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 6, 2023

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 1st day of February, 2023 by Kara Babbit.

1. **Welcome and Introductions** — Pam Millington, Chair

2. **Connect to Purpose**
   - Eagle Extra News Spotlight - led by Corey Alkire

3. **Consent Items for Approval** — Pam Millington, Chair
   - Board Meeting **Minutes** for December 5, 2022
   - November and December 2022 **Financials**
     - **Encumbrances 8;22;30;54;81;98;103;105;118;133;135;137-140;142-143;148;151;155;160;163-165;168;171-173;181-182;184-187;194-195;198-200;204-207;211;215-216; 219-281 from the General Fund totaling $133,464.09.**
   - Affirmative Action Plan

4. **Resolutions for Approval**
   - Board Member Resignation of Ken Lawson/voting member
   - Elect/Confirm Christy Savage to Open Board Clerk Seat

   Pam Millington, Chair

5. **Discussion and Possible Board Action to Approve the SHA Restroom Accommodation Policy**
   Ruthie Rayner, Principal

6. **Discussion and Possible Board Action to Open Bids for Vendor Contracts for the 2023-2024 School Year.** — Pam Millington, Chair
   - Auditor
   - Building Janitorial Service
   - Janitorial Supplies
   - Federal Programs Consulting

7. **Discussion of Board Member Training Requirements** — Pam Millington, Chair

8. **Principal's Report** — Ruthie Rayner, Principal
   - Adopt A Family Update
   - 2022 School Audit/District Audit Review
   - Child Nutrition Administrative Review
   - SHA grade span reduction transition plan
     - New portable consideration

9. **New Business**

10. **Adjourn**

STANLEY HUPFELD ACADEMY (SHA) AT WESTERN VILLAGE
ADVISORY COUNCIL, REGULAR BOARD MEETING MINUTES
DECEMBER 5 2022

ATTENDEES

Voting members in attendance: Tom Cassidy, Shari Dixon, Eric Harmon, Milisha Henderson, David Jackson, Ken Lawson, Skip Leonard, Kylie Lyons, John Vera, Suzan Whaley

Voting Members Absent: Pam Millington

Non-Voting members in attendance: Kara Babbit, Crystal Hurd, Becky Kime

School Staff and Guests in Attendance: Jason Mack (OKCPS Charter Liaison), Heather Meldrum, Ruthie Rayner

The Regular Advisory Board Meeting called to order at 3:52 pm by Kara Babbit, Superintendent.

Presentation of Audit of 2021-22 Financial Records by Britton, Kuykendall & Miller:
Motion to approval the financial audit of 2021-22 records presented by Britton, Kuykendall & Miller by Eric Harmon, 2nd Skip Leonard. Motion passed.

Consent Agenda

On a motion by Skip Leonard, 2nd by John Vera, the following Consent Agenda items were unanimously approved as presented with a correction to the SHA School Calendar. Vote taken and Consent agenda passed with stated corrections.

- **Minutes** of the October 3, 2022 Regular Advisory Board Meeting/Special Advisory Board Meeting of November 7, 2022.
- **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 Comparison by Project, Object-General Fund-Cash Basis, for the period **ended 9/20/22 and 10/31/22.**
- **Encumbrance Register – as of 9/30/22 and 10/31/22.**
- **SHA Advisory Regular Board Schedule for 2023**-24.
- **Surplus Inventory-** Smart Board/Projector/Computer – replaced by new equipment.
- **SHA School Calendar** 2023-24 – **Revised to correct the dates of Spring Break from March 18-22, 2024 to March 11-15, 2024 and change the PTSC dates to March 5 & 7, 2024. The calendar was approved by hours not days and exceeds the 1080 hours required by law.**

On a motion by John Vera, 2nd by Milisha Henderson to approve the resolution to reduce the SHA school grade level to PreK to 4th grade with keeping the same school capacity of 330 students. Vote taken and resolution passed.

There being no **new business, the meeting was adjourned at 4:30 pm.**

Next Meeting: February 6, 2023.

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
December 5, 2022

Board Member	Approval of Presentation of 2021-22 Financial Audit by Britton, Kuykendall & Britton	Consent Agenda Items (Minutes-Oct. 3, 2022, Special Board Meeting Minutes – Nov. 7, 2022, Financials (Sept & Oct 2022) & Encumbrance Register(Sept 1-30, & Oct. 1-31, 2022), 23-24 Regular Board Meeting Schedule, Surplus Inventory, 23-24 School Calendar	Approval of SHA Grade span-PreK to 4th grade- 2023-24
Tom Cassidy	Yes	Yes	Yes
Shari Dixon	Yes	Yes	Yes
Eric Harmon	Yes	Yes	Yes
Milisha Henderson	Yes	Yes	Yes
David Jackson	Yes	Yes	Yes
Ken Lawson	Yes	Yes	Yes
Skip Leonard	Yes	Yes	Yes
Kylie Lyons	Yes	Yes	Yes
Pam Millington	Absent	Absent	Absent
John Vera	Yes	Yes	Yes
Suzan Whaley	Yes	Yes	Yes

STANLEY HUPFELD ACADEMY
OKLAHOMA CITY, OKLAHOMA

MONTHLY FINANCIAL REPORT

NOVEMBER 30, 2022

TABLE OF CONTENTS

JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

December 2, 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 November 30, 2022, and the related statements of revenues and expenses – cash basis for the five (5) months 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.

116 WEST BRECKENRIDGE AVE, BIXBY, OK 74008
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STANLEY HUPFELD ACADEMY
NOVEMBER 30, 2022
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS

	General Fund
Assets	
Cash	$ 636,889.58
Total Assets	636,889.58
Liabilities	
Outstanding payments	51,490.60
Open Encumbrances	70,514.28
Total Liabilities	122,004.88
Cash Fund Balance	$ 514,884.70

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 11/30/2021	% of YTD to Budj.	2022-23 Budgeted	2022-23 11/30/2022	% of YTD to Budj.
Revenue							
Book Fair Revenue	1450	$ 4,290.35		0.0%	4,200.00	4,186.10	99.7%
Miscellaneous Reimb.	1590	887.26	527.31	59.4%		971.79	N/A
Contributions and Donations	1610	79,163.03	58,280.44	73.6%			N/A
Adult Meals	1730	1,055.10		0.0%	1,000.00	192.00	19.2%
Foundation & Incentive Aid	3210	1,938,688.67	696,734.41	35.9%	2,044,706.28	736,845.09	36.0%
Flexible Benefit	3250	187,533.48	65,880.56	35.1%	187,533.48	67,963.88	36.2%
Reading Sufficiency	3415	14,143.88		0.0%			N/A
Textbooks	3420	29,324.30	29,324.30	100.0%	21,541.26	7,754.85	36.0%
Redbud	3435	99,712.13		0.0%	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			N/A	25,357.42	25,357.42	100.0%
ARP Flowthrough (628)	4310	3,298.99		0.0%			N/A
Special Eduction - Preschool (Proj. 641)	4340	1,408.42		0.0%			N/A
ARP Preaschool (Proj. 643)	4340	530.95		0.0%			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		0.0%			N/A
ARP Preaschool (Proj. 643)	4689	473.00		0.0%			N/A
ESSER	4689			N/A	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	111,414.97	44.8%	199,072.12	122,443.53	61.5%
Correcting Entry	5600	59.08	59.08	100.0%			N/A
Total revenue		2,853,703.03	980,322.12	34.4%	4,450,889.04	1,443,619.42	32.4%
Cash fund balance (beginning)	6110	540,302.86	540,302.86		357,503.99	357,503.99	
Lapsed Approp/Estopped Warr.	6130-6140	607.96					
Total revenue and beg. balance		3,394,613.85	1,520,624.98		4,808,393.03	1,801,123.41	
	Object Codes						
Expenditures							
Payroll	100-200	2,052,063.94	844,009.21	41.1%	2,550,000.00	910,309.33	35.7%
Non-payroll	300-900	985,045.92	208,220.29	21.1%	1,200,000.00	375,929.38	31.3%
Total expenditures		3,037,109.86	1,052,229.50	34.6%	3,750,000.00	1,286,238.71	34.3%
Ending Balance		$ 357,503.99	468,395.48		1,058,393.03	514,884.70	

SUPPLEMENTAL INFORMATION

STANLEY HUPFELD ACADEMY - 2022-23 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								54,579.60	52,324.90	106,904.50
August					184,211.27	18,800.10		195.00	450,937.28	654,143.65
September		1,814.06		50.00	184,211.28	18,800.12		11,613.84		216,489.30
October	16.79	2,372.04		104.50	184,211.27	18,800.10		56,055.09		261,559.79
November	955.00			37.50	184,211.27	19,318.41				204,522.18
December										-
January										-
February										-
March										-
April										-
May										-
June										-
Totals	971.79	4,186.10	-	192.00	736,845.09	75,718.73	-	122,443.53	503,262.18	1,443,619.42

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

Classification (Project)	Object	2021-22 Actual	2021-22 11/30/2021	% of YTD to Budg.	2022-23 Budgeted	2022-23 11/30/2022	% of YTD to Budg.
000 General Fund							
Salaries	100	$ 958,047.17	544,419.19	56.83%	1,180,000.00	495,709.73	42.01%
Employee Benefits	200	241,232.65	134,137.66	55.61%	290,000.00	120,321.57	41.49%
Worker's Compensation	290	14,227.73	370.29	2.60%	15,000.00	1,302.26	8.68%
Management Services	310	7,766.40	2,000.00	25.75%	8,000.00	2,500.00	31.25%
Accounting Services	331	43,600.00	10,750.00	24.66%	45,000.00	8,750.00	19.44%
Medical Services	336	45,920.25	8,165.00	17.78%	59,000.00	14,134.74	23.96%
Security Services	344	2,310.00	1,210.00	52.38%	3,500.00	2,100.00	60.00%
Professional Services	350	3,129.24	479.24	15.31%	4,000.00	3,547.42	88.69%
Water Utilities	410	11,772.03	4,674.69	39.71%	12,000.00	6,221.51	51.85%
Cleaning Services	420	50,495.00	13,880.00	27.49%	55,000.00	14,069.00	25.58%
Repairs and Maint. Services	430	30,900.83	15,035.74	48.66%	32,000.00	10,046.12	31.39%
Rental Services	440	8,778.18	3,458.35	39.40%	50,000.00	20,661.86	41.32%
Insurance	520	115,730.95	51,458.54	44.46%	120,000.00	11,431.00	9.53%
Communications Services	530	9,444.04	2,894.73	30.65%	12,000.00	9,762.50	81.35%
Advertising	540	139.50	139.50	100.00%	1,000.00	214.20	21.42%
Printing and Binding	550	1,603.92	531.95	33.17%	3,000.00	540.99	18.03%
Staff Travel	580	188.56			1,500.00	396.77	26.45%
Supplies and Materials	610	42,896.13	12,062.55	28.12%	45,000.00	15,259.20	33.91%
Energy	620	55,142.57	19,515.06	35.39%	60,000.00	25,274.05	42.12%
Bks & Periodicals	640	18,719.07	27.38	0.15%	20,000.00	6,091.75	30.46%
Equipment and Furniture	650	40,465.48	8,772.77	21.68%	44,000.00	11,989.17	27.25%
Awards, Gifts, Decorations	680	8,995.79	1,627.76	18.09%	10,000.00	10,510.93	105.11%
Technology Related Hardware	733	17,440.00		0.00%	20,000.00	2,100.00	10.50%
Dues and Fees	810	3,647.25	3,089.75	84.71%	10,000.00	5,564.50	55.65%
Staff Registration & Tuition	860	4,781.10	760.00	15.90%	5,000.00	350.00	7.00%
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	10,733.48	18.45%	60,000.00	5,526.33	9.21%
Subtotal		1,797,860.52	850,815.66	47.32%	2,170,000.00	804,375.60	37.07%
Child Nutrition (Proj. 285,385,762,763,764,768)							
Food Service Management	570	196,680.24	23,140.04	11.77%	200,000.00	75,765.91	37.88%
Food and Milk/Supplies	600	21,214.33	11,220.97	52.89%	25,000.00	13,793.17	55.17%
Subtotal		217,894.57	34,361.01	15.77%	225,000.00	89,559.08	39.80%
Great Expectations (Proj. 318)							
Supplies & Materials	300-860	2,000.00			50,000.00	17,378.26	34.76%
Subtotal		2,000.00			50,000.00	17,378.26	34.76%
Flexible Benefit Allowance (Proj. 331-335)							
Salaries/Employee Benefits	100-299	184,453.98	77,215.10	41.86%	185,000.00	76,652.90	41.43%
Reading Sufficiency (Proj. 367)							
Supplies & Materials	300-860	7,745.97		0.00%	15,000.00	148.00	
Subtotal		7,745.97	-	0.00%	15,000.00	148.00	0.99%
Basic Prog, CY (Proj. 511)							
Salaries/Employee Benefits	100-299	197,272.78	88,237.26	44.73%	160,000.00	88,664.08	55.42%
Subtotal		197,272.78	88,237.26	44.73%	160,000.00	88,664.08	55.42%

