

NOTICE OF MEETING
STANLEY HUPFELD ACADEMY at Western Village
ANNUAL MEETING OF THE ADVISORY BOARD - M O N D A Y, OCTOBER 3, 2022
*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 holidays and weekends.
Meetings are open to the public.*

Welcome and Introductions

Pam Millington, Chair

Connect to Purpose – After School Clubs/Tutoring

Ruthie Rayner, Principal

Consent Items for Approval

Pam Millington, Chair

- Board Meeting **Minutes** for August 1, 2022
- August 2022 **Financials**
- Revised 22-23 **Esser III Stipend List**

Action Items

Pam Millington, Chair

- 2022-23 Extra Duty Stipends
- 2022-23 After School Program (ASP) Extra Duty Stipends
- New Leave Policy
- Addendum to the Charter Agreement
 - Reduces administrative fee due to OKCPS, from 3% to 1% of our annual state aid allocation

Principal's Report

Ruthie Rayner, Principal

- Annual Performance Indicator Report
- USDA Review
- 2022-2023 SHA Accreditation Status
- Federal Programs Audit
- English Language Learner Audit
- Child Nutrition Audit & Review

New Business

Adjourn

5:00 p.m.

Next Meeting: Monday, December 5, 2022

**STANLEY HUPFELD ACADEMY (SHA) at Western Village
ADVISORY COUNCIL, MINUTES OF MEETING
AUGUST 1, 2022**

ATTENDEES

Voting Members in attendance: Shari Dixon, David Jackson, Skip Leonard, Pam Millington, Charles Peoples, John Vera, Suzan Whaley

Voting Members absent: Eric Harmon, Milisha Henderson, Ken Lawson, Kylie Lyons

Non-Voting Members in attendance: Tobi Campbell, Crystal Hurd, Becky Kime

School Staff & Guests in attendance: Kara Babbit, Tom Cassidy, Steve Huff, Heather Meldrum, Ruthie Rayner

Meeting was called to order at 4:00 pm by Pam Millington, Chair.

Consent Agenda

On a motion by David Jackson, seconded by John Vera, the following Consent Agenda items were unanimously approved as presented:

- **Minutes** of the June 6, 2022 Advisory Board meeting.
- **Income Statements and Monthly Financial Reports** 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 periods ended **5/31/22 and 6/30/22.**
- **FY 23 Estimate of Needs**

On a motion by David Jackson, seconded by Skip Leonard, the **ARP ESSER III Funding Proposal and Budget** were unanimously approved as presented.

On a motion by John Vera, seconded by Skip Leonard, the following **resolutions** were unanimously approved:

Resolution to accept board resignations: Tobi Campbell and Charles Peoples

Resolution to Elect and Confirm new directors: Kara Babbit, Tom Cassidy, Crystal Hurd

Resolution to update the directory of board members and officers for FY '23: Pam Millington/Chair, Crystal Hurd/Secretary, Becky Kime/Minutes-Encumbrance Clerk, Jay Jenkins/Treasurer, Kara Babbit/Superintendent.

There being no **new business**, the meeting was **adjourned** at 4:45 p.m.

NEXT MEETING: October 1, 2022

Approved: Becky Kime **Becky Kime, Minutes Clerk**

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

STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE
 ADVISORY BOARD MEETING -- ROLL CALL VOTES
 AUGUST 1, 2022

Board Member	Consent Agenda Items (Minutes, Financials & EON)	Approval of ESSER III Budget	Approval of Resolutions (Resignations, New Members & Officers)
Shari Dixon	Yes	Yes	Yes
Eric Harmon	Absent	Absent	Absent
Milisha Henderson	Absent	Absent	Absent
David Jackson	Yes	Yes	Yes
Ken Lawson	Absent	Absent	Absent
Skip Leonard	Yes	Yes	Yes
Kylie Lyons	Absent	Absent	Absent
Pam Millington	Yes	Yes	Yes
Charles Peoples	Yes	Yes	Yes
John Vera	Yes	Yes	Yes
Suzan Whaley	Yes	Yes	Yes

**STANLEY HUPFELD ACADEMY
OKLAHOMA CITY, OKLAHOMA**

MONTHLY FINANCIAL REPORT

AUGUST 31, 2022

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by Project, Object – General Fund - Cash Basis 4-5



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

September 6, 2022

Honorable Board of Education
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 August 31, 2022 and the related statements of revenues and expenses – cash basis for the two (2) month then ended. Prior year's comparative revenue and expense information and current year budgetary information are included in the related statements of revenue and expenses, as well as items listed in the table of contents under the heading supplemental information, which are presented only for analysis purposes. 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

AUGUST 31, 2022

STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS

	<u>General Fund</u>
Assets	
Cash	<u>\$ 840,011.68</u>
Total Assets	<u>840,011.68</u>
Liabilities	
Outstanding payments	62,286.82
Open Encumbrances	<u>77,203.04</u>
Total Liabilities	<u>139,489.86</u>
Cash Fund Balance	<u>\$ 700,521.82</u>

SEE ACCOUNTANT'S COMPILATION REPORT

STANLEY HUPFELD ACADEMY - 2022-23 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES - GENERAL FUND - CASH BASIS

	Source Codes	2021-22 Actual	2021-22 8/31/2021	% of YTD to Budl.	2022-23 Budgeted	2022-23 8/31/2022	% of YTD to Budl.
Revenue							
Book Fair Revenue	1450	4,290.35					N/A
Miscellaneous Reimb.	1590	887.26	51.13	5.8%			N/A
Contributions and Donations	1610	79,163.03	58,280.44	73.6%			N/A
Adult Meals	1730	1,055.10					N/A
Foundation & Incentive Aid	3210	1,938,688.67	169,478.35	8.7%	2,044,706.28	184,211.27	9.0%
Flexible Benefit	3250	187,533.48	16,470.15	8.8%	187,533.48	16,861.39	9.0%
Reading Sufficiency	3415	14,143.88		0.0%			N/A
Textbooks	3420	29,324.30	29,324.30	100.0%	21,541.26	1,938.71	9.0%
Redbud	3435	99,712.13			100,000.00		0.0%
State Matching	3720	1,353.84		0.0%	1,286.15		0.0%
Title I (Proj. 511)	4210	143,212.85		0.0%	160,000.00		0.0%
Title I Prior Year	4210	18,101.05	18,101.05	100.0%	26,967.48	26,967.48	100.0%
Title II-Part A (Proj. 541)	4271	20,267.25		0.0%	20,000.00		0.0%
Special Education - Flowthrough (Proj. 621)	4310	42,477.40		0.0%	60,000.00		0.0%
Flowthrough Prior Year	4310				25,357.42	25,357.42	100.0%
ARP Flowthrough (628)	4310	3,298.99					N/A
Special Education - Preschool (Proj. 641)	4340	1,408.42					N/A
ARP Preschool (Proj. 643)	4340	530.95					N/A
Title IV, Part A Student Support (Proj. 552)	4442	10,563.52		0.0%	10,000.00		0.0%
APR Flow Through (Proj. 628)	4689	8,349.00					N/A
ARP Preschool (Proj. 643)	4689	473.00					N/A
ESSER	4689				1,142,487.57		0.0%
ESSER II Prior Year	4689			N/A	450,937.28	450,937.28	100.0%
Federal Lunch/Breakfast	4700	248,809.48	1,065.50	0.4%	199,072.12	54,774.60	27.5%
Correcting Entry	5600	59.08	59.08	100.0%			N/A
Total revenue		2,853,703.03	292,830.00	10.3%	4,449,889.04	761,048.15	17.1%
Cash fund balance (beginning)	6110	540,302.86	540,302.86		357,503.99	357,503.99	
Lapsed Approp/Estopped Warr.	3130-6140	607.96					
Total revenue and beg. balance		3,394,613.85	833,132.86		4,807,393.03	1,118,552.14	
Expenditures							
Payroll	100-200	2,052,063.94	334,014.64	16.3%	2,550,000.00	323,332.65	12.7%
Non-payroll	300-900	985,045.92	82,591.67	8.4%	1,200,000.00	94,697.67	7.9%
Total expenditures		3,037,109.86	416,606.31	13.7%	3,750,000.00	418,030.32	11.1%
Ending Balance		\$ 357,503.99	416,526.55		1,057,393.03	700,521.82	

