies accommodations only to employees affected by pregnancy, childbirth, or related conditions; (ii) the contractor provides accommodations to other employees whose abilities or inabilities to perform their job duties are similarly affected, the denial of accommodations to employees affected by pregnancy, childbirth, or related medical conditions imposes a significant burden on those employees, and the contractor’s asserted reasons for denying accommodations do not justify that burden; or (iii) intent to discriminate is otherwise shown.
- Also clarifies that OFCCP applies disparate-impact analysis to policies and practices that deny alternative job assignments, modified duties, or other accommodations to employees who are unable to perform some of their job

duties because of pregnancy, childbirth, or related medical conditions. If such policies or practices have an adverse impact on the basis of sex, contractors must show that they are job-related and consistent with business necessity.

- To the extent that a contractor provides family, medical, or other leave, provides that such leave must not be denied or provided differently on the basis of sex, and, specifically, that:
 - Contractors must provide job-guaranteed medical leave, including paid sick leave, for employees' pregnancy, childbirth, or related medical conditions on the same terms that medical or sick leave is provided for medical conditions that are similar in their effect on employees' ability to work; and
 - Contractors must provide job-guaranteed family leave, including any paid leave, for male employees on the same terms that family leave is provided for female employees. Includes a disparate-impact provision in the section governing leave, which requires contractors that have employment policies or practices under which insufficient or no medical or family leave is available to ensure that such policies or practices do not have an adverse impact on the basis of sex unless they are shown to be job-related and consistent with business necessity.

Sets forth the general principle that contractors may not discriminate on the basis of sex in the provision of fringe benefits, even if the cost of providing a fringe benefit to members of one sex is greater than the cost of providing it to members of the other sex. Defines "fringe benefits" to reflect the definition in the EEOC's Guidelines on Discrimination Because of Sex, 29 CFR § 1604.9. Preamble states that, under this section, denying or limiting access to health-care benefits based upon an employee's gender identity or transgender status constitutes impermissible disparate-treatment discrimination based on sex.

Provides that employment decisions made on the basis of stereotypes — including failure to conform to gender norms and expectations for dress, appearance, and/or behavior; actual or perceived gender identity or transgender status; and caregiver responsibilities — are a form of sex discrimination. Some examples:

- Adverse treatment of employees or applicants based on their sexual orientation where the evidence establishes that the discrimination is based on gender stereotypes.

- Adverse treatment of a female employee or applicant because she does not conform to a sex stereotype about women working in a particular job, sector, or industry.
- Adverse treatment of a male employee because he has taken leave to care for his newborn or recently adopted child based on the sex-stereotyped belief that women and not men should care for children.

Discrimination based on sexual orientation or gender identity is expressly prohibited independently by Executive Order 11246, as amended by Executive Order 13672.

See <http://www.dol.gov/ofccp/LGBT.html>.

Examples of best practices:

- Designating single-user restrooms or similar facilities as sex-neutral;
- Providing, as part of broader accommodations policies, light duty, modified job duties or assignments, or other reasonable accommodations to employees who are unable to perform some of their job duties because of pregnancy, childbirth, or related medical conditions;
- Providing appropriate time off and flexible workplace policies for men and women.

A-VII.

RELIGION AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES
(41 C.F.R. PART 60-50)

A-VII. RELIGION AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES

In accordance with the provision of 41 C.F.R. 60-50, the Academy pledges complete support of the policy of promoting and insuring equal employment opportunity for all persons employed or seeking employment without regard to religion or national origin. The purpose of this policy restatement is to ensure that members of various religious and ethnic groups, primarily but not limited to Eastern, Middle, and Southern European ancestry, such as Jews, Catholics, Italians, Greeks, and Slavic groups, will not be excluded from executive, middle management or other job levels because of their religion and/or national origin.

The Academy will accommodate the religious observances and practices of all employees or prospective employees unless the accommodation would levy an undue hardship on the conduct of the business. In determining whether such accommodation will levy undue hardship, the Academy will consider at least the following factors: (a) business necessity, (b) financial cost and expenses; and (c) resulting personnel problems. This policy will be covered in the supervisors' EEO meetings. If any religious or ethnic discrimination comes to management's attention, steps will be taken immediately to eliminate the discrimination.

PART B – QUANTITATIVE ANALYSES

- I. Organizational Profile
 - A. Overview of the Workforce
 - B. Workforce Analysis
- II. Job Group Analysis -- Job Classification Tables
- III. Placement of Incumbents in Job Groups
 - Current Utilization Analysis
- IV. Determination of Availability
 - Two-Factor Analysis
- V. Comparison of Incumbency to Availability
- VI. Establishment of Placement Goals
- VII. Analysis of Prior Year Goals
- VIII. Identification of Problem Areas
 - A. Analysis of Potential Problem Areas
 - B. Special Corrective Action
- IX. Summary Statement

X. Support Data

- A. Selection Analysis
- B. Termination Analysis
- C. Promotion Analysis
- D. Compensation Analysis
- E. Prior Year Job Group Summary

XI. Appendix

- Exhibit A: EEO-1 Report
- Exhibit B: Application for Employment
- Exhibit C: VETS-4212 Report
- Exhibit D: Sample letter to Recruitment Agencies
- Exhibit E: Sample letter to Vendors

B-I.