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

Classification (Project)	Object	2021-22 Actual	2021-22 11/30/2021	% of YTD to Budg.	2022-23 Budgeted	2022-23 11/30/2022	% of YTD to Budg.
Special Education (Proj. 621, 628, 641, 643)							
Salaries/Employee Benefits	100-299	80,224.93		0.00%	80,000.00	28,091.40	35.11%
Subtotal		80,224.93	-	0.00%	80,000.00	28,091.40	35.11%
ESSER II (Proj. 793)							
Salaries/Employee Benefits	100-299	390,832.43		0.00%	205,000.00	200.58	0.10%
Services/Materials	300-860	158,824.68		0.00%	50,000.00		0.00%
		549,657.11	-	0.00%	255,000.00	200.58	0.08%
ESSER III (Proj. 795)							
Salaries/Employee Benefits	100-299				450,000.00	100,669.07	22.37%
Services/Materials	300-860		1,600.47		160,000.00	80,499.74	50.31%
			1,600.47		610,000.00	181,168.81	29.70%
Grand Total		3,037,109.86	1,052,229.50	34.65%	3,750,000.00	1,286,238.71	34.30%
Payroll Expenses	100-200	2,052,063.94	844,009.21	41.13%	2,550,000.00	910,309.33	35.70%
Non-Payroll Expenses	300-900	985,045.92	208,220.29	21.14%	1,200,000.00	375,929.38	31.33%
Totals		$ 3,037,109.86	1,052,229.50	34.65%	3,750,000.00	1,286,238.71	34.30%

STANLEY HUPFELD ACADEMY
OKLAHOMA CITY, OKLAHOMA

MONTHLY FINANCIAL REPORT

DECEMBER 31, 2022

TABLE OF CONTENTS

JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

January 5, 2023

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 December 31, 2022, and the related statements of revenues and expenses – cash basis for the six (6) months 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.

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We are not independent with respect to Stanley Hupfeld Academy.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

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STANLEY HUPFELD ACADEMY
DECEMBER 31, 2022
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS

	General Fund
Assets	
Cash	$ 483,429.22
Total Assets	483,429.22
Liabilities	
Outstanding payments	32,918.22
Open Encumbrances	63,684.66
Total Liabilities	96,602.88
Cash Fund Balance	$ 386,826.34

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 12/31/2021	% of YTD to Budj.	2022-23 Budgeted	2022-23 12/31/2022	% of YTD to Budj.
Revenue							
Book Fair Revenue	1450	$ 4,290.35		0.0%	4,600.00	4,526.13	98.4%
Miscellaneous Reimb.	1590	887.26	527.31	59.4%		1,190.79	N/A
Contributions and Donations	1610	79,163.03	58,280.44	73.6%			N/A
Adult Meals	1730	1,055.10	345.25	32.7%	1,000.00	327.00	32.7%
Foundation & Incentive Aid	3210	1,938,688.67	866,210.35	44.7%	2,074,300.02	921,056.36	44.4%
Flexible Benefit	3250	187,533.48	86,053.00	45.9%	188,788.56	84,954.85	45.0%
Reading Sufficiency	3415	14,143.88	14,143.88	100.0%	11,915.32	11,915.32	100.0%
Textbooks	3420	29,324.30	29,324.30	100.0%	21,541.26	9,693.57	45.0%
Redbud	3435	99,712.13		0.0%	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	46,088.90	28.8%
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%	20,805.88	20,805.88	100.0%
Special Education - Flowthrough (Proj. 621)	4310	42,477.40		0.0%	60,000.00		0.0%
Flowthrough Prior Year	4310			N/A	25,357.42	25,357.42	100.0%
ARP Flowthrough (628)	4310	3,298.99		0.0%			N/A
Special Eduction - Preschool (Proj. 641)	4340	1,408.42		0.0%			N/A
ARP Preaschool (Proj. 643)	4340	530.95		0.0%			N/A
Title IV, Part A Student Support (Proj. 552)	4442	10,563.52		0.0%	10,657.41	10,657.41	100.0%
APR Flow Through (Proj. 628)	4689	8,349.00		0.0%			N/A
ARP Preaschool (Proj. 643)	4689	473.00		0.0%			N/A
ESSER	4689			N/A	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	111,414.97	44.8%	199,072.12	122,443.53	61.5%
Correcting Entry	5600	59.08	59.08	100.0%			N/A
Total revenue		2,853,703.03	1,184,459.63	41.5%	4,495,116.47	1,736,921.92	38.6%
Cash fund balance (beginning)	6110	540,302.86	540,302.86		357,503.99	357,503.99	
Lapsed Approp/Estopped Warr.	3130-614(	607.96					
Total revenue and beg. balance		3,394,613.85	1,724,762.49		4,852,620.46	2,094,425.91	
	Object Codes						
Expenditures							
Payroll	100-200	2,052,063.94	1,019,568.34	49.7%	2,450,000.00	1,116,207.12	45.6%
Non-payroll	300-900	985,045.92	286,570.43	29.1%	1,300,000.00	591,392.45	45.5%
Total expenditures		3,037,109.86	1,306,138.77	43.0%	3,750,000.00	1,707,599.57	45.5%
Ending Balance		$ 357,503.99	418,623.72		1,102,620.46	386,826.34	

SUPPLEMENTAL INFORMATION

STANLEY HUPFELD ACADEMY - 2022-23 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								54,579.60	52,324.90	106,904.50
August					184,211.27	18,800.10		195.00	450,937.28	654,143.65
September		1,814.06		50.00	184,211.28	18,800.12		11,613.84		216,489.30
October	16.79	2,372.04		104.50	184,211.27	18,800.10		56,055.09		261,559.79
November	955.00			37.50	184,211.27	19,318.41				204,522.18
December	219.00	340.03		135.00	184,211.27	30,845.01			77,552.19	293,302.50
January										-
February										-
March										-
April										-
May										-
June										-
Totals	1,190.79	4,526.13	-	327.00	921,056.36	106,563.74	-	122,443.53	580,814.37	1,736,921.92

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

Classification (Project)	Object	2021-22 Actual	2021-22 12/31/2021	% of YTD to Budg.	2022-23 Budgeted	2022-23 12/31/2022	% of YTD to Budg.
000 General Fund							
Salaries	100	$ 958,047.17	658,677.05	68.75%	1,180,000.00	610,073.74	51.70%
Employee Benefits	200	241,232.65	162,473.11	67.35%	290,000.00	146,750.13	50.60%
Worker's Compensation	290	14,227.73	5,944.29	41.78%	15,000.00	6,925.26	46.17%
Management Services	310	7,766.40	3,000.00	38.63%	8,000.00	3,000.00	37.50%
Accounting Services	331	43,600.00	14,250.00	32.68%	45,000.00	18,000.00	40.00%
Medical Services	336	45,920.25	15,890.90	34.61%	59,000.00	18,412.12	31.21%
Security Services	344	2,310.00	1,347.50	58.33%	3,500.00	2,237.50	63.93%
Professional Services	350	3,129.24	2,979.24	95.21%	4,000.00	3,599.42	89.99%
Water Utilities	410	11,772.03	5,860.73	49.79%	12,000.00	7,483.18	62.36%
Cleaning Services	420	50,495.00	17,680.00	35.01%	55,000.00	18,107.00	32.92%
Repairs and Maint. Services	430	30,900.83	17,557.74	56.82%	32,000.00	11,572.09	36.16%
Rental Services	440	8,778.18	4,701.69	53.56%	50,000.00	24,804.59	49.61%
Insurance	520	115,730.95	70,013.36	60.50%	120,000.00	11,431.00	9.53%
Communications Services	530	9,444.04	3,432.53	36.35%	12,000.00	10,328.49	86.07%
Advertising	540	139.50	139.50	100.00%	1,000.00	214.20	21.42%
Printing and Binding	550	1,603.92	531.95	33.17%	3,000.00	642.21	21.41%
Staff Travel	580	188.56			1,500.00	396.77	26.45%
Supplies and Materials	610	42,896.13	15,573.58	36.31%	45,000.00	17,781.49	39.51%
Energy	620	55,142.57	25,425.76	46.11%	60,000.00	29,371.29	48.95%
Bks & Periodicals	640	18,719.07	27.38	0.15%	20,000.00	6,111.75	30.56%
Equipment and Furniture	650	40,465.48	9,242.93	22.84%	39,000.00	16,898.12	43.33%
Awards, Gifts, Decorations	680	8,995.79	3,270.18	36.35%	15,000.00	13,165.64	87.77%
Technology Related Hardware	733	17,440.00		0.00%	20,000.00	2,100.00	10.50%
Dues and Fees	810	3,647.25	3,089.75	84.71%	10,000.00	5,564.50	55.65%
Staff Registration & Tuition	860	4,781.10	910.00	19.03%	5,000.00	800.00	16.00%
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	25,986.32	44.68%	60,000.00	7,368.44	12.28%
Subtotal		1,797,860.52	1,068,627.52	59.44%	2,170,000.00	993,138.93	45.77%
Child Nutrition (Proj. 285,385,762,763,764,768)							
Food Service Management	570	196,680.24	23,140.04	11.77%	200,000.00	66,560.46	33.28%
Food and Milk/Supplies	600	21,214.33	11,800.17	55.62%	25,000.00	24,865.82	99.46%
Subtotal		217,894.57	34,940.21	16.04%	225,000.00	91,426.28	40.63%
Great Expectations (Proj. 318)							
Supplies & Materials	300-860	2,000.00			50,000.00	17,378.26	34.76%
Subtotal		2,000.00			50,000.00	17,378.26	34.76%
Flexible Benefit Allowance (Proj. 331-335)							
Salaries/Employee Benefits	100-299	184,453.98	92,534.94	50.17%	185,000.00	92,092.72	49.78%
Reading Sufficiency (Proj. 367)							
Supplies & Materials	300-860	7,745.97		0.00%	15,000.00	148.00	
Subtotal		7,745.97	-	0.00%	15,000.00	148.00	0.99%
Basic Prog, CY (Proj. 511)							
Salaries/Employee Benefits	100-299	197,272.78	105,883.24	53.67%	160,000.00	100,261.42	62.66%
Subtotal		197,272.78	105,883.24	53.67%	160,000.00	100,261.42	62.66%