SUPPLEMENTAL INFORMATION

**STANLEY HUPFELD ACADEMY - 2022-23 FISCAL YEAR
DETAILED REVENUE SUMMARY - GENERAL FUND - CASH BASIS**

	<u>Reimb.</u>	<u>Book Store Revenue</u>	<u>Student/Adult Donations</u>	<u>Lunches</u>	<u>State Aid</u>	<u>Other State Sources</u>	<u>State Matching</u>	<u>Federal Child Nut.</u>	<u>Federal Program</u>	<u>Total</u>
July	-	-	-	-	184,211.27	18,800.10	-	54,579.60	52,324.90	106,904.50
August	-	-	-	-	-	-	-	195.00	450,937.28	654,143.65
September	-	-	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-
Totals	-	-	-	-	184,211.27	18,800.10	-	54,774.60	503,262.18	761,048.15

STANLEY HUPFELD ACADEMY - 2022-23 FISCAL YEAR
STATEMENT OF EXPENSES TWO YEAR COMPARISON BY PROJECT/OBJECT - GENERAL FUND - CASH BASIS

<u>Classification (Project)</u>	<u>Object</u>	<u>2021-22 Actual</u>	<u>2021-22 8/31/2021</u>	<u>% of YTD to Budg.</u>	<u>2022-23 Budgeted</u>	<u>2022-23 8/31/2022</u>	<u>% of YTD to Budg.</u>
000 General Fund							
Salaries	100	958,047.17	215,228.73	22.47%	1,180,000.00	217,717.14	18.45%
Employee Benefits	200	241,232.65	52,850.41	21.91%	290,000.00	53,045.99	18.29%
Worker's Compensation	290	14,227.73		0.00%	15,000.00	866.48	5.78%
Management Services	310	7,766.40	1,000.00	12.88%	8,000.00	1,000.00	12.50%
Accounting Services	331	43,600.00	4,750.00	10.89%	45,000.00	3,500.00	7.78%
Medical Services	336	45,920.25		0.00%	59,000.00		0.00%
Security Services	344	2,310.00	797.50	34.52%	4,000.00	137.50	3.44%
Professional Services	350	3,129.24		0.00%	3,500.00		0.00%
Water Utilities	410	11,772.03	1,142.93	9.71%	12,000.00	2,172.23	18.10%
Cleaning Services	420	50,495.00	1,970.00	3.90%	55,000.00	710.00	1.29%
Repairs and Maint. Services	430	30,900.83	1,571.00	5.08%	32,000.00	5,400.00	16.88%
Rental Services	440	8,778.18	1,935.01	22.04%	50,000.00	8,259.37	16.52%
Insurance	520	115,730.95	30,301.72	26.18%	120,000.00	11,431.00	9.53%
Communications Services	530	9,444.04	881.95	9.34%	12,000.00	1,337.19	11.14%
Advertising	540	139.50		0.00%	1,000.00	214.20	21.42%
Printing and Binding	550	1,603.92	115.71	7.21%	3,000.00	144.66	4.82%
Staff Travel	580	188.56			1,500.00		0.00%
Supplies and Materials	610	42,896.13	6,589.39	15.36%	45,000.00	6,944.74	15.43%
Energy	620	55,142.57	8,655.23	15.70%	60,000.00	11,478.57	19.13%
Bks & Periodicals	640	18,719.07	27.38	0.15%	20,000.00		0.00%
Equipment and Furniture	650	40,465.48	8,172.96	20.20%	44,000.00	8,759.31	19.91%
Awards, Gifts, Decorations	680	8,995.79	740.57	8.23%	10,000.00	2,649.98	26.50%
Technology Related Hardware	733	17,440.00		0.00%	20,000.00	2,100.00	10.50%
Dues and Fees	810	3,647.25	2,920.50	80.07%	10,000.00	4,924.25	49.24%
Staff Registration & Tuition	860	4,781.10	799.34	16.72%	5,000.00		0.00%
Donations	881	2,266.93	562.95	24.83%	3,000.00		0.00%
Reimbursement	930	59.08	59.08	100.00%	2,000.00		0.00%
Intrafund Transfer	970	58,160.67	5,084.35	8.74%	60,000.00		0.00%
Subtotal		<u>1,797,860.52</u>	<u>346,156.71</u>	<u>19.25%</u>	<u>2,170,000.00</u>	<u>342,792.61</u>	<u>15.80%</u>
Child Nutrition (Proj. 285,385,762,763,764,768)							
Food Service Management	570	196,680.24		0.00%	200,000.00		0.00%
Food and Milk/Supplies	600	21,214.33	4,514.10	21.28%	25,000.00	2,185.75	8.74%
Subtotal		<u>217,894.57</u>	<u>4,514.10</u>	<u>2.07%</u>	<u>225,000.00</u>	<u>2,185.75</u>	<u>0.97%</u>
Great Expectations (Proj. 318)							
Supplies & Materials	300-860	<u>2,000.00</u>			<u>50,000.00</u>	<u>13,713.26</u>	<u>27.43%</u>
Subtotal		<u>2,000.00</u>			<u>50,000.00</u>	<u>13,713.26</u>	<u>27.43%</u>
Flexible Benefit Allowance (Proj. 331-335)							
Salaries/Employee Benefits	100-299	<u>184,453.98</u>	<u>30,639.68</u>	<u>16.61%</u>	<u>185,000.00</u>	<u>30,333.44</u>	<u>16.40%</u>
Reading Sufficiency (Proj. 367)							
Supplies & Materials	300-860	<u>7,745.97</u>		<u>0.00%</u>	<u>15,000.00</u>		
Subtotal		<u>7,745.97</u>	<u>-</u>	<u>0.00%</u>	<u>15,000.00</u>	<u>-</u>	<u>0.00%</u>
Basic Prog, CY (Proj. 511)							
Salaries/Employee Benefits	100-299	<u>197,272.78</u>	<u>35,295.82</u>	<u>17.89%</u>	<u>160,000.00</u>	<u>22,236.08</u>	<u>13.90%</u>
Subtotal		<u>197,272.78</u>	<u>35,295.82</u>	<u>17.89%</u>	<u>160,000.00</u>	<u>22,236.08</u>	<u>13.90%</u>

STANLEY HUPFELD ACADEMY - 2022-23 FISCAL YEAR
STATEMENT OF EXPENSES TWO YEAR COMPARISON BY PROJECT/OBJECT - GENERAL FUND - CASH BASIS