ORGANIZATIONAL PROFILE
41 C.F.R. 60-2.11

- A. Overview of the Workforce
- B. Workforce Analysis

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

OVERVIEW OF THE WORKFORCE
AS OF: SEPTEMBER 30, 2023

DEPARTMENT	TOTAL			MALE												FEMALE					TOTAL	
	STAFF	MALE	FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO	MIN				
ADMINISTRATION	1	0	1								1							0				
FACULTY	18	1	17		1						11	4				2		7				
FACULTY SUPPORT SERVICES	13	3	10	1	2						3	6				1		9				
OFFICE CLERICAL	2	0	2								2							0				
TOTAL	34	4	30	1	3	0	0	0	0	0	17	10	0	0	0	3	0	16				

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

WORKFORCE ANALYSIS
LOCATION: ADMINISTRATION
DEPARTMENT: SHA@WV
AS OF: SEPTEMBER 30, 2023

JOB	WAGE	TOTAL	TOTAL	TOTAL	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO	TOTAL
GRP	CODE	STAFF	MALE	FEM.															MIN.
1	9	1	0	1								1							0
		1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
TOTAL																			

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

WORKFORCE ANALYSIS
LOCATION: FACULTY
DEPARTMENT: SHA@WV
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	-----MALE-----					-----FEMALE-----					TOTAL MIN.				
						WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS		NH	AI	HIS	TWO
2	ART SPECIALIST/ TEACHER	5	1	0	1															0
2	PE/ HEALTH TEACHER	5	1	1	0															1
2	Teacher- 2nd Grade	5	1	0	1		1													1
2	TEACHER- Kdg	5	1	0	1															1
2	Teacher-3rd Grade	5	2	0	2									1						1
2	Teacher-4th Grade	5	2	0	2									2						0
2	TEACHER-PRE-KINDERGARDEN	5	1	0	1										1					1
2	COUNSELOR	6	1	0	1									1						0
2	READING COACH	6	1	0	1									1						0
2	Teacher – 1st Grade	6	2	0	2									1					1	1
2	TEACHER-Kdg	6	1	0	1									1						0
2	TEACHER-1ST GRADE	7	1	0	1									1						0
2	Teacher-2nd Grade	7	1	0	1									1						0
2	TEACHER-PRE-KINDERGARTEN	7	1	0	1															0
2	TEACHER-SPECIAL EDUCATION	7	1	0	1														1	1
TOTAL						18	1	17	0	1	0	0	0	0	0	0	0	2	0	7

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

WORKFORCE ANALYSIS
LOCATION: FACULTY SUPPORT SERVICES
DEPARTMENT: SHA@WV
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	-----MALE-----							-----FEMALE-----							TOTAL MIN.	
						WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO		
5	Hourly- Health Aide	1	1	0	1																1
5	FULL TIME PARA-PROFESSIONAL	3	6	2	4		2														5
5	FULL TIME PARA-PROFESSIONAL	4	1	0	1																1
5	FULL TIME PARA-PROFESSIONAL	5	1	0	1																1
5	LIBRARY MANAGER	5	1	0	1																0
2	MUSIC SPECIALIST	5	1	0	1																1
5	TECHNOLOGY COORDINATOR	6	1	1	0	1															1
5	PARA-PROFESSIONAL (Part Time/ Hourly)	PT	1	0	1																0
TOTAL			13	3	10	1	2	0	0	0	0	0	3	6	0	0	0	1	0		9

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

WORKFORCE ANALYSIS
LOCATION: OFFICE CLERICAL
DEPARTMENT: SHA@WV
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	-----MALE-----						-----FEMALE-----						TOTAL MIN.	
						WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI		HIS
5	BUSINESS MANAGER	6	1	0	1								1						0
5	ADMINISTRATIVE ASSISTANT	6	1	0	1								1						0
TOTAL			2	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0

B-II.

JOB GROUP ANALYSIS
AS REQUIRED IN 41 CFR 60-2.12

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB GROUP SUMMARY
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL			MALE										FEMALE										TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)
		EMPS	MALE	FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO									
1	OFFICIALS & MANAGERS	1	0	1								1								0							
2	PROFESSIONAL	19	1	18		1						11	5				2			8							
5	ADMIN SUPPORT WORKERS	14	3	11	1	2						5	5				1			8							
TOTAL		34	4	30	1	3	0	0	0	0	0	17	10	0	0	0	3	0	16	0	0						