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

Classification (Project)	Object	2021-22 Actual	2021-22 12/31/2021	% of YTD to Budg.	2022-23 Budgeted	2022-23 12/31/2022	% of YTD to Budg.
Special Education (Proj. 621, 628, 641, 643)							
Salaries/Employee Benefits	100-299	80,224.93		0.00%	80,000.00	28,091.40	35.11%
Subtotal		80,224.93	-	0.00%	80,000.00	28,091.40	35.11%
ESSER II (Proj. 793)							
Salaries/Employee Benefits	100-299	390,832.43		0.00%	205,000.00	200.58	0.10%
Services/Materials	300-860	158,824.68	4,152.86	2.61%	50,000.00		0.00%
		549,657.11	4,152.86	0.76%	255,000.00	200.58	0.08%
ESSER III (Proj. 795)							
Salaries/Employee Benefits	100-299				350,000.00	138,737.13	39.64%
Services/Materials	300-860				260,000.00	246,124.85	94.66%
					610,000.00	384,861.98	63.09%
Grand Total		3,037,109.86	1,306,138.77	43.01%	3,750,000.00	1,707,599.57	45.54%
Payroll Expenses	100-200	2,052,063.94	1,019,568.34	49.69%	2,450,000.00	1,116,207.12	45.56%
Non-Payroll Expenses	300-900	985,045.92	286,570.43	29.09%	1,300,000.00	591,392.45	45.49%
Totals		$ 3,037,109.86	1,306,138.77	43.01%	3,750,000.00	1,707,599.57	45.54%

Stanley Hupfeld Academy

Encumbrance Register

Options: Year: 2022-2023, Date Range: 11/1/2022 - 12/31/2022, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	8	07/01/2022	6	COMP RISK MANAGEMENT	WORKERS COMP	5,123.00
11	22	07/01/2022	124	MOBYMAX EDUCATION LLC	SOFTWARE LICENSE RENEWAL	2,095.00
11	30	07/01/2022	20	OKC PUBLIC SCHOOLS TREASURY DEPT	SPONSOR FEES/RENT/TRANSPORTATION/INS	0.00
11	54	07/01/2022	23	OESC	OESC	308.78
11	81	08/12/2022	46	UNITED MECHANICAL SERVICE	REPAIRS TO MAHAN/HORNBEAK/OFFICE/READING/BATES	0.00
11	98	08/17/2022	154	HEGGERTY PHONEMIC AWARENESS	PRE-K/K/PRIMARY/PRIMARY STARTER AND PRIM EXT CURR	43.12
11	103	08/24/2022	36	AMAZON CAPITAL SERVICES	MAGNETIC DOODLE BOARD	-34.80
11	105	08/24/2022	36	AMAZON CAPITAL SERVICES	BLUETOOTH CONNECTOR FOR KITCHEN SCANNER	-4.02
11	118	08/31/2022	36	AMAZON CAPITAL SERVICES	AA AND D BATTERIES	-1.28
11	130	09/07/2022	37	SECURITY BANK CARD	ROBINSONS PLUMBING- LITTLE BOYS RESTROOOM URINAL	-430.00
11	133	09/07/2022	37	SECURITY BANK CARD	TEACHERS PAY TEACHERS - 1ST GRADE RESOURCES	-49.40
11	135	09/07/2022	36	AMAZON CAPITAL SERVICES	DRY ERASE MAGNETIC LAPBOARD	-25.00
11	137	09/07/2022	37	SECURITY BANK CARD	BEST WESTERN 9.13.22 MISC CHARGES	-8.50
11	138	09/07/2022	36	AMAZON CAPITAL SERVICES	POTS AND CARTS FOR CAFETERIA	-19.06
11	139	09/16/2022	36	AMAZON CAPITAL SERVICES	TUTORING MATERIALS	-7.27
11	140	09/16/2022	161	OKLAHOMA SCIENCE MUSEUM	OKC SCIENCE MUSEUM ADMISSIONS	-32.00
11	142	09/16/2022	37	SECURITY BANK CARD	REPAIRS TO ACCUTEMP STEAMER IN KITCHEN	-536.86
11	143	09/16/2022	36	AMAZON CAPITAL SERVICES	HOUSE MATERIALS- FINER DINER EACH WEEK	-5.10
11	148	09/16/2022	37	SECURITY BANK CARD	HOBBY LOBBY - LETTERS TO REPAIR SIGN	-1.34
11	151	09/21/2022	104	LANCE GLAUDE	REPLACEMENT OF 3 URINALS	-1,000.00
11	155	09/21/2022	36	AMAZON CAPITAL SERVICES	LARGE OUTDOOR GAMES	-45.07
11	160	09/21/2022	37	SECURITY BANK CARD	HOUSE OF CLAY	-4.00
11	163	09/28/2022	75	OSSBA	OPEN MEETING GUIDE BOOKS	-25.00
11	164	09/28/2022	38	QUIK PRINT	MENTOR/SCHOOL FLYERS	-348.47
11	165	09/28/2022	37	SECURITY BANK CARD	LANCE ROBINSON REPAIRS TO LITTLE GIRLS RR SINK	-300.00
11	168	09/28/2022	37	SECURITY BANK CARD	SAMS STUDENT BDAY TREATS	-35.11
11	171	09/28/2022	37	SECURITY BANK CARD	SAMS TUESDAY 10.4.22	0.16
11	172	09/28/2022	37	SECURITY BANK CARD	ALL AMERICAN PIZZA THURSDAY 10.6.22	-58.00
11	173	09/28/2022	37	SECURITY BANK CARD	WALMART PAINT	-0.56
11	181	10/06/2022	36	AMAZON CAPITAL SERVICES	LEGO CHALLENGE PRIZES	-5.01
11	182	10/06/2022	36	AMAZON CAPITAL SERVICES	SOUNDING OUT THE SIGHT WORDS FOR PK-2ND	-26.12

Stanley Hupfeld Academy

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	184	10/06/2022	37	SECURITY BANK CARD	SAM'S WATER/SNACKS FOR BOARD	-4.98
11	185	10/06/2022	37	SECURITY BANK CARD	EILEEN'S COOKIES	-5.00
11	186	10/06/2022	36	AMAZON CAPITAL SERVICES	STUDENT CLOTHING	-55.53
11	187	10/06/2022	75	OSSBA	10.24.22 MINUTES CLERK LEADERSHIP ACADEMY	-150.00
11	194	10/19/2022	37	SECURITY BANK CARD	ROBINSON'S PLUMBING - CONTROL PANEL REPLACE	-200.00
11	195	10/19/2022	36	AMAZON CAPITAL SERVICES	CAKE BOXES FOR SECOND GRADE PROJECT	-2.02
11	198	10/19/2022	36	AMAZON CAPITAL SERVICES	SUPPLIES/COSTUME NEEDS FOR MUSIC	-42.21
11	199	10/19/2022	37	SECURITY BANK CARD	REPAIR TO LOCK QUIET MENTOR ROOM	0.00
11	200	10/19/2022	37	SECURITY BANK CARD	ODP SOLUTIONS OFFICE SUPPLIES	0.00
11	204	10/27/2022	37	SECURITY BANK CARD	SAMS SUPPLIES FOR FAMILY NIGHT 10.27.22	-36.01
11	205	10/27/2022	37	SECURITY BANK CARD	EILEEN'S COOKIES/KRISPY KREME DONUTS	8.97
11	206	10/27/2022	37	SECURITY BANK CARD	SHERWIN WILLIAMS PAINT	0.00
11	207	10/27/2022	37	SECURITY BANK CARD	LOWES SUPPLIES FOR PAINTING	-82.55
11	211	10/27/2022	37	SECURITY BANK CARD	UNIVERSITY SILKSCREEN 2Y XL UNIFORM JACKETS	-8.00
11	215	10/27/2022	37	SECURITY BANK CARD	SAMS SUPPLIES FOR STAFF	-3.78
11	216	10/27/2022	37	SECURITY BANK CARD	HAL SMITH CARDS FOR BOARD MEMBERS	10.00
11	218	10/27/2022	176	PLAYGROUND OUTFITTERS	2 BENCHES	223.00
11	219	11/03/2022	177	SCHOOL HEALTH CORPORATION	MEDICAL SUPPLIES	224.67
11	220	11/03/2022	37	SECURITY BANK CARD	ARROW ELECTRIC - REPAIR PLUGS FOR SMARTBOARDS	285.97
11	221	11/03/2022	90	ACS PLAYGROUND ADVENTURES	PLAYGROUND EQUIPMENT AND INSTALLATION	6,864.00
11	222	11/03/2022	114	MERRITT SEALING COMPANY	RESURFACING TENNIS COURTS	16,660.00
11	223	11/03/2022	137	TOP NOTCH HANDYMAN & LAWN LLC	REPAIRS TO THE EAST ANNEX OUTSIDE LIGHTING	364.20
11	224	11/03/2022	36	AMAZON CAPITAL SERVICES	THANK YOU NOTES AND CHRISTMAS LETTERHEAD	100.00
11	225	11/03/2022	88	ACCO BRANDS USA LLC	GBC/ACCO BRAND LAMINATOR FILM	562.09
11	226	11/03/2022	37	SECURITY BANK CARD	ROBINSONS AT YOUR SERVICE PLUMBING - LEAK	350.00
11	227	11/03/2022	36	AMAZON CAPITAL SERVICES	MISC ITEMS FOR NEW SMART BOARD	383.93
11	228	11/03/2022	37	SECURITY BANK CARD	SAMS SUPPLIES FOR WORKDAYS	119.34
11	229	11/09/2022	46	UNITED MECHANICAL SERVICE	REPLACE COPELAND 5 TON COMPRESSOR	3,941.00
11	230	11/09/2022	104	LANCE GLAUDE	REPLACE 3 URINALS	2,665.00

Stanley Hupfeld Academy

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	231	11/09/2022	37	SECURITY BANK CARD	TEACHERS PAY TEACHERS - 2ND GRADE RESOURCES	25.00
11	232	11/09/2022	37	SECURITY BANK CARD	JIFFY T-SHIRTS 9 YOUTH LARGE/3 ADULTS	200.00
11	233	11/09/2022	36	AMAZON CAPITAL SERVICES	CORDLESS VACUUMS-SPAC/SIVARD	215.58
11	234	11/09/2022	104	LANCE GLAUDE	KITCHEN HOT WATER TANK REPAIRS	7,500.00
11	235	11/09/2022	37	SECURITY BANK CARD	KITCHEN TOILET REPAIRS	650.00
11	236	11/09/2022	37	SECURITY BANK CARD	BOYS/GIRLS TOILET REPAIRS	300.00
11	237	11/09/2022	37	SECURITY BANK CARD	REPAIR BROKEN 3" STEEL WATER LINE	850.00
11	238	11/09/2022	179	COMMERCIAL CONSTRUCTION SERVICES	LOCATE/DIG/REPAIR 3" STEEL WATER LINE	7,000.00
11	239	11/09/2022	37	SECURITY BANK CARD	HOMELAND SHEET CAKES (4)	300.00
11	240	11/09/2022	37	SECURITY BANK CARD	SAM'S COOKIES FOR FRIENDS AND FAMILY DINNER	200.00
11	241	11/09/2022	46	UNITED MECHANICAL SERVICE	CAPACITOR REPLACEMENT UNIT #9	82.24
11	242	11/09/2022	37	SECURITY BANK CARD	UNIVERSITY SILKSCREEN-8 UNIFORM JACKETS	250.00
11	243	11/09/2022	180	K-8 (PLANK ROAD PUBLISHING, INC.)	MUSIC	132.57
11	244	11/09/2022	80003	MATTHEW B. BELL	TRAVEL REIMB	151.52
11	245	11/09/2022	47	VIDEO REALITY	SMART FLOOR STAND ELECTRIC	4,397.00
11	246	11/10/2022	37	SECURITY BANK CARD	ROBINSONS PLUMBING URINAL REPLACEMENTS	1,000.00
11	247	11/17/2022	137	TOP NOTCH HANDYMAN & LAWN LLC	CUT AND REMOVE WHITEBOARD FROM HORNBEAK'S ROOM	100.00
11	248	11/17/2022	37	SECURITY BANK CARD	LOWES PAINT AND BATTERIES	125.00
11	249	11/17/2022	41	LUCAS HOME SERVICES, LLC	REMOVAL OF 4 WHITEBOARDS TO REHANG	1,155.00
11	250	11/17/2022	37	SECURITY BANK CARD	WALMART CLOTHING FOR STUDENTS	100.00
11	251	11/17/2022	181	SUNDANCE OFFICE	8' MOBILE CONVERTIBLE BENCH TABLES	21,980.00
11	252	11/17/2022	171	RUCKER MECHANICAL	INSTALLATION OF ELECTRICAL PLUGS FOR CAFE	1,806.66
11	253	11/17/2022	103	KEYSTONE FOOD SERVICE	STAFF LUNCHEON FOR FIRENDS AND FAMILY 11.16.22	175.00
11	254	11/18/2022	67	IDEMIA	BACKGROUND CHECK FOR TIFFANY BURNETT	58.25
11	255	12/02/2022	37	SECURITY BANK CARD	SNACKS FOR BOARD MEETING 12.5.22	100.00
11	257	12/02/2022	37	SECURITY BANK CARD	ACADEMY BASKETBALL SHORTS FOR BASKETBALL TEAM	175.78
11	258	12/02/2022	37	SECURITY BANK CARD	TEDS LUNCHEON 12.13.22	750.00
11	259	12/02/2022	37	SECURITY BANK CARD	FEE OKLAHOMA STATE DEPT EMERGENCY CERTIFICATION	52.00