<u>Classification (Project)</u>	<u>Object</u>	<u>2021-22 Actual</u>	<u>2021-22 8/31/2021</u>	<u>% of YTD to Budg.</u>	<u>2022-23 Budgeted</u>	<u>2022-23 8/31/2022</u>	<u>% of YTD to Budg.</u>
Special Education (Proj. 621, 628, 641, 643)							
Salaries/Employee Benefits	100-299	80,224.93		0.00%	80,000.00		0.00%
Subtotal		<u>80,224.93</u>	<u>-</u>	<u>0.00%</u>	<u>80,000.00</u>	<u>-</u>	<u>0.00%</u>
ESSER II (Proj. 793)							
Salaries/Employee Benefits	100-299	390,832.43		0.00%	205,000.00		0.00%
Services/Materials	300-860	158,824.68		0.00%	50,000.00		0.00%
		<u>549,657.11</u>	<u>-</u>	<u>0.00%</u>	<u>255,000.00</u>	<u>-</u>	<u>0.00%</u>
ESSER III (Proj. 795)							
Salaries/Employee Benefits	100-299				450,000.00		0.00%
Services/Materials	300-860				160,000.00	6,769.18	4.23%
					<u>610,000.00</u>	<u>6,769.18</u>	<u>1.11%</u>
Grand Total		<u>3,037,109.86</u>	<u>416,606.31</u>	<u>13.72%</u>	<u>3,750,000.00</u>	<u>418,030.32</u>	<u>11.15%</u>
Payroll Expenses	100-200	2,052,063.94	334,014.64	16.28%	2,550,000.00	323,332.65	12.68%
Non-Payroll Expenses	300-900	985,045.92	82,591.67	8.38%	1,200,000.00	94,697.67	7.89%
Totals		<u>3,037,109.86</u>	<u>416,606.31</u>	<u>13.72%</u>	<u>3,750,000.00</u>	<u>418,030.32</u>	<u>11.15%</u>

2022-23 ESSER III STIPEND
SHA STAFF

ALKIRE, COREY	TEACHER-3 RD
BATE, KRISTINA	TEACHER-4 TH
BELL, MATT	TECHNOLOGY INSTRUCTOR
BURNETT, TIFFANY	TEACHER-3 RD
BUSH, JACQUE	LIBRARY MANAGER
CARTER, KATHY	TEACHER-1 ST
COTTON, ISLEIGH	PARA-PRE-K
EGGLESTON, VICTORIA	TEACHER-2 ND
GLOVER, BARBARA	PARA-SPECIAL ED.
HILL, MICAH	PARA-5 TH
HORNBEAK, MONESHA	TEACHER-KDG
KIME, BECKY	BUSINESS MANAGER
KING, KIM	TEACHER-SPECIAL ED.
LÖFGREN, TARA	TEACHER-ART
MAHAN, MADELINE	TEACHER-KDG
MARSHALL, AMY	PARA (P/T) - KDG
MARTINEZ, ANGELA	TEACHER-1 ST
MCBRIDE, CINDY	TEACHER-2 ND
MEEKER, JACKIE	TEACHER-4 TH
MELDRUM, HEATHER	COUNSELOR
OCHURU, EGO	TEACHER-5 TH
PERALTA, MARIA	PARA-4 TH
RAYNER, RUTHIE	PRINCIPAL
ROWE, EBBONY	MUSIC SPECIALIST
SAVAGE, CHRISTY	ASSISTANT TO THE PRINCIPAL
SHARBER, LYNNE	TEACHER-1 ST
SIVARD, JAYNE	TEACHER-PRE-K
WHATLEY, TORRIE	TEACHER-PRE-K
WILLIAMS, LAUREN	PARA-1 ST
WILSON, MAJOR	TEACHER-PE
WRIGHT, McQUALLIAS	PARA-2 ND & 3 RD

SHA@WV
2022-2023 Extra Duty Stipends
Revised 8.10.2022

<u>REQUESTOR</u>	<u>ASSIGNMENT</u>	<u>AMOUNT APPROVED</u>
Matt Bell	Mentor Tracking Attendance	\$800 to be paid in December
Tiffany Burnett	Breakfast Duty (all Year)	\$2,300 ½ to be paid in December & ½ to be paid in April
Jacque Bush	Breakfast Duty (all year)	\$2,300 ½ to be paid in December & ½ to be paid in April
Jackie Meeker	Student of Month Coordinator	\$700 to be paid in December
Jacque Bush	Mentor Teacher 5 th Grade (Math Support)	\$2400. ½ to be paid in December & ½ to be paid in April
Heather Meldrum	Mentor Teacher 5 th Grade (ELA Support)	\$2400. ½ to be paid in December & ½ to be paid in April
Corey Alkire	Mentor Teacher 3 rd Grade (Math Support)	\$2400. ½ to be paid in December & ½ to be paid in April
Maria Peralta	Mentoring Room Stock/Clean	\$800. ½ to be paid in December & ½ to be paid in April
Corey Alkire	Student Teacher Stipend	\$500 to Supervise OC Student Teacher to be paid in December
Kathy Carter	Student Teacher Stipend	\$500 to Supervise OC Student Teacher to be paid in December
Angela Martinez	Translator Provider	\$700. To be paid in December
Maria Peralta	Translator Provider	\$700. To be paid in December
Corey Alkire	RTI DATA Collector	\$700. To be paid in December
Barbara Glover	Social Committee Chair	\$500. To be paid in December
Kim King	Social Committee Co-Chair	\$500. To be paid in December
Becky Kime	SHA Advisory Board Minutes Clerk	\$1000. To be paid in December
Angela Martinez	LTRS TRAINING -2 YR Commitment/ SDE	\$800.00 To be paid in December
Madeline Mahan	LTRS TRAINING -2 YR Commitment/ SDE	\$800.00 To be paid in December
Lynne Sharber	LTRS TRAINING -2 YR Commitment/ SDE	\$800.00 To be paid in December

2022-2023 Extra Duty Stipends for AFTER SCHOOL PROGRAM & CLUBS

Revised 8.9.2022

<u>REQUESTOR</u>	<u>ASSIGNMENT</u>	<u>AMOUNT APPROVED</u>
Ebbony Rowe	Eagle Entertainers Monday Club & Tues- Thurs Eagle Extra Tutoring 4 th Grade	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March 6.0 Hours Weekly
Lynne Sharber	Lego Club / Monday Club + ASP Tutor 1 st Grade	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March 6.0 Hours Weekly
Corey Alkire	Eagle Extra News Club Monday Club	\$50. Per hour/ paid weekly / meets Each Monday 1.5 hours Sept - March
Major Wison	Basketball Monday Club	\$50. Per hour/ paid weekly / meets Each Monday 1.5 hours Sept - March
Lauren Williams	ASP/ Club Monday- Thurs Club Name: Prairie Dance Theater Assistant	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March 6.0 Hours Weekly
Mariah Peralta	ASP/ Club Monday- Thurs Club Name: Fitness Club	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March 6.0 Hours Weekly
Isleigh Cotton	ASP/ Club Monday- Thurs Club Name: Arts & Crafts	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March 6.0 Hours Weekly
McQuallias Wright	ASP/ Club Monday- Thurs Club Name: Fitness Club	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March 6.0 Hours Weekly
Micah Hill	ASP/ Club Monday- Thurs	\$50. Per hour in weekly paycheck/Club = Each Monday