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB GROUP ANALYSIS
JOB GROUP: OFFICIALS & MANAGERS
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO	TOTAL MIN.	DEPT
1	PRINCIPAL	9	1	0	1								1							0	ADMINISTRATION
TOTAL			1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB GROUP ANALYSIS
JOB GROUP: PROFESSIONALS
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	MALE					FEMALE					TOTAL MIN.	DEPT					
						WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS			NH	AI	HIS	TWO	
2	ART SPECIALIST/TEACHER	5	1	0	1										1					0	FACULTY	
2	COUNSELOR	6	1	0	1										1					0	FACULTY	
2	MUSIC SPECIALIST	5	1	0	1															1	FACULTY SUPPORT SERVICES	
2	PE/ HEALTH TEACHER	5	1	1	0															1	FACULTY	
2	READING COACH	6	1	0	1										1					0	FACULTY	
2	Teacher -- 1st Grade	6	2	0	2										1					1	FACULTY	
2	Teacher- 2nd Grade	5	1	0	1															1	FACULTY	
2	TEACHER- Kdg	5	1	0	1										1					1	FACULTY	
2	TEACHER-1ST GRADE	7	1	0	1										1					0	FACULTY	
2	Teacher-2nd Grade	7	1	0	1										1					0	FACULTY	
2	Teacher-3rd Grade	5	2	0	2										1					1	FACULTY	
2	Teacher-4th Grade	5	2	0	2										2					0	FACULTY	
2	TEACHER-Kdg	6	1	0	1										1					0	FACULTY	
2	TEACHER-PRE-KINDERGARDEN	5	1	0	1															1	FACULTY	
2	TEACHER-PRE-KINDERGARTEN	7	1	0	1										1					0	FACULTY	
2	TEACHER-SPECIAL EDUCATION	7	1	0	1															1	FACULTY	
TOTAL						19	0	1	0	0	0	0	0	11	5	0	0	0	2	0	8	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB GROUP ANALYSIS
JOB GROUP: ADMIN SUPPORT WORKERS
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	-----MALE-----						-----FEMALE-----						TOTAL MIN.	DEPT			
						WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI			HIS	TWO	
5	ADMINISTRATIVE ASSISTANT	6	1	0	1																0	OFFICE CLERICAL
5	BUSINESS MANAGER	6	1	0	1																0	OFFICE CLERICAL
5	FULL TIME PARA-PROFESSIONAL	3	6	2	4		2												1		5	FACULTY SUPPORT SERVICES
5	FULL TIME PARA-PROFESSIONAL	4	1	0	1																1	FACULTY SUPPORT SERVICES
5	FULL TIME PARA-PROFESSIONAL	5	1	0	1																1	FACULTY SUPPORT SERVICES
5	Hourly- Health Aide	1	1	0	1																1	FACULTY SUPPORT SERVICES
5	LIBRARY MANAGER	5	1	0	1																0	FACULTY SUPPORT SERVICES
5	PARA-PROFESSIONAL (Part Time/ Hourly)	PT	1	0	1																0	FACULTY SUPPORT SERVICES
5	TECHNOLOGY COORDINATOR	6	1	1	0	1															0	FACULTY SUPPORT SERVICES
TOTAL			14	3	11	1	2	0	0	0	0	0	5	5	0	0	0	1	0		8	

B-III.

**PLACEMENT OF INCUMBENTS IN JOB GROUPS
AS REQUIRED 41 CFR 60-2.13
Current Utilization Analysis**

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

UTILIZATION OF FEMALES AND MINORITIES
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB GROUP	TOTAL EMPLOYEES	TOTAL FEMALES	FEMALE PERCENT	TOTAL MINORITIES	MINORITY PERCENT
1	OFFICIALS & MANAGERS	1	1	100.00%	0	0.00%
2	PROFESSIONAL	19	18	94.74%	8	42.11%
5	ADMIN SUPPORT WORKERS	14	11	78.57%	8	57.14%
TOTAL		34	30	88.24%	16	47.06%

B-IV.

DETERMINATION OF AVAILABILITY
AS REQUIRED 41 CFR 60-2.14

IN-DEPTH AVAILABILITY ANALYSIS TWO FACTOR ANALYSIS

COMPANY: SHA AT WESTERN VILLAGE
 EEO-1 CATEGORY: Officials & Managers
 NO. IN JOB GROUP: 1
 JOB GROUP: OFFICIALS & MNGRS(1.1)
 JOB TITLES: See Attached
 TIME PERIOD COVERED: 10-1-23/9-30-24

FEMALE

I. Requisite Skills in Reasonable Recruitment Area.

	Availability	Weight	Factor
Local Area	65.700	100	65.700
Statewide	0.000	0	0.000
National	0.000	0	0.000
Schools	0.000	0	0.000
		100	65.700

II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.

RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
65.700	95.00	62.42
95.000	5.00	4.75

AVAILABILITY

0.672 100.00% 67.17%

Actual Current Utilization

1.000 100.00%

Underutilization (Yes or No)

NO

Projected Job Group Hires/Promotions:

0

Numeric Goal
Annual Goal

IN-DEPTH AVAILABILITY ANALYSIS
TWO FACTOR ANALYSIS

COMPANY: SHA AT WESTERN VILLAGE
 EEO-1 CATEGORY: Officials & Managers
 NO. IN JOB GROUP: 1

JOB GROUP: OFFICIALS & MNGRS(1.1)
 JOB TITLES: See Attached
 TIME PERIOD COVERED: 10-1-23/9-30-24

MINORITY

I. Requisite Skills in Reasonable Recruitment Area.

	Availability	Weight	Factor
Local Area	18.700	100	18.700
Statewide	0.000	0	0.000
National	0.000	0	0.000
Schools	0.000	0	0.000
		100	18.700

II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.

AVAILABILITY

Actual Current Utilization

Underutilization (Yes or No)

RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
18.700	95.00	17.77
40.000	5.00	2.00

0.198 100.00% 19.77%

0.000 0.00%

YES

Projected Job Group Hires/Promotions:

Numeric Goal Underutilization is less than One Whole Person
 Annual Goal 19.77%

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB TITLES
JOB GROUP: OFFICIALS & MANAGERS
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	DEPT
1	PRINCIPAL	9	ADMINISTRATION

**IN-DEPTH AVAILABILITY ANALYSIS
TWO FACTOR ANALYSIS**

COMPANY: SHA AT WESTERN VILLAGE
EEO-1 CATEGORY: Professionals
NO. IN JOB GROUP: 19

JOB GROUP: PROFESSIONALS (2)
JOB TITLES: See Attached
TIME PERIOD COVERED: 10-1-23/9-30-24

FEMALE

I. Requisite Skills in Reasonable Recruitment Area.

	Availability	Weight	Factor
Local Area	81.121	100	81.121
Statewide	0.000	0	0.000
National	0.000	0	0.000
Schools	0.000	0	0.000
		100	81.121

II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.

RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
81.121	100.00	81.12
94.737	0.00	0.00

AVAILABILITY

15.413 100.00% **81.12%**

Actual Current Utilization

18.000 94.74%

Underutilization (Yes or No)

NO

Projected Job Group Hires/Promotions:

5

Numeric Goal
Annual Goal

**IN-DEPTH AVAILABILITY ANALYSIS
TWO FACTOR ANALYSIS**

COMPANY: SHA AT WESTERN VILLAGE
EEO-1 CATEGORY: Professionals
NO. IN JOB GROUP: 19

JOB GROUP: PROFESSIONALS (2)
JOB TITLES: See Attached
TIME PERIOD COVERED:
 10-1-23/9-30-24

MINORITY

I. Requisite Skills in Reasonable Recruitment Area.

	Availability	Weight	Factor
Local Area	24.163	100	24.163
Statewide	0.000	0	0.000
National	0.000	0	0.000
Schools	0.000	0	0.000
		100	24.163

**II. Promotable, Transferable, and Trainable
within Contractor's Organization
during the AAP year.**

RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
24.163	100.00	~24.16
42.105	0.00	0.00

AVAILABILITY

4.591 100.00% **24.16%**

Actual Current Utilization

8.000 42.11%

Underutilization (Yes or No)

NO

Projected Job Group Hires/Promotions:

5

Numeric Goal
Annual Goal

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB TITLES
JOB GROUP: PROFESSIONALS
AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	DEPT
2	ART SPECIALIST/ TEACHER	5	FACULTY
2	COUNSELOR	6	FACULTY
2	MUSIC SPECIALIST	5	FACULTY SUPPORT SERVICES
2	PE/ HEALTH TEACHER	5	FACULTY
2	READING COACH	6	FACULTY
2	Teacher – 1st Grade	6	FACULTY
2	Teacher- 2nd Grade	5	FACULTY
2	TEACHER- Kdg	5	FACULTY
2	TEACHER-1ST GRADE	7	FACULTY
2	Teacher-2nd Grade	7	FACULTY
2	Teacher-3rd Grade	5	FACULTY
2	Teacher-4th Grade	5	FACULTY
2	TEACHER-Kdg	6	FACULTY
2	TEACHER-PRE-KINDERGARDEN	5	FACULTY
2	TEACHER-PRE-KINDERGARTEN	7	FACULTY
2	TEACHER-SPECIAL EDUCATION	7	FACULTY

IN-DEPTH AVAILABILITY ANALYSIS TWO FACTOR ANALYSIS			
COMPANY: SHA AT WESTERN VILLAGE EEO-1 CATEGORY: Admin Support Workers NO. IN JOB GROUP: 14		JOB GROUP: ADMIN SUPP WRKS (5) JOB TITLES: See Attached TIME PERIOD COVERED: 10-1-23/9-30-24	
FEMALE			
I. Requisite Skills in Reasonable Recruitment Area.			
	Availability	Weight	Factor
Local Area	79.843	100	79.843
Statewide	0.000	0	0.000
National	0.000	0	0.000
Schools	0.000	0	0.000
		100	79.843
II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.			
AVAILABILITY		RAW STATISTICS	VALUE WEIGHT
		79.843	100.00
		78.571	0.00
		11.178	100.00%
			79.84%
Actual Current Utilization		11.000	78.57%
Underutilization (Yes or No)			YES
Projected Job Group Hires/Promotions: 2			
Numeric Goal Annual Goal		Underutilization is less than One Whole Person 79.84%	

IN-DEPTH AVAILABILITY ANALYSIS TWO FACTOR ANALYSIS

COMPANY: SHA AT WESTERN VILLAGE
EEO-1 CATEGORY: Admin Support Workers
NO. IN JOB GROUP: 14
JOB GROUP: ADMIN SUPP WRKS (5)
JOB TITLES: See Attached
TIME PERIOD COVERED: 10-1-23/9-30-24

MINORITY

I. Requisite Skills in Reasonable Recruitment Area.

	Availability	Weight	Factor
Local Area	31.007	100	31.007
Statewide	0.000	0	0.000
National	0.000	0	0.000
Schools	0.000	0	0.000
		100	31.007

II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.

RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
31.007	100.00	31.01
57.143	0.00	0.00

AVAILABILITY

4.341 100.00% **31.01%**

Actual Current Utilization

8.000 57.14%

Underutilization (Yes or No)

NO

Projected Job Group Hires/Promotions:

2

Numeric Goal
Annual Goal

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

JOB TITLES

JOB GROUP: ADMIN SUPPORT WORKERS

AS OF: SEPTEMBER 30, 2023

JOB GRP	JOB TITLE	WAGE CODE	DEPT
5	ADMINISTRATIVE ASSISTANT	6	OFFICE CLERICAL
5	BUSINESS MANAGER	6	OFFICE CLERICAL
5	FULL TIME PARA-PROFESSIONAL	3	FACULTY SUPPORT SERVICES
5	FULL TIME PARA-PROFESSIONAL	4	FACULTY SUPPORT SERVICES
5	FULL TIME PARA-PROFESSIONAL	5	FACULTY SUPPORT SERVICES
5	Hourly- Health Aide	1	FACULTY SUPPORT SERVICES
5	LIBRARY MANAGER	5	FACULTY SUPPORT SERVICES
5	PARA-PROFESSIONAL (Part Time/ Hourly)	PT	FACULTY SUPPORT SERVICES
5	TECHNOLOGY COORDINATOR	6	FACULTY SUPPORT SERVICES

B-V.

COMPARISON OF INCUMBENCY TO AVAILABILITY
Determination of Underutilization
(41 C.F.R. 60-2.15)

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

COMPARISON OF INCUMBENCY TO AVAILABILITY
AAP PLAN YEAR 10-1-23/9-30-24

EEO1 CODE	CURRENT WORKFORCE														AVAILABILITY							
	TOTAL EMP				MINORITIES										MINORITIES				FEMALES			
	TOTAL		TOTAL		MALE					FEMALE					TOTAL		UNDER		% AVAIL-		% AVAIL-	
	MALE	FEM	EMPS		BL	AS	NH	AI	HIS	TWO	BL	AS	NH	AI	HIS	TWO	JOB GRP	UTIL.	ABILITY	UTIL.		
1.1	0	1	1													0	0.00%	19.77%	YES	67.17%		
1.2	1	18	19		1						5				2	8	42.11%	24.16%	NO	81.12%		
5	3	11	14		2						5				1	8	57.14%	31.01%	NO	79.84%		

B-VI.

ESTABLISHMENT OF PLACEMENT GOALS
(41 C.F.R. 60-2.16)

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

ESTABLISHMENT OF PLACEMENT GOALS
FOR AAP YEAR 10-1-23/9-30-24

PERCENTAGE GOALS									
AAP JOB GRP	PROJ OPEN	MINORITY			FEMALE			ANNUAL GOAL	
		GOAL & AVAIL	ACTUAL UTIL	ANNUAL GOAL	GOAL & AVAIL	ACTUAL UTIL	ANNUAL GOAL		
1.1	0	19.77%		19.77%	*	-	-	*	
1.2	5	-			*	-	-	*	
5	2	.			*	79.84%	79.84%	*	

G = GOAL ESTABLISHED

* = NOT UNDERUTILIZED OR UNDERUTILIZATION IS LESS THAN ONE WHOLE PERSON

B-VII.

ANALYSIS OF PRIOR YEAR GOALS

**STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA**

ANALYSIS OF PRIOR YEAR AFFIRMATIVE ACTION GOALS

Beginning of Period: 10/1/2022

End of Period: 9/30/2023

JOB GRP	JOB GROUP	M/F	GOALS %	TOTAL # PLACED	# M/F EXPECTED	# M/F ACTUAL	DIFFERENCE
No goals were established in the prior year's Affirmative Action Plan							

B-VIII.

IDENTIFICATION OF PROBLEM AREAS
(41 C.F.R. 60-2.17 (b))

- A. ANALYSIS OF POTENTIAL PROBLEM AREAS
- B. SPECIAL CORRECTIVE ACTION

B-VIII. IDENTIFICATION OF PROBLEM AREAS

B-VIII (A). Analysis of Potential Problem Areas

The Academy has performed an in-depth analysis of the workforce. A copy of the job titles listed from lowest paid to highest paid by organizational unit is provided. The analysis lists the employee's minority group status and sex. The analysis has found that minorities and women are not restricted to any particular organizational unit or job. At present, minorities and women are involved in all major departments and units at the Academy and their progress into higher-level jobs continues. An analysis was performed on the following:

- a. The composition of the workforce by minority group status and sex. The workforce analysis continues to reflect the Academy's strong commitment to equal employment opportunity.
- a. The composition of the Academy's applicant flow by minority group and sex, and its experience over the twelve months preceding the effective date of this written Affirmative Action Plan. The analysis indicates that the general flow of minority and women applicants has been satisfactory. (See Support Data)
- b. The Academy's total selection process including position descriptions, position titles, worker specifications, application forms, interview procedures, test administration, test validity, referral procedures, final selection process and similar factors.
- c. The Academy's transfer and promotion practices.
- d. Facilities, Academy sponsored recreation and social events, and special programs such as educational assistance.
- e. All Academy training programs, both formal and informal.
- f. Workforce attitude.
8. Technical phases of compliance, such as poster displays, retention of applications, notification of subcontractors, etc.

B-VIII (B). Special Corrective Action

The Academy has conducted this analysis in order to ensure that the Academy's commitment to EEO and affirmative action is being fully implemented. Where any of the following are found, special corrective action will be taken:

- a. An Underutilization of minorities or women in specific job group exists.

Where an underutilization of minorities or women in any specific job group exists, a goal and timetable have been established. An in-depth two-factor analysis was performed for each job group and is included. Such underutilization will be corrected in as short a period of time as reasonably possible.

- b. Lateral and/or vertical movement of minority or female employees occurring at a lesser rate (compared to workforce mix) than that of nonminority or male employees.