Stanley Hupfeld Academy

Encumbrance Register

Options: Year: 2022-2023, Date Range: 11/1/2022 - 12/31/2022, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	260	12/02/2022	37	SECURITY BANK CARD	WALMART AAA BATTERIES/SUPER GLUE	72.78
11	261	12/02/2022	36	AMAZON CAPITAL SERVICES	CRICKET CLUB MATERIALS	340.00
11	262	12/02/2022	44	MAYFAIR LOCK AND KEY	REPAIR TO MUSIC ROOM DOOR	85.00
11	263	12/02/2022	37	SECURITY BANK CARD	RUDY'S BREAKFAST TACOS	123.60
11	264	12/02/2022	182	TREETOP PRODUCTS	TRADITIONAL BIKE RACK	523.92
11	265	12/08/2022	37	SECURITY BANK CARD	LOWES - PAINT AND SUPPLIES	244.96
11	266	12/08/2022	43	QUILL	COPY PAPER / 10 PK BROTHER TZ TAPE / TONER	1,612.99
11	267	12/08/2022	36	AMAZON CAPITAL SERVICES	FOOTSTOOL FOR WATER FOUNTAINS	28.95
11	268	12/08/2022	46	UNITED MECHANICAL SERVICE	SIEMENS RECALIBRATING HVAC UNITS	1,500.00
11	269	12/08/2022	139	SIEMENS INDUSTRY, INC.	ADJUSTMENTS TO THE BAS HVAC SYSTEM	2,500.00
11	270	12/08/2022	184	MFI MEDICAL	STREP AND FLU TESTS	300.00
11	271	12/08/2022	37	SECURITY BANK CARD	EGO OCHURU CERTIFICATION FEE	52.00
11	272	12/08/2022	36	AMAZON CAPITAL SERVICES	CABLES AND CABLE ADAPTERS	81.94
11	273	12/08/2022	185	HADDOCK EDUCATION TECHNOLOGIES	ACTIVEFLOOR MOBILE MAX AND LICENSING	34,800.00
11	274	12/13/2022	104	LANCE GLAUDE	REPAIRS TO COLLAPSED TRAP UNDER THE MOP SINK	3,000.00
11	275	12/14/2022	20	OKC PUBLIC SCHOOLS TREASURY DEPT	TRANSPORTATION SERVICES 3.8.23-HARN HOMESTEAD	170.00
11	276	12/14/2022	187	HARN HOMESTEAD	ADMISSION TO HARN HOMESTEAD 3 HR PGM 3.8.23	460.00
11	277	12/14/2022	36	AMAZON CAPITAL SERVICES	HONEYWELL INTRUSION 1321-1 TRANSFORMER 16.5 VAC	59.40
11	278	12/14/2022	37	SECURITY BANK CARD	WALMART - STORYBOOK ITEMS/MISC. ITEMS	140.00
11	279	12/14/2022	37	SECURITY BANK CARD	ROBINSON'S -REWORK PRE-K TOILET REPLACED HARDWARE	275.00
11	280	12/14/2022	37	SECURITY BANK CARD	LITTLE CAESAR'S PIZZA - FOOD BEFORE GAMES	70.00
11	281	12/14/2022	43	QUILL	TONER CARTRIDGES HP 80X 2PK AND HP 48A STANDARD	451.77

Non-Payroll Total:	**$133,464.09**
Payroll Total:	**$75,395.59**
Balance Forward:	**$2,971,566.19**
Report Total:	**$3,180,425.87**

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.

2.1.2023

Office of Accreditation,

Stanley Hupfeld Academy complies with the Accommodation Rule 70 O.S. § 1-125. Which states:

A. As used in this section:**1.** "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate; and**2.** "Multiple occupancy restroom or changing area" means an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.**B.** To ensure privacy and safety, each public school and public charter school that serves students in prekindergarten through twelfth grades in this state shall require every multiple occupancy restroom or changing area designated as follows:**1.** For the exclusive use of the male sex; or**2.** For the exclusive use of the female sex.**C.** Each public school or public charter school in this state shall provide a reasonable accommodation to any individual who does not wish to comply with the provisions of subsection B of this section. A reasonable accommodation shall be access to a single occupancy restroom or changing room.**D.** The provisions of this section shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering in any of the following circumstance:**1.** For custodial, maintenance, or inspection purposes; or**2.** To render emergency medical assistance.**E.1.** Each school district board of education and public charter school governing board shall adopt a policy to provide disciplinary action for individuals who refuse to comply with the provisions of this section.**2.** No school district board of education or charter school governing board shall adopt a policy contrary to the provisions of this section.**F.** Upon a finding of noncompliance with the provisions of subsections B and C of this section by the State Board of Education, the noncompliant school district or public charter school shall receive a five percent (5%) decrease in state funding for the school district or public charter school for the fiscal year following the year of noncompliance.**G.** A parent or legal guardian of a student enrolled in and physically attending a public school district or public charter school shall have a cause of action against the public school district or public charter school for noncompliance with the provisions of subsections B and C of this section.**H.** The State Board of Education shall promulgate rules to implement the provisions of this section.
Okla. Stat. tit. 70, § 1-125 Added by Laws 2022, c. 323,s. 1, eff. 5/25/2022.

The Stanley Hupfeld Accommodation Policy is attached.

Ruthie Rayner

Ruthie Rayner

Principal

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.

Restroom Accommodation Policy

Stanley Hupfeld Academy @ Western Village provides restroom and changing accommodations that ensure privacy and safety. As a public charter school that serves students in prekindergarten through fifth grades in the state of Oklahoma we require every multiple occupancy restroom or changing area designated as follows:

1. For the exclusive use of the male sex; or

2. For the exclusive use of the female sex.

Stanley Hupfeld Academy @ Western Village provides a reasonable accommodation to any individual who does not wish to comply with the provisions provided for restroom or changing. A reasonable accommodation in the form of a single occupancy restroom or changing room is located in the N.E. Hallway and identified as "Adult Restrooms" or located in the nurses office. Any individual that is wanting to access a single occupancy restroom or changing room can utilize both of these locations.

Students who do not comply with the set accommodations are subject to disciplinary action as outlined in the school policy under "out of bounds" location.

Stanley Hupfeld Academy @ Western Village 2022-2023 Advisory Board – Revised 2.1.2022

VOTING MEMBERS TRAINING COMPLETED DOCUMENTATION

NAME AND POSITION	COMPANY	Date	E-MAIL	VOTING MEMBER	DIST.	Hours of Training as of 2.1. 2022
CASSIDY, TOM Board Member Director	INTEGRIS Health Government Relations/Community Benefit	8.1.2022	tom.cassidy@integrisok.com	YES	OKC	
DIXON, SHARI Board Member	City of the Village Police Officer	6.6.2022	sharidixon@thevillageok.org	YES	OKC	7 HOURS-OPSRC
HARMON, ERIC Board Member	Branch Manager Medical Review & Appeals Branch FAA Mike Monroney Aeronautical Center	6.18.2018	P4Principles@gmail.com	YES	OKC	12 HOURS-OPSRC
HENDERSON, MILISHA Board Member	Oklahoma Department of Human Services	6.6.2022	mlasberr@yahoo.com	YES	OKC	8 HOURS-OPSRC
JACKSON, DAVID Board Member	Executive Director, Oklahoma Secondary Schools Activities Association (OSSAA)	6.1.2012	djackson@ossaa.com mwoods@ossaa.com	YES	EPS	
LEONARD, SKIP Board Member	VP, Foundation INTEGRIS Health	6.6.2022	skip.leonard@integrisok.com	YES	EPS	1 Hour- OPSRC
LYONS, KYLIE Board Member	Ph.D. Director of School Counseling Upper School Counselor Heritage Hall	6.6.2022	klyons@heritagehall.com	YES	PC	
MILLINGTON, PAM Board Chair	Retired Pastor, Missions/Outreach Crossings Community Church	8.1.2016 Board Chair On: 8.2.2021	pmillington06@gmail.com	YES	EPS	13 Hours-OPSRC
VERA, JOHN Board Member Legal Counsel	INTEGRIS Legal	6.1.2014	john.vera@integrisok.com	YES	NPS	13 Hours-OPSRC
WHALEY, SUZAN Board Member	Community Volunteer	2.7.2022	suzan.whaley@yahoo.com	YES	PC	

Stanley Hupfeld Academy Board Member Training Requirements

Within fifteen (15) months of your election, appointment or re-election to a board position you must earn:

New/Appointed	Incumbent
1 Ethics (ETH)	1 Ethics (ETH)
1 Open Meeting/Records (OMA)	1 Open Meeting/Records (OMA)
1 Finance (FIN)	1 Finance (FIN)
9 additional credits of your choice – excluding continuing education (CE) designated credits	3 additional credits of your choice – excluding continuing education (CE) designated credits

All board members must also obtain the equivalent of 3 hours per year of service in any category above, including continuing education, prior to the election filing period for the seat.

	Number of Credits Required
3 years	9 credits
4 years	12 credits
5 years	15 credit

Becky Kime

From: Ruthie Rayner
Sent: Friday, January 20, 2023 1:43 PM
To: Kara Babbit; Becky Kime
Subject: Adopt A Family Update for Board Books

The INTEGRIS Adopt-A-Family was a huge success! Kathy Lowder assisted with matches and delivery. She was a huge asset!

Total Matches
76 Families
181 children were impacted!

In addition we delivered "Dinners with Love" on December 23rd.
35 families received these dinners! Special thanks to Mrs. Bush, Mrs. Meldrum & Mrs. Rayner for delivering the meals.

R

Ruthie Rayner M.Ed., NBCT
Principal

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.

Becky Kime

From: Pam Honeysuckle <Pam.Honeysuckle@sde.ok.gov>
Sent: Thursday, January 5, 2023 9:06 AM
To: Becky Kime; Kara Babbit
Subject: Re: Stanley Hupfeld 55E003-FY22 Audit Received 1/3/22

Hi all,

I have reviewed your 2022 school audit and I am happy to say everything looked great. This will close the district audit review process for FY22.