	Club Name: Basketball	Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March <u>6.0 Hours Weekly</u>
Amy Marshall	Monday Club Clay Creations	\$50. Per hour/ paid weekly / meets Each Monday 1.5 hours Sept – March <u>1.5 Hours Weekly</u>
Kim King	ASP Tutor (SPED) Tues/ Wed/ Thurs	\$50. Per Hour / Paid Weekly / Tutoring= Tues/Wed/ Thurs Sept- March <u>4.5 hours Weekly</u>
Jackie Meeker	Monday / CRICUT CLUB SUBSTITUTE for Tue-Thur Tutoring	\$50. Per hour in weekly paycheck/Club = Each Monday <u>1.5 hours Weekly</u> <u>+ SUB HOURS</u>
Kristina Bate	Monday/ Cricut Club & Tues- Thurs Eagle Extra Tutoring 4 th Grade	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March <u>6.0 Hours Weekly</u>
Ruthie Rayner	ASP Administrator M-Thurs Clubs & Tutoring Organizing/ Discipline/ Extra Car Pool /	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March <u>6.0 Hours Weekly</u>
Barbara Glover	Monday/ Arts& Craft Club & Tues- Thurs Eagle Extra Tutoring (SPED)	\$50. Per hour in weekly paycheck/Club = Each Monday Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March <u>6.0 Hours Weekly</u>
Cindy McBride	Tues- Thurs Eagle Extra Tutoring	Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March <u>4.5 Hours Weekly</u>
Angela Martinez	Botball Club	\$50. Per hour/ paid weekly / meets Each Monday 1.5 hours

		Sept – March 1.5 Hours Weekly
Jayne Sivard	1 st Grade ASP Tutor	Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March <u>4.5 Hours Weekly</u>
Cathy Carter	1 st Grade ASP Tutor	Tutoring- Tues-Wed- Thurs 1.5 hours/ 4 days Week/ Sept – March <u>4.5 Hours Weekly</u>



**ADDENDUM TO CONTRACT FOR CHARTER SCHOOL of
Stanley Hupfeld Academy at Western Village**

THIS ADDENDUM TO THE CONTRACT FOR CHARTER SCHOOL ("Agreement") is entered into between Independent School District No. 89 of Oklahoma County, Oklahoma, also known as Oklahoma City Public Schools ("District"), and Western Village Academy, Inc., an Oklahoma not-for-profit corporation ("Corporation"), for the operation of STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE (collectively, the "Parties").

WHEREAS, on or around July 1, 2021, the parties entered into the Agreement for Stanley Hupfeld Academy at Western Village;

WHEREAS, OKCPS now desires to reduce the administrative fee paid to OKCPS from 3% to 1% and the Parties hereby agree to amend Article IV: School Operations, Section 4.11 Funding of School, subsection (a): Administrative Fee accordingly effective July 1, 2022,

NOW, THEREFORE, the parties agree as follows:

The administrative fee paid to OKCPS effective July 1, 2022 through the remaining term of the Agreement shall be 1% of the charter school's state aid allocation.

Dated this ____ day of _____, 2022.

OKLAHOMA CITY PUBLIC SCHOOLS

By: _____
Paula Lewis, Chairperson, Board of Education

WESTERN VILLAGE ACADEMY, INC.

By: _____
Chairman of the Board

CERTIFICATES

The undersigned CLERK of District's Board of Education certifies that this addendum was approved by the Board of Education at its meeting held on _____, 2022.

Craig A. Cates, Clerk

The undersigned Secretary of WESTERN VILLAGE ACADEMY, INC. certifies that this addendum was approved by the School's Governing Board at its meeting held on _____, 2022.

Secretary



July 27, 2022

To Our OKCPS-Sponsored Charter School Leaders;

A week ago today on July 20, 2022, I sent each of you a letter that outlined several items under consideration related to the services and opportunities that OKCPS has been discussing for our current charter partners.

I am pleased to report that Item 'A' from that letter which outlined a reduction of the Administrative Fee for all current district-sponsored charter schools from 3% to 1% of per pupil funding will happen immediately. For annual budgeting purposes, you can now use the 1% administrative fee.

Each of your schools has an OKCPS point of contact for financial items and issues. You can expect communication with that individual by the end of this week. We anticipate you may fall within one of the below scenarios:

1. You have already paid the 1% and your FY23 Administrative Fee will be considered to be paid in full;
2. You have not yet paid or have paid a portion of your 1% of your FY23 Administrative Fee and your OKCPS point of contact will communicate your options for paying off the balance; or
3. You have paid an amount that exceeds the 1% Administrative Fee and your point of contact will communicate the terms of your reimbursement.

Our General Counsel, Jessica Sherrill, has prepared the enclosed addendum to your charter contract that reflects this reduction in administrative fee from 3% to 1% of your state aid allocation effective July 1, 2022.

Our Board of Education's next regular business meeting is scheduled for Monday, August 8, 2022, and our agenda posts no later than Friday, August 5, 2022. It is our intention to include your addendum as an agenda item for our Board's consideration and possible action. But first, that will require a few actions on your part:

1. Review with your legal counsel the addendum;
2. Your governing board will need to hold a lawful board meeting ahead of August 5, 2022 and include the addendum as an agenda item such as:
 - a. *Board discussion and action to approve an Addendum to the Charter Agreement which reduces the administrative fee due to OKCPS, as our charter sponsor, from 3% to 1% of our annual state aid allocation.*
3. Obtain the appropriate signatures of your Board President and Clerk or Secretary; and
4. Return the same to Jessica Sherrill at jsherrill@okcps.org for inclusion as an agenda item on the board agenda for the OKCPS Board of Education.



Oklahoma City Public Schools
SUPERINTENDENT

If time does not permit this to occur ahead of the August 5, 2022 agenda posting, then this addendum can be considered at a future board meeting which is scheduled for mid-September. However, we hope we have provided enough time for this to be accomplished.

Please do not hesitate to contact me or Jessica Sherrill if you have any questions. We appreciate our partnership and look forward to working with you together as education partners.

Sincerely,

Sean McDaniel
Superintendent
Oklahoma City Public Schools

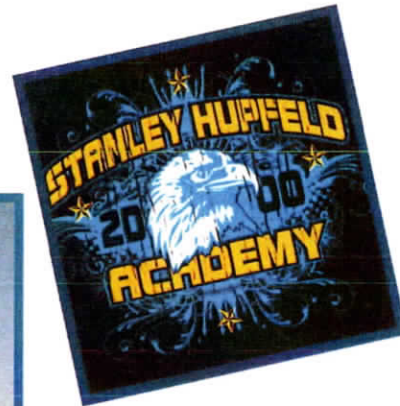


Stanley Hupfeld ACADEMY AT WESTERN VILLAGE

1508 NW 106th St • Oklahoma City, OK 73114 • (405) 751-1774



Stanley Hupfeld Academy creates a community of lifelong learners through positive connections and a rigorous, integrated curriculum to inspire excellence.