The analysis of promotions is shown in Support Data. It shows that both females and minorities are promoted at a satisfactory rate.

- c. The selection process eliminates a significantly higher percentage of minorities or women than non-minorities or men.

The selection process employed is nondiscriminatory, and no standards are used which have the effect of eliminating from consideration a significantly higher percentage of minorities or women than of non-minorities and males.

- d. Application and related pre-employment forms not in compliance with Federal legislation.

Application forms and related pre-employment inquiry forms are in compliance with applicable federal, state, and local EEO Laws.

- e. Position descriptions inaccurate in relation to actual functions and duties.

Position descriptions have only actual functions and duties and are non-discriminatory.

- f. Test forms not validated by location, work performance and inclusion of minorities and women in sample.

The only tests given are pre-employment typing skill tests.

- g. Referral ratio of minorities or women to the hiring supervisor or manager indicates a significantly higher percentage is being rejected as compared to nonminority and male applicants.

Personnel fully cognizant of the Academy's policy of EEO perform employment interviewing and screening.

- h. Minorities or women are excluded from or are not participating in Academy sponsored activities or programs.

Minorities and women are not excluded from any Academy sponsored activities or programs, and such programs are fully integrated.

- i. De facto segregation still exists at some facilities.

No de facto segregation exists at any of the Academy's facilities.

- j. Seniority provisions contribute to overt or inadvertent discrimination, i.e. and disparity by minority group status or sex exists between length of service and types of job held.

No artificial barriers or restrictive seniority provisions that result in overt or inadvertent discrimination exist at the Academy. The analysis of promotions (See Support Data) indicates that the rate of upward mobility of women and minorities is reasonable, given their availability.

- k. Nonsupport of Academy policy by managers, supervisors, or employees.

Nonsupport of Academy EEO policies, as well as other Academy policies, will not be tolerated.

- l. Minorities or women underutilized or significantly underrepresented in training or career improvement programs.

The Academy funds an Educational Assistance Program, as well as providing on-the-job training, for purposes of increasing the employee's knowledge in his/her present job. Opportunities for participation in the Educational Assistance Program are made available on a nondiscriminatory basis but are according to the program requirements.

- m. No formal techniques established for evaluating effectiveness of EEO Programs.

Human Resources will monitor the effectiveness of EEO Programs, using the procedures outlined in the Uniform Guidelines of Employee Selection. (41 CFR 60-3 - 1978)

- n. Lack of access to suitable housing inhibits recruitment efforts and employment of qualified minorities.

There is no lack of access to suitable housing, which might impede the employment of minorities and women by the Academy.

- o. Lack of suitable transportation (public or private) to the work place inhibits minority employment.

Transportation, both public and private, is not a significant problem with respect to minority employment.

- p. Labor unions and subcontractors not notified of their responsibilities.

There are no labor unions representing employees at the Academy.

- q. Purchase orders do not contain EEO clause.

The Academy's purchase orders contain the EEO clause.

- r. Posters not on display.

EEO posters provided by the Federal Government are prominently displayed in appropriate locations at all Academy locations.

- s. The Compensation system reflects discriminatory systems with respect to race, color, sex, national origin, or religion.

The Compensation system has been evaluated and does not reflect discriminatory wages.

B-IX.

SUMMARY STATEMENT

B-IX. SUMMARY STATEMENT

In conducting the foregoing analysis and in setting goals, the Academy has been guided by its established policy of providing equal employment opportunity. The goals, which the Academy has established, are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonable and attainable if every good faith effort is made in implementing this written Affirmative Action Plan. The use of goals and timetables in this written Affirmative Action Plan is not intended to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she or they are qualified on the basis that he, she, or they are not the beneficiaries of affirmative action themselves.

Ruthie Rayner
Affirmative Action Officer

B-X.

SUPPORT DATA

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

APPLICANT FLOW SUMMARY
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL			MALE										FEMALE										TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)
		APPS	MALE	FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO									
1	OFFICIALS & MANAGERS	0	0	0																			0				
2	PROFESSIONAL	14	1	13	1							5	4					4					8				
5	ADMIN SUPPORT WORKERS	7	1	6	1							2	2					2					4				
TOTAL		21	2	19	2	0	0	0	0	0	0	7	6	0	0	0	6	0	7	6	0	0	12	0	0		

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

NEW HIRE SUMMARY
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL			MALE										FEMALE										TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)
		HIRES	MALE	FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO									
1	OFFICIALS & MANAGERS	0	0	0								1	1							0							
2	PROFESSIONAL	3	0	3													1			2							
5	ADMIN SUPPORT WORKERS	3	0	3								1	2							2							
TOTAL		6	0	6	0	0	0	0	0	0	0	2	3	0	0	0	1	0	4	0	0	0					

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

SELECTION ANALYSIS
FEMALES VS. MALES
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		FEM		FEM		% FEM		MALE		MALE		% MALE		% OF FEM. VS.	
		HIRES	APPS	HIRES	APPS	HIRES	APPS	HIRED		HIRES	APPS	HIRED		HIRED		% OF MALE HIRED	
1	OFFICIALS & MANAGERS	0	0	0	0	0	0	0.00%		0	0	0	0.00%	0	0.00%	Insufficient Data	
2	PROFESSIONAL	3	14	3	13	3	13	23.08%		0	1	0	0.00%	0	0.00%	Insufficient Data	
5	ADMIN SUPPORT WORKERS	3	7	3	6	3	6	50.00%		0	1	0	0.00%	0	0.00%	Insufficient Data	
TOTAL		6	21	6	19	6	19	31.58%		0	2	0	0.00%	0	0.00%	Insufficient Data	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