Respectfully,

Pam Honeysuckle
Financial Specialist
Financial Accounting / OCAS / Auditing
Oklahoma State Department of Education
2500 N. Lincoln Blvd., Suite 420
Oklahoma City, OK 73105
Phone: (405) 522-3273
Pam.Honeysuckle@sde.ok.gov
sde.ok.gov

OKLAHOMA
Education

From: Kelly Freeman <Kelly.Freeman@sde.ok.gov>
Sent: Wednesday, January 4, 2023 8:02 PM
To: Becky Kime <becky.kime@wvacademy.com>; Kara Babbit <kara.babbit@integrisok.com>
Cc: Pam Honeysuckle <Pam.Honeysuckle@sde.ok.gov>
Subject: Stanley Hupfeld 55E003-FY22 Audit Received 1/3/22

This Audit has been uploaded into the Single Sign On, on the FY22 Audit tab, along with the SharePoint for review.

Stanley Hupfeld is an "A" Audit that is Clean.

Pam Honeysuckle will review this Audit and if she has any questions she will email again. She will also email when the Audit is completed and Closed.

Thank you, so much & Happy New Year!

Kelly Freeman
Financial Specialist OCAS / Auditing

Oklahoma State Department of Education (SDE)
Child Nutrition Programs (CNP)
ADMINISTRATIVE REVIEW (AR) SUMMARY

Name of School Food Authority (SFA): OKC Charter Hupfeld/W Village County District Code: 55-E003

Superintendent: Kara Babbit

Address of SFA: 1508 NW 106th City: Oklahoma City Zip Code: 73114

CN Specialist(s) Conducting Review: Kathy Kuck, Leigh Ann Rausch

An AR of your SFA's CNP operation has been completed. The SFA was found in: ☑ Compliance ☐ Noncompliance

Review Month: September 2022 Date of Review: 12/12-12/14/2022 Date Review Closed: 12/14/2022

Number of Schools in SFA: 1 Number of Schools Reviewed: 1 Number of Eating Sites Reviewed: 1

List schools reviewed for the following CNP:

National School Lunch Program (NSLP): Stanley Hupfeld Academy

School Breakfast Program (SBP): Stanley Hupfeld Academy

After-School Snack Program (ASSP): Stanley Hupfeld Academy

Special Milk Program (SMP):

Fresh Fruit and Vegetable Program (FFVP): Stanley Hupfeld Academy

Seamless Summer Food Program (SSFP):

Does the SFA operate under any special provisions: (Select any that apply)

- ☐ Provision 1
- ☐ Provision 2
- ☐ Provision 3
- ☑ Community Eligibility Provision (CEP)

This SFA had violations in the following areas:

- ☐ PS-1 Violations
- ☐ PS-2 Violations
- ☐ Resource Management Violations (indicate area of violation)
  - ☐ Maintenance of the Nonprofit ☐ Paid Lunch Equity
  - ☐ Revenue from Nonprogram Foods ☐ Indirect Costs
- ☐ General Area Violations

If applicable, mark appropriate boxes:

- ☐ Recalculation required
- ☐ Fiscal Action Workbook completed

YES	NO	REVIEW FINDINGS		
○	◉	A. Program Access and Reimbursement		
		YES	NO	
		○	◉	Certification and Benefit Issuance
		○	◉	Verification
		○	◉	Meal Counting and Claiming

Finding(s) Details:

YES	NO	REVIEW FINDINGS
○	◉	

B. Meal Patterns and Nutritional Quality

YES	NO	
○	◉	Meal Components and Quantities
○	◉	Offer versus Serve
○	◉	Dietary Specifications and Nutrient Analysis

Finding(s) Details:

YES	NO	REVIEW FINDINGS
○	◉	C. School Nutrition Environment

YES	NO	
○	◉	Food Safety
○	◉	Local School Wellness Policy
○	◉	Competitive Foods
○	◉	Other

Finding(s) Details:

○	◉	D. Civil Rights

Finding(s) Details:

Comments/Recommendations

CORRECTIVE ACTION REQUIRED TO BE COMPLETED BY(§210.18[i][2]): _____

CORRECTIVE ACTION DOCUMENTATION REQUIRED IN STATE AGENCY BY (§210.18[i][2]):

_____ **(30 days from the date the corrective action must be completed)**

An exit conference was conducted (§210.18[i][2]) discussing the AR Review findings on: 12/14/2022

with Kara Babbit, Superintendent (Name and Title of School Representative)

CNP Specialist(s): Kathy Kuck and Leigh Ann Rausch

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require state agencies to report the final results of the AR to the public in an accessible, easily understood manner in accordance with the guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) require the State Agency to post a summary of the most recent final AR results for each SFA on the State Agency's publicly available Web site no later than 30 days after the State Agency provides the final results of the AR to the SFA. The State Agency must also make a copy of the final AR report available to the public upon request.

Kara Babbit — Signature of School Representative

12/13/22 — Date

Date Review Summary Was Publicly Posted: _____

Stanley Hupfeld Academy @ Western Village
2022-2023 Advisory Board – Revised 9.23.22

NAME AND POSITION	COMPANY	ADDRESS	PHONE/FAX	BIRTH DAY	E-MAIL	VOTING MEMBER	DIST.
BABBIT, KARA Board Member Superintendent	INTEGRIS Health Community Benefit	SHA 1508 N.W. 106th Oklahoma City, OK 73114	405-596-5356		kara.babbit@integrisok.com	NO	
CASSIDY, TOM Board Member Director	INTEGRIS Health Government Relations/Community Benefit	3001 Quail Springs Parkway, Room 421 Oklahoma City, OK 73114	713-480-6014	12/9	tom.cassidy@integrisok.com	YES	OKC
DIXON, SHARI Board Member	City of the Village Police Officer	8041 Brookshire Dr. Oklahoma City, OK 73162	405-313-4843		sharidixon@thevillageok.org	YES	OKC
HARMON, ERIC Board Member	Branch Manager Medical Review & Appeals Branch FAA Mike Monroney Aeronautical Center	4600 NE 90th St OKC, OK 73131	210-268-8628 C	8/26	P4Principles@gmail.com	YES	OKC
HENDERSON, MILISHA Board Member	Oklahoma Department of Human Services	1413 NW 104th Terrace Oklahoma City, OK 73114	405-219-9257		mlasberr@yahoo.com	YES	OKC
HURD, CRYSTAL Secretary	Administrative Coordinator, Community Benefit, INTEGRIS Health	3001 Quail Springs Parkway, 4th Floor, OKC, OK 73134	405-549-0795		crystal.hurd@integrisok.com	NO	
JACKSON, DAVID Board Member	Executive Director, Oklahoma Secondary Schools Activities Association (OSSAA)	17013 Prestwick Circle Edmond, OK 73012 – HOME (EPS) 7300 N Broadway Ext. OKC, OK 73116 – WORK	405-973-5901 C 405-840-1116 W	11/20	djackson@ossaa.com mwoods@ossaa.com	YES	EPS
JENKINS, JAY Treasurer	President, Oklahoma Consulting & Accounting Services, LLC	116 W Breckenridge Avenue Bixby, OK 74008	918-366-4440		jayj.ocas@gmail.com	NO	
KIME, BECKY Minutes/Encumbrance Clerk	SHA Business Manager	Stanley Hupfeld Academy 1508 N.W. 106th Oklahoma City, OK 73114Aca	405-408-8414		becky.kime@wvacademy.com	NO	
LAWSON, KEN Board Member	Community Volunteer	2901 Brush Creek Road Oklahoma City, OK 73120	405-441-0004	8/18	lawson127@att.net	YES	OKC

LEONARD, SKIP Board Member	VP, Foundation INTEGRIS Health	3001 Quail Spring Parkway 4th Floor Oklahoma City, OK 73114	405-951-5007 Assistant, Tanja Dufrene		skip.leonard@integrisok.com	YES	EPS
LYONS, KYLIE Board Member	Ph.D. Director of School Counseling Upper School Counselor Heritage Hall	1800 NW 122nd Street Oklahoma City, OK 73120	405-227-9189 C 405-936-3166 W	11/1	klyons@heritagehall.com	YES	PC
MILLINGTON, PAM Board Chair	Retired Pastor, Missions/Outreach Crossings Community Church	1608 Tall Trees Way OKC, OK 73131	C 405-823-9468 Backup (church) 405-755-2227	8/10	pmillington06@gmail.com	YES	EPS
VERA, JOHN Board Member Legal Counsel	INTEGRIS Legal	3001 Quail Springs Parkway 2nd Floor Oklahoma City, OK 73134	405-951-4786 W	5/16	john.vera@integrisok.com	YES	NPS
WHALEY, SUZAN Board Member	Community Volunteer	3804 NW 62 Street Oklahoma City, OK 73112	405-823-8346 C	4/9	suzan.whaley@yahoo.com	YES	PC

Notices: David Hooten – Oklahoma County Clerk 320 Robert S. Kerr Ave. Room 105, OKC, OK 73102

Stanley Hupfeld Academy @Western Village

1508 NW 106th Street

Oklahoma City, OK 73114

Advisory Board Meeting Dates

2022-2023

- Monday, August 1, 2022
- Monday, October 3, 2022
- Monday, December 5, 2022
- Monday, February 7, 2023
- Monday, April 4, 2023
- Monday, June 6, 2023

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.babbit@integrisok.com

Or

Ruthie.rayner@wvacademy.com

AFFIRMATIVE ACTION PLAN
for Protected Veterans

Period: October 1, 2021, to September 30, 2022

Plan Completed by:

Ruthie Rayner
Affirmative Action Officer
Principal

Plan Reviewed:

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 EEO-1 Identification Number:

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B. Self-Identification Form
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G. Sample Purchase Order
H. Sample Application Form
I. Example of Tagline
J. Records documenting Outreach and Positive Recruitment

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 Babbit
Superintendent

11/4/22
Date

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

TO ALL STAFF

Stanley Hupfeld [illegible]

[illegible]

purpose [illegible]

This information [illegible]
discharge of duty [illegible]
shall be [illegible]
improper [illegible]
regarding [illegible]
which [illegible]
treatment.

[illegible]
[illegible]
[illegible]
which you are [illegible]
you use or [illegible]
his account [illegible]
property and [illegible]
and job elimination [illegible]

Sincerely,

Ruth Ray
Administrative [illegible]

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,
    iv. 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 cause 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 in 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, 2022

OFCCP BENCHMARK FOR PROTECTED VETERANS
5.5% AS OF MARCH 31, 2022

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	13	0.000%	-5.500%
	TOTAL	0	33	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 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL HIRES	TOTAL APPS	VET HIRES	VET APPS	% VET HIRED	NON-VET HIRES	NON-VET APPS	% NON-VET HIRED	% OF VET VS % OF NON-VET HIRED
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	3	21	0	0	0.00%	3	21	14.29%	0.00%
5	ADMIN SUPPORT WORKERS	4	11	0	0	0.00%	4	11	36.36%	0.00%
	TOTAL	**7**	**32**	**0**	**0**	**0.00%**	**7**	**32**	**21.88%**	**0.00%**

Example of Vendor Letter Exhibit F

Hupfeld
ACADEMY
AT WESTERN VILLAGE

Dear Subcontractor, Vendor, or Supplier:

This communication is being provided to you as a subcontractor, vendor, or supplier for Western Village Academy, dba Stanley Hupfeld Academy at Western Village (SHA). Stanley Hupfeld Academy @Western Village is a federal government contractor subject to the nondiscrimination and affirmative action compliance requirements of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. As part of our efforts to comply with these laws and their implementing regulations, Stanley Hupfeld Academy @Western Village has developed and implemented equal employment opportunity and affirmative action policies and programs, which are designed to ensure that all qualified applicants and employees are treated without regard to such factors as race, color, religion, sex, national origin, disability, veteran status, or any other reason prohibited by law.