Stanley Hupfeld Academy at Western Village

1508 N.W. 106th St., OKC 73114

405-751-1774

Ms. Kara Babbit, Director

Ms. Ruthie Rayner, Principal


<http://www.wvacademy.com/>

Grades Served: PK-5

Charter Inception: 2000-01

BUILDING INFORMATION



Year Built	1963
Additions	1966
Square Footage	49,970
Acres in Site	7.38
Board District Location	1
US Congressional District	5
State Senate District	48
State House District	99
County Commissioner District	3
City Council Ward	Village 3

School named for Stanley Hupfeld, prominent city leader

School Mascot: Eagle

STUDENT INFORMATION

First Quarter Enrollment	332	Attending on Transfer*	0%
Peak Enrollment	10/1/21	Mobility Rate	18%
Total Served	332	Turnover Rate	15%
American Indian	1.2%	Truancy Rate	0%
Asian	0.6%	Economically Disadvantaged	98%
Black	61.6%	English Language Learners	18%
Hawaiian/Pacific Islander	0.0%	Homeless	0%
Hispanic	17.8%	Special Education	16%
White	8.5%	Gifted and Talented	10%
Multi	10.3%	In-School Suspensions	0
Females	48.3%	Out-of-School Suspensions	22
Males	51.7%	Recommended for Retention	5%
Avg Daily Attendance	320		
Avg Daily Membership	324		
Attendance Rate	98.7%		
Avg Number Days Enrolled	156		

*Neighborhood Charter

STAFF INFORMATION

Number of Certified Staff	20
Percent Minority	32%
Attendance Rate	85%
Avg Length of Service (Yrs)	10
Masters Degree or Above	30%
Avg Class Size	22
Substitute Teacher Expense	0
Worker's Compensation Claims	0
National Board Certification	1

ADDITIONAL INFORMATION

Media Center Materials	\$7,904
Open House Attendance	98%
Meet the Teacher	98%
Parent-Teacher Conf Day	98%

Stanley Hupfeld Academy @ Western Village
Annual Goals 2022-2023

- To focus on reading and mathematics curriculum and instructional strategies in a way that increases overall levels of student achievement resulting in upward movements of performance, so that 90% or more of all students in grades 3-5 score at or above standard (satisfactory or advanced levels) on the OCCT Math and Reading assessments.

- To design instructional programs, assessments, and interventions that focus on reading and math results, so that 100% of students at each grade level meet or exceed reading & math benchmarks as measured by performance on local assessments.

(Focus on lowest performing subgroups including IEP students, Economically Disadvantaged and ELL students.)

- Increase students' scientific knowledge by 10% by providing Science, Technology, Engineering and Mathematics (STEM) education that is aligned with the state standards.

- Increase parental participation 10% by providing consistent, positive and encouraging activities and communication for the parents and families of SHA@WV students so that student achievement is improved in all areas by the end of the 2022-2023 school year.

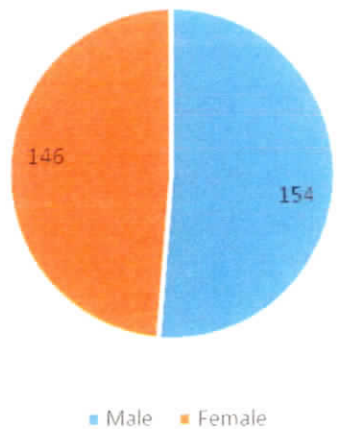
- Increase school attendance 1% and minimize tardies 10% by providing consistent, positive and encouraging activities, incentives and communication for the parents and families of SHA@WV students so that student achievement is improved in all areas by the end of the 2022-2023 school year.