SELECTION ANALYSIS
MINORITIES VS. NON-MINORITIES
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		MIN		% MIN		NON-MIN		% NON-MIN		% OF MIN VS	
		HIRES	APPS	HIRES	APPS	HIRED		HIRES	APPS	HIRED		% OF NON-MIN HIRED	
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%		0	0	0.00%		Insufficient Data	150.00%
2	PROFESSIONAL	3	14	2	8	25.00%		1	6	16.67%			150.00%
5	ADMIN SUPPORT WORKERS	3	7	2	4	50.00%		1	3	33.33%			150.00%
TOTAL		6	21	4	12	33.33%		2	9	22.22%			150.00%

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

SELECTION ANALYSIS
BLACK VS. NON-BLACK
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		BLACK		% BLACK		NON-BLK		NON-BLK		% OF BLK VS	
		HIRES	APPS	HIRES	APPS	HIRED		HIRES	APPS	HIRED		% OF NON-BLK HIRED	
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%		0	0	0.00%		Insufficient Data	
2	PROFESSIONAL	3	14	1	4	25.00%		2	10	20.00%		125.00%	
5	ADMIN SUPPORT WORKERS	3	7	2	2	100.00%		1	5	20.00%		500.00%	
TOTAL		6	21	3	6	50.00%		3	15	20.00%		250.00%	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

SELECTION ANALYSIS
AMERICAN INDIAN VS. NON-AMERICAN INDIAN
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		AM IND		% AM IND		NON-AI		% NON-AI		% OF AM IND VS % OF NON-AI HIRED	
		HIRES	APPS	HIRES	APPS	HIRED		HIRES	APPS	HIRED			
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%		0	0	0.00%		Insufficient Data	
2	PROFESSIONAL	3	14	0	0	0.00%		3	14	21.43%			
5	ADMIN SUPPORT WORKERS	3	7	0	0	0.00%		3	7	42.86%			
TOTAL		6	21	0	0	0.00%		6	21	28.57%		0.00%	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

SELECTION ANALYSIS
HISPANIC VS. NON-HISPANIC
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		HISP		% HISP		NON-HISP		% NON-HISP		% OF HISP VS	
		HIRES	APPS	HISP HIRES	HISP APPS	% HISP HIRED	% HISP HIRED	NON-HISP HIRES	NON-HISP APPS	% NON-HISP HIRED	% NON-HISP HIRED	% OF HISP VS	% OF NON-HISP HIRED
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%	0.00%	0	0	0.00%	Insufficient Data		
2	PROFESSIONAL	3	14	1	4	25.00%	25.00%	2	10	20.00%		125.00%	
5	ADMIN SUPPORT WORKERS	3	7	0	2	0.00%	0.00%	3	5	60.00%		0.00%	
TOTAL		6	21	1	6	16.67%	16.67%	5	15	33.33%		50.00%	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

PROMOTION SUMMARY
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL		MALE										FEMALE										TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)	
		PROMS	FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS				TWO
1	OFFICIALS & MANAGERS	0	0	0																					0		
2	PROFESSIONAL	0	0	0																					0		
5	ADMIN SUPPORT WORKERS	1	0	1															1						1		
TOTAL		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

PROMOTION ANALYSIS
FEMALES VS. MALES
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		FEM		% OF FEM		MALE		% OF FEM. VS.	
		PROMS	EMPS	PROMS	EMPS	PROMS	EMPS	PROMS	EMP	PROMS	% OF MALE PROMS
1	OFFICIALS & MANAGERS	0	1	0	1	0.00%		0	0	0.00%	Insufficient Data
2	PROFESSIONAL	0	22	0	21	0.00%		0	1	0.00%	Insufficient Data
5	ADMIN SUPPORT WORKERS	1	16	1	13	7.69%		0	3	0.00%	Insufficient Data
TOTAL		1	39	1	35	2.86%		0	4	0.00%	Insufficient Data

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

PROMOTION ANALYSIS
MINORITIES VS. NON-MINORITIES
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		MIN.		% OF MIN.		NON-MINNON-MIN % NON-MIN		% OF MIN VS.	
		PROMS	EMPS	PROMS	EMPS	PROMS	EMPS	PROMS	EMPS	% OF NON-MIN PROMS	% OF NON-MIN PROMS
1	OFFICIALS & MANAGERS	0	1	0	0	0.00%	0	0	1	0.00%	Insufficient Data
2	PROFESSIONAL	0	22	0	9	0.00%	0	0	13	0.00%	Insufficient Data
5	ADMIN SUPPORT WORKERS	1	16	1	9	11.11%	0	0	7	0.00%	Insufficient Data
TOTAL		1	39	1	18	5.56%	0	0	21	0.00%	Insufficient Data

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

TERMINATION SUMMARY
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL		-----MALE-----										-----FEMALE-----										TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)
		TERMS	FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO									
1	OFFICIALS & MANAGERS	0	0	0															0							
2	PROFESSIONAL	4	0	4															3							
5	ADMIN SUPPORT WORKERS	0	0	0															0							
TOTAL		4	0	4	0	0	0	0	0	0	0	1	3	0	0	0	0	0	3	0	0					