The implementing regulations of these laws require federal contractors to disseminate to their subcontractors, vendors, and suppliers information about their nondiscrimination and affirmative action policies, and also to "request appropriate action" on their part to ensure full compliance throughout the subcontracting chain related to the federal contract.

Because your company is a subcontractor, vendor, or supplier of Stanley Hupfeld Academy @Western Village, I wanted to take this opportunity to inform you of our commitment to compliance with these important nondiscrimination and affirmative action requirements, and to ask for your support of and commitment to your company's compliance with them as well.

Should you have any questions concerning this notification please contact Affirmative Action Officer, Ruthie Rayner, Principal at ruthie.rayner@wvacademy.com or 405.751.1774.

"Our mission is to provide effective learning opportunities for all students"

1508 N.W. 106TH ST. • Oklahoma City, OK 73114

Application Form Exhibit G

EMPLOYMENT APPLICATION

STANLEY HUPFELD ACADEMY
AT WESTERN VILLAGE
AN EQUAL OPPORTUNITY EMPLOYER

PLEASE COMPLETE THE ENTIRE APPLICATION
PRE-EMPLOYMENT DRUG TESTING REQUIRED

PLEASE PRINT

Position(s) Applied For:
(1)
(2)

PERSONAL DATA

Each applicable field in this section must be completed.

PREFIX (Check one) ☐ Mr. ☐ Ms. ☐ Dr.	FIRST NAME	MIDDLE NAME	LAST NAME
SOCIAL SECURITY NO.	ADDRESS		APT/BOX #
CITY STAT	E	ZIP	COUNTRY
AREA CODE/HOME PHONE	OTHER PHONE NUMBER(S)		
ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? ☐ Yes ☐ No	WHO REFERRED YOU TO WESTERN VILLAGE ACADEMY?	ANY RELATIVE EMPLOYED BY W. V. ACADEMY? (NAME)	
HAVE YOU EVER WORKED HERE BEFORE? ☐ Yes ☐ No	IF YES, (mm/dd/yyyy) From	To	
IF YES, YOUR REASON FOR LEAVING		WHAT STATUS ARE YOU APPLYING FOR: ☐ Full-time ☐ Part-time ☐ Occasional ☐ Any	
HOURS AVAILABLE TO WORK		WHAT ARE YOUR DESIRED WORK DAYS? ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun	
DATE AVAILABLE TO BEGIN WORK? (mm/dd/yyyy)	APPROXIMATE DESIRED HOURS PER WEEK? ☐ 8 ☐ 12 ☐ 24 ☐ 32 ☐ 40		
WHAT IS YOUR MINIMUM SALARY ACCEPTABLE? _____ Per ☐ Hour ☐ Month ☐ Year			

EDUCATION

WHAT IS YOUR HIGHEST EDUCATION LEVEL?

☐ Less than HS graduate ☐ HS Graduate or GED ☐ Some College ☐ Technical School ☐ 2-Yr Degree ☐ Bachelor's Level
☐ Some Grad School ☐ Master's Level ☐ Doctorate (Academic) ☐ Doctorate (Professional)

ADVANCED EDUCATION (If Applicable)

Each field in these sections must be completed, or we cannot accept your education record(s).

(1) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(2) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(3) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(4) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No

EMPLOYMENT HISTORY Each field in these sections must be completed, or we cannot accept your Employment History record(s).

CURRENT/MOST RECENT EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

1ST PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

2ND PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

3RD PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
TURE OF YOUR DUTIES (50 words or less)		

4TH PREVIOUS EMPLOYMENT		
NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
A CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

EMPLOYMENT DATE GAPS Please explain any gaps in Employment Dates (20 words or less)

LICENSURE/SKILLS AND TRAINING/QUALIFICATIONS Please list your current professional or technical license, and/or certificates, if applicable.

PROFESSIONAL OR TECHNICAL REGISTRATION, LICENSE AND/OR CERTIFICATION		
(1) TYPE	SCHOOL RECEIVED FROM	NUMBER
ISSUE DATE (mm/dd/yyyy)	EXPIRATION DATE (mm/dd/yyyy)	STATE AND/OR COUNTRY
(2) TYPE	SCHOOL RECEIVED FROM	NUMBER
E DATE (mm/dd/yyyy)	EXPIRATION DATE (mm/dd/yyyy)	STATE AND/OR COUNTRY

SPECIAL SKILLS AND TRAINING/ACTIVITIES AND EXPERIENCES/ QUALIFICATIONS
List your special skills, including machines or equipment and your proficiency level (e.g. Typing 45 WPM). Also, please list any activities, experiences, achievements, and/or qualifications which are relevant to this application for employment (50 words or less)

MISCELLANEOUS INFORMATION/AFFIDAVIT Please read the information below and answer all of the questions carefully.

Have you been discharged or asked to resign within the last 5 years?
☐ Yes ☐ No If Yes, why? (10 words or less)

Have you ever been convicted or plead guilty of a felony in the last 7 years, or are you currently charged with the commission of a felony?
☐ Yes ☐ No If Yes, describe. (10 words or less)

Have you ever been excluded from participating in the Medicare/Medicaid program, or any other public trust or other provided programs?
☐ Yes ☐ No If Yes, why and when? (10 words or less)

Do you hold a current and valid Oklahoma driver's or commercial chauffeur's license?
☐ Yes ☐ No If Yes, give type, expiration date and number.

Has your license been revoked or suspended in the last 5 years?
☐ Yes ☐ No If Yes, give year and reason. (10 words or less)

AFFIDAVIT

I certify that the answers given by me to the foregoing questions and statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application or during the interview may result in rejection of my application or immediate discharge at any time during my employment. I understand that employment is contingent upon, but not limited to, receipt of satisfactory references, an employment physical, license verification, criminal history, motor vehicle driving records, and proof of identity and authorization to work in the United States.

In consideration of my employment, I agree to conform to the rules and regulations of the Stanley Hupfeld Academy at Western Village (SHA), and I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either SHA or myself. I understand that no representative of SHA has any authority to enter into any agreement for employment for any specified period, and to make any agreement contrary to the foregoing.

I understand that the use of illegal drugs is prohibited during employment. I consent to submit to a Drug Screening Test for illegal drugs, including Urine Screening Test, to determine the presence of illegal drugs.

Applicant's Signature_____ Date_____

Example of Purchase Order Exhibit H

Fiscal Year
2021-2022

Fund
11 GENERAL FUND

Accounting Purchase Order

Stanley Hupfeld Academy
STANLEY HUPFELD ACADEMY
1508 NW 106TH STREET
OKLAHOMA CITY OK 73114

PO No

PO Date

Ship To: Stanley Hupfeld Academy
STANLEY HUPFELD ACADEMY
1508 NW 106TH STREET
OKLAHOMA CITY OK 73114

Amount

Date Requested	Date Approved

Requested By

Vendor No:
To:

Encumbered By

Approved By

Description:

Description	Vendor Item No Amount	Qty Start Date	Unit Price	Extended Price Classification

PLEASE BILL AND SHIP TO:
Stanley Hupfeld Academy at Western Village
1508 N.W. 106th St.
Oklahoma City, OK 73114
(405) 751-1774 Fax (405) 752-6833

Stanley Hupfeld ACADEMY AT WESTERN VILLAGE
• Our mission is to provide effective learning opportunities for all students. •

PO# _____

PURCHASE REQUISITION

CURRENT DATE	REQUISITION NO.	REQUESTOR PHONE NO.
REQUESTOR NAME AND ROOM NUMBER	PROJECT DESCRIPTION	
REQUESTOR SIGNATURE	CHARGE TO ACCOUNT/ GRANT/OCAS CODE	

APPROVALS:
PRINCIPAL _____ DIRECTOR _____ SVP _____

SUPPLIER INFORMATION:

VENDOR NAME		VENDOR PHONE NO.	
		VENDOR FAX NO.	
VENDOR ADDRESS		VENDOR CONTACT	
CITY, STATE, ZIP			
SPECIAL INSTRUCTIONS			

PLEASE FILL IN THE FOLLOWING INFORMATION:

QTY	UNITS	VENDOR ITEM NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
				TOTAL	
				Not To Exceed	

PURCHASING DEPT. CONFIRMATION TO THE SUPPLIER

DATE CONFIRMED	TO:	BY:	PHONE	FAX	ONLINE	MAIL
DELIVERY SCHEDULED	MODE OF TRANSPORT	BUYER'S NAME				
		PHONE				
TERMS: NET 30 DAYS		FOB: DELIVERED				
SHIPPING INSTRUCTIONS						

Rev. 7/2010

Example of Tagline Exhibit I

Stanley Hupfeld Academy
At Western Village

Home | Principal's Message | [illegible]

Location

1508 NW 106th Street
Oklahoma City, OK 73114
Phone: (405) 751-1774
Fax: (405) 752-6833

School Hours:
7:25 a.m. - 8:00 a.m. - Breakfast
8:00 a.m. - School Starts
3:15 - Students Released

Director
Tobi Campbell

Principal
Ruthie Rayner

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

Welcome

Stanley Hupfeld Academy

Monday, February 21st
President's Day - No School

Please visit
https://www.cdc.gov/coronavirus/2019-ncov/index.html
more about our response to the COVID-19 global crisis

Oklahoma A+ Schools

Quick Information & Links

- February Breakfast/Lunch Menu
- COVID-19 Factsheet
- 2021-2022 SHA Calendar
- Parent/Student Handbook
- Discipline Policy
- Dress Code
- Bullying Policy
- NAEP Notice
- 2020 Census
- Parent Testing Information
- Audited Budget Report/Credit Card Statement
- School Report Card
- Parents Right-to-Know
- Federal Programs
- Performance Indicators/Goals
- OSDE Reporting Index
- Office of Inspector General Hotline
- Positive Directions Mentoring

We uphold our mission by ensuring that Stanley Hupfeld Academy @ Western Village maintains compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX, through complaint resolution, programming and outreach. SHA is in compliance with all federal, state, and local laws pertaining to affirmative action. We do not discriminate student enrollment or employment based on age, race, religion or sexual orientation.

Records documenting Outreach and Recruitment Sources Exhibit J

Hupfeld
ACADEMY
NORTHWESTERN AVENUE

Please see attached records documenting OutReach and Positive Recruitment:

- OKEPAS
- Oklahoma Public School Resource Center
- Jordan Doerfel @ OPSRC
- Sarah Julian @OPSRC

"Our mission is to provide effective learning opportunities for all students"

1508 N.W. 106TH ST. • Oklahoma City, OK 73114

Becky Kime

From: Ruthie Rayner
Sent: Wednesday, February 09, 2022 12:07 PM
To: Becky Kime
Subject: FW: Job postings in alphabetical order
Attachments: ATT00001.txt

We also use this job listing from SDE.

R

Ruthie Rayner M.Ed., NBCT
Principal

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.

From: OKEPAS [mailto:okepas-bounces@lists.onenet.net] **On Behalf Of** Nelson, Lisa via OKEPAS
Sent: Tuesday, February 18, 2020 7:27 AM
To: okepas@lists.onenet.net
Subject: [OkStudentPrep] Job postings in alphabetical order

I have listed all job postings in *alphabetical order.* School is bolded/underlined and position is bolded. I will send this on our OK Student Prep list serv every Tuesday. Please send all the information regarding job posting(s) to lnelson@osrhe.edu by Monday. If you fill a position, please email me and I will remove it.