General Population Report

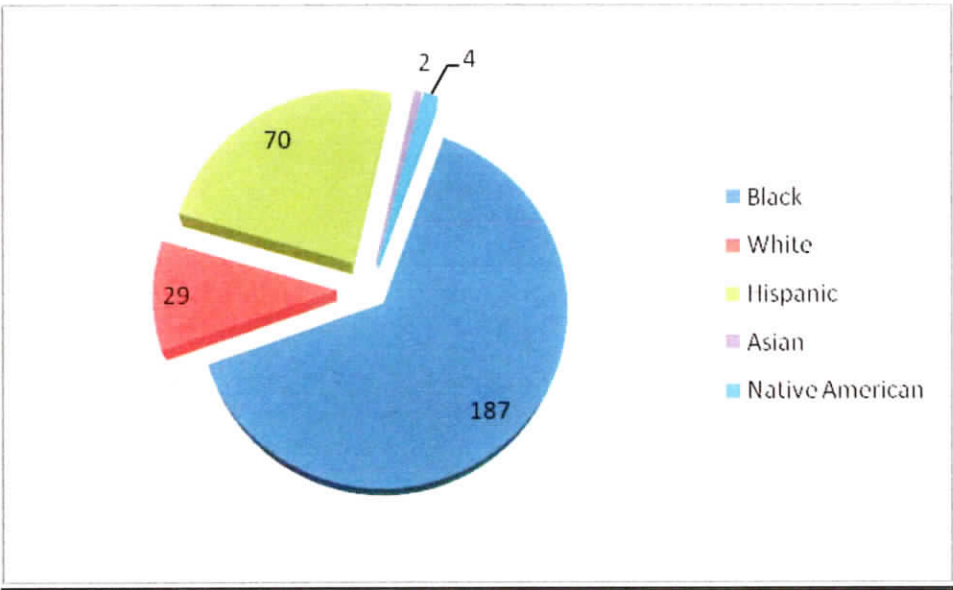
2022-2023

Student Gender Graph

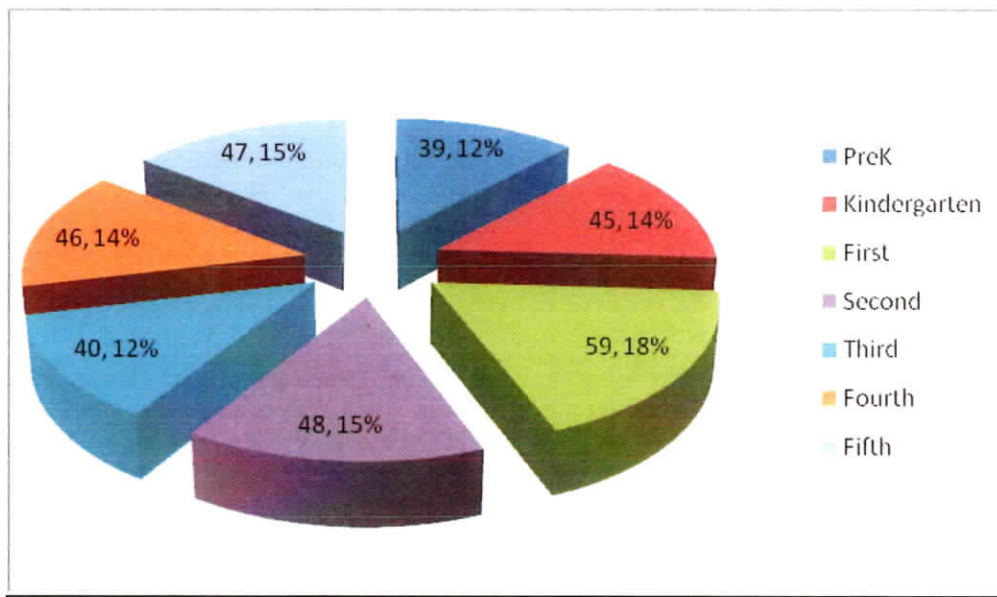
Student Demographics



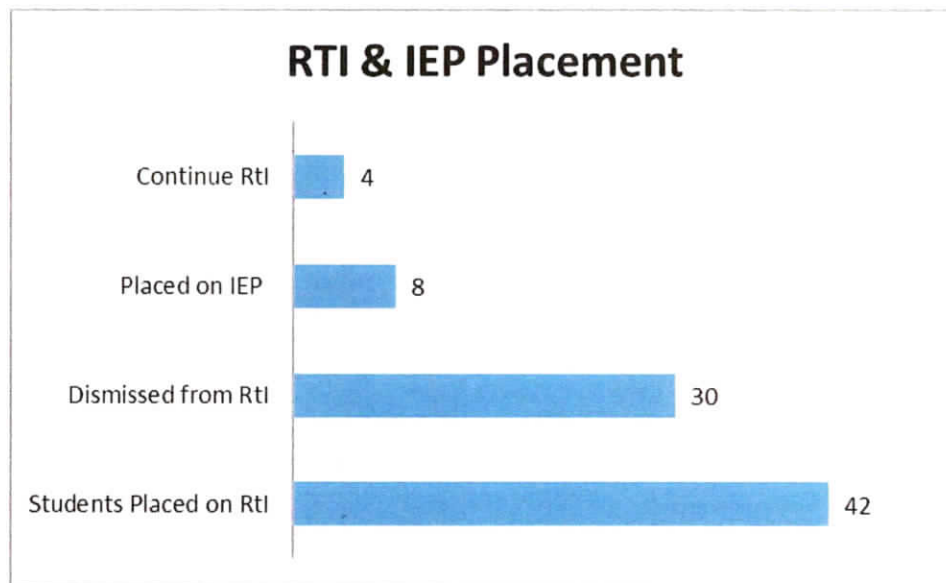
Student Ethnicity Graph



Graph by Grade Level



Response to Intervention



Response to Intervention (Rtl) is a systematic method approved by the State Department of Education which identifies students who fall below the 16th percentile based upon a nationally normed screener in reading and math. Students who qualify in this area receive intense daily interventions in the specific subject area. The graph indicates the number of students who were identified through this process, advanced out of the Rtl process, or qualified for more intense supports by qualifying for an Individualized Education Plan (IEP). Response to Intervention was initially implemented during the 2011-2012 school year. Each year the number of students has reduced in each category which indicates successful curriculum changes and school wide interventions are in place.

Economically Disadvantaged Students

Year	Number	Percent of Student Population
2009-2010	284	86%
2010-2011	237	74.8%
2011-2012	264	88%
2012-2013	280	93%
2013-2014	289	88%
2014-2015	300	90%
2015-2016	290	88%
2016-2017	331	100% CEP *
2017-2018	331	100% CEP
2018-2019	333	100% CEP
2019-2020	331	100% CEP
2020-2021	330	100% CEP
2021-2022	330	100% CEP
2022-2023	300	100% CEP – Renewal Year

*2016-2017 = First Year for Community Eligibility Program based on 93% Free & Reduced Meal Status
 Audit 2020-2021= CEP Renewal Year/ Renewal Completed & Approved
 Audit Year- 2022-2023

Student Sub-Group Data

Identified Sub-Groups	2020-2021	2021-2022	2022-2023
Identified Enrichment Students (NNAT3 Assessment or Other Academic Measures)	33	33	33
Bi-Lingual English Language Learners (Access/ WIDA Tested)	63	64	67
Special Education Students Receiving Services (Speech/ Learning Disabilities/ Intellectual Deficit/ IEP)	43	33	40

School Improvement Plan - Critical Components

- SHA will target attendance issues and providing resources for families in addition to providing one-on-one support and classroom lessons. Home visits and family support are conducted as needed.
- SHA Counselor has been trained as our site Homeless Liaison.
- BIG IDEAS MATH program has been implemented to align with the new Oklahoma Academic Standards (OAS). Additional math professional development has been provided for all staff. The math curriculum has an interactive online component that is being utilized to integrate technology.
- Assessments and targeted lessons are being monitored for student progress in English Language Arts (ELA) through the Study Island program.
- STAR Reading Assessments and DIBELS assessments are utilized each quarter to monitor reading growth.
- Targeted reading lessons are conducted by the classroom teacher to address Reading Sufficiency goals.
- "Gap analysis" has occurred to ensure that all standards are addressed for students to reach mastery of the math and reading standards.
- Application and implementation of professional development opportunities will be targeted to higher order thinking/learning skills.
 - Big Ideas Math Curriculum Training (On-going Throughout Year)
 - Curriculum Mapping
 - Imbedded Professional Development based upon OAS standards
 - Leveled Literacy Intervention (LLI) Training
 - LTRS Training through the State Department of Education (Science of Reading)
- Individual class data is utilized to guide instruction and discussed during bi-monthly TEAM meetings. (DIBELS, STAR, Study Island benchmarks, OCCT State Tests, etc.)
- Immediate feedback is given to students to celebrate progress and to develop self-awareness and ownership of their own learning (Ex. Teachers will conference with students immediately following assessments.)
- Ensure that all teachers are utilizing the reading & math series with 100% fidelity by conducting administrative walk-throughs.
 - Student Engagement

- Objective Posted/Apparent
 - Type of Activity/Instruction
 - Rigor Rate (Bloom's Level)
 - Instructional Practice – High Yield Strategies
 - Follow Up Constructive Feedback to Teachers in a Timely Manner
- Staff and administration will monitor and support student behavior so that the learning environment is safe and calm so that quality instruction can occur and student learning is ensured. Distance Learning expectations are being enforced during Distance Learning.
- New Certified Staff will be supported with on-going trainings which will include: Classroom Management, Guided Reading, Balanced Literacy Approach, Literacy Centers, OKA+ trainings, Leveled Literacy Training and other trainings based on needs.
- Provide time and opportunities for teachers to collaborate by building into the schedule time for common planning, vertical & team meetings.
- Ongoing collection of student data through student data-summary sheets will be used to drive instructional decisions. (Ex. Flexible Grouping, Tutoring, Interventions, Progress Monitoring and Additional Time & Support)
- RtI Interventions target students who score below the 16th percentile nationally. Students receive daily math, reading or writing interventions. Individual student progress is graphed to record learning process.
- Students who are below reading level are identified on the state's Reading Sufficiency plan. In addition, feedback coaching and professional development opportunities are provided, by the reading coach, to staff based on the Balanced Literacy approach.
- NEW- 2022-23- All students identified as below benchmark on the Reading Sufficiency Screener will be given a Dyslexia Screener that is in compliance with the Oklahoma Law. (STAR CBM)
- School wide interventions will occur four times per week which will include scientific-based strategies for reading and math fluency. The components are:
- Repeated Practice (Math Skills)
 - Repeated Reading (Fluency)
 - Student Graphing of Progress
- Continual professional development is being implemented through team meetings. These meetings occur every week with a focus on analyzing student data, implementing scientifically based interventions and teaching strategies.
- Through the implementation of PBIS (Positive Behavior Intervention Supports) our expectations for behaviors are clearly defined. We are focusing on positive behaviors by "catching" students who are doing the right thing. Office discipline referrals and "recovery model" have been adopted.

- The HOUSE program supports PBIS and will allow all students a place to be celebrated and receive targeted character lessons. Student HOUSE Meetings occur through the intercom system each month.
- Utilize the writing process in all grade levels and across the curriculum so that students are exposed to writing for a variety of purposes including persuading, entertaining and informing.
- After School Eagle Extra Tutoring will target students and provide additional reading and math support. Tutoring will occur each Tuesday, Wednesday and Thursday from 3:15-4:30 p.m.
- Interest Based Clubs will allow students to explore interest each Monday from 3:15-4:30 p.m.