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

TERMINATION ANALYSIS
FEMALES VS. MALES
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		FEM		% OF FEM		MALE		% MALE		% OF FEM. VS.	
		TERMS	EMPS	TERMS	EMPS	TERMS	EMPS	TERMS	EMPS	TERMS	EMPS	TERMS	EMPS
1	OFFICIALS & MANAGERS	0	1	0	1	0.00%	0	0	0	0.00%	0	Insufficient Data	Insufficient Data
2	PROFESSIONAL	4	22	4	21	19.05%	0	0	1	0.00%	1	Insufficient Data	Insufficient Data
5	ADMIN SUPPORT WORKERS	0	16	0	13	0.00%	0	0	3	0.00%	3	Insufficient Data	Insufficient Data
TOTAL		4	39	4	35	11.43%	0	4	4	0.00%	4	Insufficient Data	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

TERMINATION ANALYSIS
MINORITIES VS. NON-MINORITIES
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		MIN.		% OF MIN.		NON-MINNON-MIN % NON-MIN		% OF MIN VS.	
		TERMS	EMPS	TERMS	EMPS	TERMS	EMPS	TERMS	EMPS	TERMS	% OF NON-MIN TERMED
1	OFFICIALS & MANAGERS	0	1	0	0	0.00%	0	0	1	0.00%	Insufficient Data
2	PROFESSIONAL	4	22	3	9	33.33%	9	1	13	7.69%	433.33%
5	ADMIN SUPPORT WORKERS	0	16	0	9	0.00%	9	0	7	0.00%	Insufficient Data
TOTAL		4	39	3	18	16.67%	18	1	21	4.76%	350.00%

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

TRANSFER SUMMARY
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL		-----MALE-----										-----FEMALE-----										TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)			
		TRANS	MALE FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI							
1	OFFICIALS & MANAGERS	0	0 0														1	1					0						1
2	PROFESSIONAL	2	0 2																					1					
5	ADMIN SUPPORT WORKERS	0	0 0																					0					
TOTAL		2	0 2	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1	0	0	0	1	0					1

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

TRANSFER ANALYSIS
FEMALES VS. MALES
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL		FEM		% OF FEM		MALE		% OF FEM. VS.	
		TRANS	EMPS	TRANS	EMPS	TRANS	EMPS	TRANS	EMP	TRANS	% OF MALE TRANS
1	OFFICIALS & MANAGERS	0	1	0	1	0.00%		0	0	0.00%	Insufficient Data
2	PROFESSIONAL	2	22	2	21	9.52%		0	1	0.00%	Insufficient Data
5	ADMIN SUPPORT WORKERS	0	16	0	13	0.00%		0	3	0.00%	Insufficient Data
TOTAL		2	39	2	35	5.71%		0	4	0.00%	Insufficient Data

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

**TRANSFER ANALYSIS
MINORITIES VS. NON-MINORITIES
FOR PERIOD 10/01/2022 TO 09/30/2023**

JOB GRP	JOB GROUP	TOTAL		MIN.		% OF MIN.		NON-MINON-MIN		% OF MIN VS.	
		TRANS	EMPS	TRANS	EMPS	TRANS	EMPS	TRANS	EMPS	TRANS	EMPS
1	OFFICIALS & MANAGERS	0	1	0	0	0.00%	0	1	0.00%	Insufficient Data	
2	PROFESSIONAL	2	22	1	9	11.11%	1	13	7.69%	144.44%	
5	ADMIN SUPPORT WORKERS	0	16	0	9	0.00%	0	7	0.00%	Insufficient Data	
TOTAL		2	39	1	18	5.56%	1	21	4.76%	116.67%	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

FAILED EMPLOYMENT PROCESS
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL		MALE										FEMALE										TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)
		FAILED	FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO									
1	OFFICIALS & MANAGERS	0	0	0																		0				
2	PROFESSIONAL	2	0	2																		2				
5	ADMIN SUPPORT WORKERS	0	0	0								1										0				
TOTAL		2	0	2	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0		

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

OFFERS REFUSED
FOR PERIOD 10/01/2022 TO 09/30/2023

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL			MALE										FEMALE										TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)
		REF'D	MALE	FEM.	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI				
1	OFFICIALS & MANAGERS	0	0	0																				0			
2	PROFESSIONAL	1	0	1														1						1			
5	ADMIN SUPPORT WORKERS	1	0	1								1												0			
TOTAL		2	0	2	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	0	1	0	0	

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA

PRIOR YEAR JOB GROUP SUMMARY
AS OF: SEPTEMBER 30, 2022

JOB GRP	JOB GROUP	TOTAL TOTAL TOTAL			MALE						FEMALE						TOTAL MIN.	INDIVIDUALS WITH DISABILITIES (IWD)	ALL PROTECTED VETERANS (VET)
		EMPS	MALE	FEM.	WH	BL	AS	NH	AI	HIS TWO	WH	BL	AS	NH	AI	HIS TWO			
1	OFFICIALS & MANAGERS	1	0	1							1						0		
2	PROFESSIONAL	19	1	18		1					12	5				1	7		
5	ADMIN SUPPORT WORKERS	13	3	10	1	2					5	4				1	7		1
TOTAL		33	4	29	1	3	0	0	0	0	18	9	0	0	0	2	14	0	1

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APPENDIX