- Alva High School
  High School Principal
  Applications can be obtained from the administrative offices at 418 Flynn Street in Alva. Applications are also available online at www.alvaschools.com or by calling (580)327-4823. Applications will be accepted until February 10, 2020

- Amber-Pocasset Public Schools
  JH/HS Science Teacher for the **2020-2021** school year. Certification in Chemistry preferred, teaching assignments will depend on the applicant's certifications. Interested individuals should contact Mr. Bobby Odam, JH/HS Principal, at bodam@amposchools.org. Please provide the following materials: Resume, Transcripts, Certifications, and References. This position will remain open until filled.
  Elem/HS Music teacher for the **2020-2021** school year. Interested individuals should contact Mrs. Angie Scott, Elementary Principal, at ascott@amposchools.org. Please provide the following materials: Resume, Transcripts, Certifications, and References. This position will remain open until filled

- Ardmore
  Middle School Counselor, please visit: https://www.ardmoreschools.org/apps/jobs/show_job.jsp?REC_ID=25998

- Bearden Public School
  seeking applications for a **P.E./Coach (1st-8th grades) for the 2020-2021** school year.
  Please send a copy of Resume/Application, References, and Transcripts to Attn. Danielle Deere, Bearden Elementary School, 372006 HWY 48, Okemah, Ok 74859 or Email ddeere@bearden.k12.ok.us: EOE, Open until filled.

- Beaver Schools
  Science Teacher open January 6, 2020. Classes to be taught.....**7th/8th Science, Bio I and II, possible Physics**
  Contact: Scott Kinsey, Supt. 580-625-3444, skinsey@beaver.k12.ok.us

- Bethel Public Schools
  accepting applications for a **Middle School/High School *Temporary* Band Director** for the remainder of the ***2019-2020*** school year. Applicants must have appropriate certification in hand. Position will remain open until filled. Interested applicants should submit BPS application, available at www.bethel.k12.ok.us, along with letter of interest, resume with references, copy of Oklahoma teaching certificate, and transcripts to Bethel Public Schools, Attn: Tod Harrison, 36000 Clear Pond Road, Shawnee, OK 74801. Email: harrisont@bethel.k12.ok.us. Fax: 405.273.5056. Phone 405.273.0385. EOE
  Middle School/High School Band Director for the *2020-2021* school year. Applicants must have appropriate certification in hand. Position will remain open until filled. Interested applicants should submit BPS application, available at www.bethel.k12.ok.us, along with letter of interest, resume with references, copy of Oklahoma teaching certificate, and transcripts to Bethel Public Schools, Attn: Tod Harrison, 36000 Clear Pond Road, Shawnee, OK 74801. Email: harrisont@bethel.k12.ok.us. Fax: 405.273.5056. Phone 405.273.0385. EOE

- Big Pasture School, Randlett, OK would like to post the following jobs for the **2020-2021** school year:
  Head Baseball Coach with other coaching duties to be determined. Flexible about Classroom teaching or Counselor certification. CDL required or can be obtained. If interested, email resume and letter of interest to: Nora Curry, Superintendent: ncurry@bigpasture.org or Trevor Smith, Athletic Director: tsmith@bigpasture.org.
  Instructional Aide for the **2020-2021** school year. Must be able to meet the federal instructional aide qualifications. Please contact Nora Curry, Superintendent at: ncurry@bigpasture.org.

- Bridge Creek Public Schools
  Middle School SPED Math - contact Thad McCormick, MS Principal at tmccormick@bridgecreek.k12.ok.us
  High School SPED Math,
  HS Chemistry/Physics,
  HS Counselor Full Time,
  HS English,
  HS Spanish - contact Joe Billington, HS Principal at jbillington@bridgecreek.k12.ok.us
  Can also access contact information on our website - www.bridgecreekbobcats.org

- Casady School
  6th grade Math; 1st grade Math; 4th grade Language Arts; Upper Division Math full-time position for 2020-21. Here is the direct link to learn more about each full-time opening: https://www.casady.org/about/careers

Catoosa Public Schools
accepting applications for **Athletic/Activities Director** (other admin responsibilities may apply). The position requires a valid teaching certificate and successful coaching experience. A master's degree and

administrative training/experience are preferred. To apply, please email cover letter, resume, transcripts, reference list, letters of reference, certification, etc. or share through Google to aodonnell@catoosa.k12.ok.us. EOE. Position open until filled. For additional information contact Alicia O'Donnell, Superintendent at aodonnell@catoosa.k12.ok.us

- Cleveland Public Schools
  OSHA certified SLP full time, lower elementary...33.75 per week contract or school employee
  Contact Becky Littrel
  Cleveland Public Schools
  beckylittrel@clevelandtigers.com
  918-358-2210 X702

- Clinton Public Schools
  now accepting applications for an **Elementary Counselor at Nance Elementary School (PreK-1st)** in Clinton, OK. Please email Mrs. Janalyn Taylor, at Janalyn.Taylor@cpsreds.org for more information. **https://www.clintonokschools.org**

- Covington-Douglas
  Certified Kindergarten or **Special Education Teacher** searching for a job, please send your resume to Darren Sharp, 400 East Maine Covington, OK 73730.

- Deer Creek-Lamont Public Schools
  has an opening for a **JH/HS Science Teacher for the 2020-2021** school year. Interested individuals should contact Mr. Brandon Barnett, JH/HS Principal, at bbarnett@dclak12.org. Please provide the following materials: Cover Letter, Resume, Transcripts, Certifications, and References. This position will remain open until filled. For more information, call 580.388.4333

- Konawa Public Schools
  seeking a **Middle level Math Instructor w/Coaching duties** for school year **2020-21.**
  Interested applicants may send resume to:
  Sean Walker
  Principal
  Konawa Middle School
  (580)925-3221 ext.237
  seanwalker@konawa.k12.ok.us

- Maysville Public School
  Elementary Special Education Resource Teacher with possibility as Director of Special Education for the 2020-2021 school year. If interested please send resume to Dr. Shelly H-Beach, shildebrand@maysville.k12.ok.us, Maysville Public School, 600 1st Street, Maysville, OK 73057

- Mid-Del Public Schools
  HS Science Teacher for the **2020-2021** school year. Certification in Biology preferred, teaching assignments will depend on the applicant's certifications. Interested individuals should contact Mrs. Kristin Goggans, HS Principal, at kgoggans@mid-del.net. Please provide the following materials: Resume, Transcripts, Certifications, and References. This position will remain open until filled.
  HS Special Education Teacher for the **2020-2021** school year for our Autism Program. Interested individuals should contact Mrs. Kristin Goggans, HS Principal, at kgoggans@mid-del.net. Please provide the following materials: Resume, Transcripts, Certifications, and References. This position will remain open until filled.

- Mooreland Schools
  Superintendent - Send Resume, Transcripts, Certifications, and References to Mooreland Schools PO Box 75 Mooreland, OK 73852
  High School office 580-994-5426; Superintendent's Office 580-994-5388

- Newcastle Public Schools
  District Athletic Director 2020-2021 - See full posting at www.newcastle.k12.ok.us under the employment tab. Questions should be directed to Darla Allen, Admin Assistant, at dallen@newcastle.k12.ok.us.
  High School College and Career Advisor 2020-2021 - See full posting at www.newcastle.k12.ok.us under the employment tab. Questions should be directed to Jennifer Beer, High School Principal, at jbeer@newcastle.k12.ok.us.

- New Lima Elementary
  Elementary Classroom Teacher for the **2020-2021** school year.
  Please contact:
  Becky Green, principal
  c/o New Lima Elementary
  116 Gross St.
  Wewoka, OK 74884
  bgreen@newlima.k12.ok.us
  405-257-3948

- Noble High School –
  Academic Counselor (2 openings) – If interested please apply online at www.nobleps.com and select the employment tab on the left. Noble High School is a 5A High School on a 4-Day School Week. For additional information please email Steve Barrett, HS Principal (sbarrett@nobleps.com)
  Elementary Speech Pathologist - If interested please apply online at www.nobleps.com and select the employment tab on the left. For additional information please email Mrs. Cynthia Davis, Director of Special Services (cdavis@nobleps.com)
  Early Childhood Counselor – If interested, please apply online at https://www.applitrack.com/nobleps/onlineapp/ For additional information, please email Mrs. Janice Busick, Principal

- Osage Hills School
  accepting applications for the **2020-2021** school year for a **Middle School Math Teacher, grades 5-8**, and an elementary certified teacher to teach
  3rd and 4th grade Math and Science OR 3rd and 4th grade Reading/Language Arts. We are a PK-8 school located in Bartlesville, OK. Email Jeannie O'Daniel at principal@osagehills.k12.ok.us for more information.

- Perkins-Tryon Public School
  High School Principal (9th-12th) for the 2020-2021 school year. Applicants must hold a valid Oklahoma State Department of Secondary Education Principal Certification. Submit letter of interest, resume, copy of teaching certificate, transcripts and three references to James Ramsey at jeramsey@p-t.k12.ok.us
  Middle School Family and Consumer Science Teacher for the 2020-21 school year. Applicants must hold a valid Oklahoma teaching certificate/highly qualified for the area. Please email resume, transcripts, teaching certificate and references to Jerry Burnett at jmburnett@p-t.k12.ok.us
  6th grade Language Arts Teacher for the 2020-21 school year. Applicants must hold a valid Oklahoma teaching certificate/highly qualified for the area. Please email resume, transcripts, teaching certificate and references to Jerry Burnett at jmburnett@p-t.k12.ok.us
  6th grade reading teacher for the 2020-21 school year. Applicants must hold a valid Oklahoma teaching certificate/highly qualified for the area. Please email resume, transcripts, teaching certificate and references to Jerry Burnett at jmburnett@p-t.k12.ok.us
  Business Technology Teacher, Career Tech Certification Preferred. Email letter of interest, resume, copy of teaching certificate, transcripts, and three references to Joe McElroy at jmcelroy@p-t.k12.ok.us

Plainview Public Schools (Ardmore, OK)
Applications available online at http://www.plainview.k12.ok.us/employment
MS/HS Social Studies - Coaching Available

Contact Tim Parham, MS Principal (580) 223-6502
Contact Randy Barker, HS Principal (580) 223-5877
Elementary Counselor
Contact Julie Altom (580) 223-6437
High School Assistant Principal
Contact Randy Barker (580) 223-5877

- Ripley Schools
  now accepting applications for a **Middle School Math Teacher (grades 6-8)** to be hired for the spring semester. Please submit all applications to pittsl@ripley.k12.ok.us.
  now taking applications for an **Elementary Principal position** for the **2020-2021** school year. Please submit all applications to pittsl@ripley.k12.ok.us.

- Sentinel Public Schools
  accepting applications for a **temporary Agricultural Education Teacher and FFA Advisor** for the remainder of the **2019-2020** school year. Contact Jason Goostree, Superintendent at (580) 393-2101 for more information. Candidates may send cover letter, resume, transcript and copy of teaching certificate to Sentinel Public Schools, Attn. Jason Goostree, P.O. Box 640, Sentinel, OK 73664, or fax information to (580) 393-4747 or e-mail information to jgoostree@sentinel.k12.ok.us
  accepting applications for an **Agricultural Education Teacher and FFA Advisor for the 2020-2021** school year. Contact Jason Goostree, Superintendent at (580) 393-2101 for more information. Candidates may send cover letter, resume, transcript and copy of teaching certificate to Sentinel Public Schools, Attn. Jason Goostree, P.O. Box 640, Sentinel, OK 73664, or fax information to (580) 393-4747 or e-mail information to jgoostree@sentinel.k12.ok.us

- SHAWNEE HIGH SCHOOL
  accepting applications for **HEAD HIGH SCHOOL FOOTBALL COACH**. The responsibilities of this position include, but are not limited to, running all aspects of a comprehensive 7-12 PROGRAM including practice and event day management, coaching, staffing, media and public relations, fiscal management of program budget, and other responsibilities assigned by the Athletic Director. TEACHING FIELD IS OPEN, a Qualified ADJUNCT COACH will be considered. Candidates should have CARE and PREVENTION CERTIFICATION, a CDL LICENSE and BUS DRIVING CERTIFICATION or be willing to obtain each of these (District will provide training and reimburse the cost of obtaining these items). Successful candidates must possess excellent organizational and communication skills, be able to maintain and direct the booster club, be able to interact effectively and appropriately with student-athletes, maintain student-athlete academic integrity, and demonstrate a commitment to Shawnee Public Schools as well as OSSAA regarding rules and regulations. Review of all applications will begin immediately and close on February 17, 2020. Applicants are asked to please submit their resume', cover letter, transcripts, and references to Todd Boyer, Director of Athletics, at tboyer@shawnee.k12.ok.us and additionally complete the application @ shawnee.k12.ok.us (Employment)

- Stanley Hupfeld Academy Charter School, Western Village
  Elementary School Teacher SHA is currently seeking a Oklahoma Certified Teacher for a position open during the 2020-2021 school year. Please submit resume to Principal, Ruthie Rayner, ruthie.rayner@wvacademy.com

- Tulsa Honor Academy Middle School
  has an opening for a **5th grade ELA** teaching position for the current school year and will be accepting applications until the role is filled. Interested individuals should apply online at https://app.hirenimble.com/jobview/1655.