Reading Sufficiency Report, Fall 2022

Analysis of Students Placed on Reading Sufficiency Plans

Year	Grade Level	Number of Students Assessed	Identified as "Well Below Benchmark" on the DIBELS NEXT Assessment (at risk)	Percentage of Students "Well Below Benchmark"
2020-2021	Kindergarten	45	19	42%
2021-2022	Kindergarten	45	25	55%
2022-2023	Kindergarten	44	20	45%
2020-2021	Grade 1	62	31	50%
2021-2022	Grade 1	60	32	53%
2022-2023	Grade 1	52	26	50%
2020-2021	Grade 2	47	34	72%
2021-2022	Grade 2	47	29	62%
2022-2023	Grade 2	45	28	62%
2020-2021	Grade 3	46	21	45%
2021-2022	Grade 3	42	28	67%
2022-2023	Grade 3	41	20	48%

Grades K-3 STAR Reading Assessment - Fall 2022 *Intensive Support excludes students with IEP per state formula.

Three years of comparison data provided on chart.

Reading Sufficiency Interventions

The following interventions are planned for implementation in SY 2022-2023 to reach the 100% reading goal at each grade level:

Kindergarten

- Encourage parent/child reading at home.
- Utilize & send home decodable readers.
- Provide additional small group instruction with teacher.
- Provide "at-home" homework that targets weak skills & readers.
- Utilize paraprofessionals, reading coach & push-in specialists for additional reading support.
- Continue to monitor and chart progression of reading skills through assessments.
- Utilize specialists as a "push-in" for additional small group instruction, or one-on-one intervention.
- Utilize Guided Reading with 100% fidelity. Monitoring will occur with Reading Coach and administrative Walk-Throughs.

Grade 1

- Encourage parent/child reading at home.
- Encourage parents to utilize the support services available.
- Additional teacher time for students who are below level in reading.
- Provide "at-home" homework that targets weak skills & "at-home" readers.
- Paraprofessionals will target "at-risk" students for small group instruction, in addition to reading instruction in the classroom utilizing the Leveled Literacy Intervention Support materials.
- Provide additional reading instruction, during the school day, through strategic tutoring.
- Continue with periodic assessments to determine progress and to provide data for instructional decisions. (STAR, DRA & DIBELS)
- Expand "Reading Sufficiency Plans" for students identified through DIBELS assessments and give suggestions/materials to parents at parent-teacher conference.
- Provide at-home read and respond forms for parent participation.
- Utilize common reading assessments.
- Utilize specialists and paraprofessionals as a "push-in" for additional small group instruction, or one-on-one intervention.
- Utilize Guided Reading with 100% fidelity.
- Provide Eagle Extra Tutoring after school with Small Group Targeted Instruction.

Grade 2

- Encourage parent/child reading at home.
- Expand "Reading Sufficiency Plans" for students identified through DIBELS assessment and give suggestions/materials to parents at parent-teacher conference.
- Additional teacher time for students who are below level in reading.
- Paraprofessionals will target "at-risk" students for small group instruction, in addition to reading instruction in the classroom utilizing the Leveled Literacy Intervention Support materials.
- Provide at-home read and respond forms for parent participation.
- Continue monitoring progress through assessments to determine progress. (STAR, DIBELS, Running Records, DRA)
- Utilize fluency tests to improve students' reading.
- Utilize Study Island program to target specific skills.
- Utilize common reading assessments.
- Utilize specialists and paraprofessionals as a "push-in" for additional small group instruction, or one-on-one intervention.
- Utilize Guided Reading with 100% fidelity.
- Provide Eagle Extra Tutoring after school with Small Group Targeted Instruction.

Grade 3

- Encourage parent/child reading at home.
- Use leveled books with the reading series for individual and small group instruction.
- Additional teacher time for students who are below level in reading.
- Expand "Reading Sufficiency Plans" for students identified through DIBELS & STAR assessments and give suggestions/materials to parents at parent-teacher conference.
- Utilize teacher time center or small group instruction to target "at risk" students.
- Utilize fluency tests to improve students' reading.
- Encourage parent support for daily reading homework.
- Continue to determine progress through assessments and provide data for instructional decisions. (STAR, Basal Benchmarks, Section Selection Tests, Running Records, WTW, Fluency, DRA, etc.)
- Paraprofessionals will target "at-risk" students for small group instruction.
- Pilot common formative assessments that can be utilized for data desegregation on specific skills.
- Utilize Study Island to target specific skills.
- Utilize Study Island benchmark tests and software for diagnostic assessments.
- Utilize specialists and paraprofessionals as a "push-in" for additional small group instruction, or one-on-one intervention.
- Utilize Guided Reading with 100% fidelity. Provide Eagle Extra Tutoring after school with Small Group Targeted Instruction.

School Wide Interventions

- The Principal's Reading Challenges will provide the opportunity for all students to read various genres.
- Eagle Extra Tutoring to target "at risk" readers.
- Utilize Guided Reading with 100% fidelity.
- Leveled Literacy Intervention (LLI) program is utilized for students who are identified as RtI or Reading Sufficiency students.



OKLAHOMA Human Services

Food Distribution Program
P.O. Box 25352
Oklahoma City, OK 73162
405-521-3581

August 24, 2022

Tobi Campbell, Director
Stanley Hupfeld Academy – RA# 55158
1508 NW 106th
Oklahoma City, OK 73120

Dear Mr. Campbell,

State Social Services Inspector II, Linda Davidson, recently completed a Food Distribution Program Compliance Review of your facility on August 24, 2022. This review was conducted in accordance with government standards and is designed to reveal any procedures that are in need of corrective action. We are pleased to report that all procedures reviewed met government standards and no corrective action is needed at this time. Your cafeteria staff is doing an excellent job. Keep up the good work.

Please continue to keep perpetual inventory records updated as USDA food products are used and date all USDA food items with the pack date when it is available or date of receipt. Please remember to check temperatures in refrigerators and freezers every day school is in session and at least every other day over school breaks and holidays. There should never be more than a two-day break, allowing you to check late Friday afternoon and early Monday morning.

If additional information is needed or if you have any questions, please feel free to call me at (405) 521-6472 or 1-800-848-4019.

Sincerely,

Gina Kazerooni, Program Administrator
Food Distribution Program

**Commodity Distribution Administrative Review Report
Schools and Institutions (On Site Review)**

Date of Review: <u>8-24-22</u>	Contract Number: <u>55158</u>			
Name and Complete Address of School or Institution (includes zip code): STANLEY HUPFELD ACADEMY 1508 NW 106TH OKLAHOMA CITY, OK 73120	Name and title of RA official: <u>Jobi Campbell - Director</u>			
	Name(s) and title of official(s) interviewed: <u>Brenda Seley - Keystone / Monica Ramos - km</u>			
	Telephone Number: <u>405-751-1774</u>			
County: <u>Oklahoma</u>				
Type of Facility: Place "X" in applicable boxes: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> NSLP <input type="checkbox"/> CACFP <input type="checkbox"/> SFSP <input type="checkbox"/> Non-profit </div> <div> <input type="checkbox"/> After School Program <input type="checkbox"/> Correctional <input type="checkbox"/> Hospital <input type="checkbox"/> Other (specify): _____ </div> <div> <input type="checkbox"/> Head Start <input type="checkbox"/> Residential <input type="checkbox"/> Food Bank </div> </div>				
Average Meal Count(s) for: Breakfast: <u>140</u> Lunch: <u>245</u> Grades Served: <u>Prek - 5th</u>	Date of Last Visit by SDA: <u>4/23/19</u> Number of Kitchens or Sites maintaining commodities: <u>1</u>			
Condition of commodities when received: <u>good</u>	Condition at time of visit: <u>good</u>			
Place an X in proper column for "YES and NO answers. Indicate NA for all items either not observed at time of review or not applicable. Explain all appropriate NO answers.				
Recipient Agency		Yes	No	Comments
Is a signed agreement between the SDA and the RA currently on file?	<u>X</u>			
Do you prepare food for a head start program or daycare?		<u>X</u>		If yes, give name:
Does the RA have a central warehouse?		<u>X</u>		
Is the district on a four day school week?		<u>X</u>		
If yes to a four day school week, what day of the week is the school closed?				
Does the district participate in the Summer Food Service Program:		<u>X</u>		
Previous Reviews		Yes	No	Comments
Were any deficiencies found on last review?			<u>X</u>	
Were all corrected?				
Has the SDA conducted a review of contract and monitoring requirements prior to review?				

**Commodity Distribution Administrative Review Report
Schools and Institutions (On Site Review)**

Assessment Fees	Yes	No	Comments
Are assessment fees paid for prior school years?	<input checked="" type="checkbox"/>		
If no, has RA made arrangements to pay fees?			
Temperatures	Yes	No	Comments
Are foods stored at proper temperature?	<input checked="" type="checkbox"/>		List temperatures: Freezer(s): -6 -7 Cold: 41 Dry: 75
Are there any inappropriate gaps in temperature?		<input checked="" type="checkbox"/>	Temp logs checked for prior 6 mo
Storage and Facilities Practices	Yes	No	Comments
Is storage area clean and orderly?	<input checked="" type="checkbox"/>		
Are donated foods stored off the floor in a manner to allow for adequate ventilation?	<input checked="" type="checkbox"/>		
Does the RA have safeguards against theft, spoilage, and other loss?	<input checked="" type="checkbox"/>		Describe the safeguards in place: Kitchen locks
Does the RA stock and space foods in a manner so that USDA donated foods are readily identified to allow usage and proper inventory?	<input checked="" type="checkbox"/>		
Do USDA donated foods provided to institution inure only to the benefit of the RA's feeding program?	<input checked="" type="checkbox"/>		
Is food being handled on a first-in, first-out basis?	<input checked="" type="checkbox"/>		dated / notated
Warehouse	Yes	No	Comments
Are commodities stored at any other facility?		<input checked="" type="checkbox"/>	
If yes, list location and result of review:			
Are commercial storage facilities being utilized?		<input checked="" type="checkbox"/>	
If yes, has an agreement been signed?			
If yes, are commodities stored at other sites monitored for utilization?			
Pest Control	Yes	No	Comments
Is storage sanitary and free from rodent, bird, insect, and other animal infestation?	<input checked="" type="checkbox"/>		Date of Last Extermination: 8-18-02 Frequency: Monthly
Health Inspections	Yes	No	Comments
Does the RA receive health inspections as required by federal/state and local laws?	<input checked="" type="checkbox"/>		List most recent health inspection date: 12/9/01
Were there any findings on the last inspections?		<input checked="" type="checkbox"/>	

**Commodity Distribution Administrative Review Report
Schools and Institutions (On Site Review)**

Health Inspections (cont)		Yes	No	Comments
If yes, list the finding(s)				
If yes, was corrective action taken?				
Food Losses		Yes	No	Comments
Does the person in charge know the procedures for disposing of out-of-condition foods?		X		
If yes, are the proper procedures being followed?				
Has the RA had any food losses since previous review?			X	
If yes, list dates and type of loss (age, damage, theft, spoilage, other). Date: Type: Date: Type: Date: Type:				List explanation for loss:
If yes, have these losses been reported to the D/A?				None Reported
Inventory		Yes	No	Comments
How often are perpetual inventory records updated?				daily
How often is a physical inventory completed?				weekly
Does RA have a plan to utilize commodities within 6 months of receiving?		X		
What is done with remaining commodities at the end of the year? (schools only)				Stored on site
Food Service Management Company		Yes	No	Comments
Does the RA current contract with a FSMC:		X		(if RA does not contract with a FSMC skip to next section)
If yes, list name and address of FSMC:				Keystone FSMC
Does the FSMC use commodities or credit the value of commodities to the school?		X		
Processing		Yes	No	Comments
Are there active processing contracts?			X	(if RA does not process skip to next section)
If yes, was the contract procured according to USDA regulations?				
If yes, list name and address of processor(s) and item(s) processed:				
Has RA received all processed items from the prior school year?				

**Commodity Distribution Administrative Review Report
Schools and Institutions (On Site Review)**

Processing (cont)	Yes	No	Comments
If no, has RA submitted a carryover plan for approval?			
Does the RA contract with warehouse or distributor for commodities?			
What type of credit is the RA receiving from processors?			
DOD Fresh Fruits and Vegetables	Yes	No	Comments
Does RA participate in DOD?	<input checked="" type="checkbox"/>		(if RA does not participate in DOD skip to next section)
If yes, how does RA determine how much to spend on DOD?			
Records and Reports	Yes	No	Comments
Are there complete and accurate records maintained for:			
Ordering	<input checked="" type="checkbox"/>		
Food Receipts	<input checked="" type="checkbox"/>		
Perpetual inventory	<input checked="" type="checkbox"/>		Perpetual inventory is accurate as of 8-24-22
Utilization	<input checked="" type="checkbox"/>		
Food losses	<input checked="" type="checkbox"/>		n/a
Are records kept for a period of 3 years plus the current fiscal year?	<input checked="" type="checkbox"/>		
Are required reports submitted to the D/A timely?	<input checked="" type="checkbox"/>		

Schools and Institutions (On Site Review)

Inventory

Commodity Distribution Administrative Review Report
Schools and Institutions (On Site Review)

Closing Signatures

Linda Davidson

W

Social Services Inspector II

Signature and Title of Reviewer

Monica Rams

Signature and Title of RA Official

By signing RA Official acknowledges a review was completed. The results of the review (along with any required corrective action plan) will be mailed to the RA.

Joy Hofmeister
State Superintendent of Public Instruction
Oklahoma State Department of Education

Accreditation Status for District 2022 - 2023

55E003 OKC CHARTER: HUPFELD/W VILLAGE

Recommendation: Accreditation with no Deficiencies

Accreditation Status for Sites 2022 - 2023

973 HUPFELD ACAD./WESTERN VILLAGE : Grades - PK - 05

Recommendation: Accreditation with no Deficiencies



OKLAHOMA STATE
DEPARTMENT OF EDUCATION

Tobi Campbell
Superintendent
55E003 Okc Charter: Hupfeld/W Village
1508 NW 106th
Oklahoma City, OK 73114-0000

July 29, 2022

Dear Tobi Campbell:

The 2022-2023 accreditation statuses for your school district and sites have been approved by the State Board of Education. **The district status and site status are listed separately, per State Board of Education rules.** State Board of Education regulations allow accreditation for one year only; therefore, continuing compliance with accreditation standards is imperative at all times.

Please see the attached page(s) for you district and site accreditation statuses for school year 2022-2023

If you have any questions, please contact your Regional Accreditation Officer. Thank you.

Sincerely,

Ryan Pieper
Executive Director
Accreditation Division

C: School Board President
Enclosure

Joy Hofmeister
State Superintendent of Public Instruction
Oklahoma State Department of Education

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