- Turpin Public Schools is accepting applications for the following positions:
  Upper Elementary Teacher,
  Family and Consumer Science 8-12
  Contact: Keith Custer, Supt 580-778-3333 kcuster@turpinps.org
  Apply at turpinps.org under Admin

- **Wanette Public Schools**
  Seeking a **HS Math/Coach position**
  Contact Dr. Silvia McNeely
  smcneely@wanette.k12.ok.us

- **Webbers Falls Public School**
  Superintendent of Schools for the **2020-2021** school year. A certified application with an authorization for background check may be downloaded from the school website. Please send Letter of Application, Application including Authorization for Background Check, Resume, References, Transcripts, and Teaching Certificate to Dixie Swearingen, Superintendent, preferably via email attachments to dswearingen@webbersfalls.k12.ok.us or PO Box 300, Webbers Falls, OK 74470. For questions please call 918-464-2334 (school) or 918-284-4633 (cell) or email the above address. Webbers Falls Public School is an equal opportunity employer.
  School Counselor for the **2020-2021** school year. A certified application with an authorization for background check may be downloaded from the school website. Please send Letter of Application, Application with Authorization for Background Check, Resume, References, Transcripts, and Teaching Certificate to Dixie Swearingen, Superintendent, preferably via email attachments to dswearingen@webbersfalls.k12.ok.us or PO Box 300, Webbers Falls, OK 74470. For questions please call 918-464-2334 (school) or 918-284-4633 (cell) or email the above address. Webbers Falls Public School is an equal opportunity employer.

- **Western Heights 9th Grade Center** has the following positions open:
  Biology 1 (starting in January 2020) Please visit https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9855&clientkey=AEEA4700C80B14960BC7E9E8FF542C6A
  and/or
  https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9856&clientkey=AEEA4700C80B1496BC7E9E8FF542C6A.

- **Whitebead School in Pauls Valley**
  Elementary Special Education teacher. Please call 405-238-3021 or email lwood@whitebead.net

Have a great day!
Lisa Nelson
Director of Student Preparation
Oklahoma State Regents for Higher Education
lnelson@osrhe.edu
www.okhighered.org/student-prep
Office: 405.225.9257
Cell: 580.614.1328

"The one thing that you have that nobody else has is you. Your voice, your mind, your story, your vision. So write and draw and build and play and dance and live as only you can." ~Neil Gaiman

Becky Kime

From:	Ruthie Rayner
Sent:	Wednesday, February 09, 2022 10:04 AM
To:	Becky Kime; Kara Babbit
Subject:	Fwd: Job Opening
Attachments:	image001.png; Hupfeld Academy - Operations Assistant Job Duties.docx

To document our postings for jobs we use OPSRC

Ruthie Rayner
Principal
Stanley Hupfeld Academy @ Western Village

Begin forwarded message:

From: "Campbell, Tobi L." <Tobi.Campbell@integrisok.com>
Date: August 16, 2021 at 10:24:36 AM CDT
To: Sarah Julian <sarah.julian@opsrc.net>
Cc: Ruthie Rayner <ruthie.rayner@wvacademy.com>
Subject: Job Opening

Sarah:
Will you please post this for us?

Immediate Opening
Operations Assistant, Stanley Hupfeld Academy
Full-time
Accounting experience required. Degree or commensurate experience.
Competitive pay & benefits; flexible hours.

Resume to :
Fax (405) 951-8808, or
E-mail tobi.campbell@integrisok.com

THANK YOU!

Tobi Campbell
Director, Community Benefit & Hupfeld Academy

Mobile: 405-550-3762
integrisok.com

February 15, 2022

Dear (Agency Representative),

As a government contractor, Western Village Academy d/b/a Stanley Hupfeld Academy @Western Village (SHA), must comply with the provisions of Executive Order 11246, as amended, and other existing laws related to Equal Employment Opportunity (EEO). Part of our commitment to EEO is to take affirmative action to ensure that job seekers are recruited; job applicants are considered for employment opportunities; and employees are treated without regard to their race, color, religion, sex, national origin, or status as a qualified individual with a disability or Vietnam era or other protected veteran.

You can support and share in our commitment when you assist us with our employment needs. As we contact you for assistance in filling specific open positions, we wish your help in identifying qualified applicants for consideration. Whenever possible, please refer qualified minorities, women, persons with disabilities, Vietnam era veterans, and other protected veterans.

Although, we specifically have requested that (Name of Source) refer minority group members and women, SHA welcomes referrals of all qualified applicants regardless of their race, color, religion, sex, national origin, or status as a qualified individual with a disability or protected veteran.

Your assistance in referring all qualified candidates will help us to achieve our commitment to

Equal Employment Opportunity. Thank you in advance for your cooperation.

Sincerely,

Ruthie Rayner

Principal

EEO Officer

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e. Selection Analysis of Individuals with Disabilities
f. Sample Vendor Letter
g. Sample Purchase Order
h. Sample Application Form
i. Example of Tagline
j. Records documenting Outreach and Positive Recruitment

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 Babbit
Superintendent

11/4/22
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.

AFFIRMATIVE ACTION COMPLIANCE PLAN

for Individuals with Disabilities

Period: October 1, 2022, to September 30, 2023

Plan Completed by:

Ruthie Rayner
Affirmative Action Officer
Principal

Plan Reviewed:

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 EEO-1 Identification Number:

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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 posed 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, 2022

OFCCP BENCHMARK FOR INDIVIDUALS WITH DISABILITITIES

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	13	0.000%	-7.000%
	TOTAL	0	33	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 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL HIRES	TOTAL APPS	IWD HIRES	IWD APPS	% IWD HIRED	NON-IWD HIRES	NON-IWD APPS	% NON-IWD HIRED	% OF IWD VS % OF NON-IWD HIRED
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	3	21	0	0	0.00%	3	21	14.29%	0.00%
5	ADMIN SUPPORT WORKERS	4	11	0	0	0.00%	4	11	36.36%	0.00%
	TOTAL	**7**	**32**	**0**	**0**	**0.00%**	**7**	**32**	**21.88%**	**0.00%**

Example of Vendor Letter Exhibit F

StanleyHupfeld
ACADEMY
AT WESTERN VILLAGE

Dear Subcontractor, Vendor, or Supplier:

This communication is being provided to you as a subcontractor, vendor, or supplier for Western Village Academy, dba Stanley Hupfeld Academy at Western Village (SHA). Stanley Hupfeld Academy @Western Village is a federal government contractor subject to the nondiscrimination and affirmative action compliance requirements of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. As part of our efforts to comply with these laws and their implementing regulations, Stanley Hupfeld Academy @Western Village has developed and implemented equal employment opportunity and affirmative action policies and programs, which are designed to ensure that all qualified applicants and employees are treated without regard to such factors as race, color, religion, sex, national origin, disability, veteran status, or any other reason prohibited by law.

The implementing regulations of these laws require federal contractors to disseminate to their subcontractors, vendors, and suppliers information about their nondiscrimination and affirmative action policies, and also to "request appropriate action" on their part to ensure full compliance throughout the subcontracting chain related to the federal contract.

Because your company is a subcontractor, vendor, or supplier of Stanley Hupfeld Academy @Western Village, I wanted to take this opportunity to inform you of our commitment to compliance with these important nondiscrimination and affirmative action requirements, and to ask for your support of and commitment to your company's compliance with them as well.

Should you have any questions concerning this notification please contact Affirmative Action Officer, Ruthie Rayner, Principal at ruthie.rayner@wvacademy.com or 405.751.1774.

"Our mission is to provide effective learning opportunities for all students"

1508 N.W. 106TH ST. • Oklahoma City, OK 73114
Office (405) 751-1774 • Fax (405) 752-6833

Application Form Exhibit G

EMPLOYMENT APPLICATION

STANLEY HUPFELD ACADEMY
AT WESTERN VILLAGE
AN EQUAL OPPORTUNITY EMPLOYER

PLEASE COMPLETE THE ENTIRE APPLICATION
PRE-EMPLOYMENT DRUG TESTING REQUIRED

PLEASE PRINT

Position(s) Applied For:
(1)

(2)

PERSONAL DATA

Each applicable field in this section must be completed

PREFIX (Check one) ☐ Mr. ☐ Ms. ☐ Dr.	FIRST NAME	MIDDLE NAME	LAST NAME
SOCIAL SECURITY NO.	ADDRESS		APT/BOX #
CITY STAT	E	ZIP	COUNTRY
AREA CODE/HOME PHONE	OTHER PHONE NUMBER(S)		
ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? ☐ Yes ☐ No	WHO REFERRED YOU TO WESTERN VILLAGE ACADEMY?	ANY RELATIVE EMPLOYED BY W. V. ACADEMY? (NAME)	
HAVE YOU EVER WORKED HERE BEFORE? ☐ Yes ☐ No	IF YES, (mm/dd/yyyy) From	To	
IF YES, YOUR REASON FOR LEAVING		WHAT STATUS ARE YOU APPLYING FOR: ☐ Full-time ☐ Part-time ☐ Occasional ☐ Any	
HOURS AVAILABLE TO WORK		WHAT ARE YOUR DESIRED WORK DAYS? ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun	
DATE AVAILABLE TO BEGIN WORK? (mm/dd/yyyy)	APPROXIMATE DESIRED HOURS PER WEEK? ☐ 8 ☐ 12 ☐ 24 ☐ 32 ☐ 40		
WHAT IS YOUR MINIMUM SALARY ACCEPTABLE? _____ Per ☐ Hour ☐ Month ☐ Year			

EDUCATION

WHAT IS YOUR HIGHEST EDUCATION LEVEL?

☐ Less than HS graduate ☐ HS Graduate or GED ☐ Some College ☐ Technical School ☐ 2-Yr Degree ☐ Bachelor's Level
☐ Some Grad School ☐ Master's Level ☐ Doctorate (Academic) ☐ Doctorate (Professional)

ADVANCED EDUCATION (If Applicable)

Each field in these sections must be completed, or we cannot accept your education record(s).

(1) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(2) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(3) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(4) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No

EMPLOYMENT HISTORY Each field in these sections must be completed or we cannot accept your Employment History record(s).

CURRENT/MOST RECENT EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

1ST PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

2ND PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

3RD PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

4TH PREVIOUS EMPLOYMENT		
NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
A CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

EMPLOYMENT DATE GAPS Please explain any gaps in Employment Dates (20 words or less)

LICENSURE/SKILLS AND TRAINING/QUALIFICATIONS Please list your current professional or technical license and/or certificates, if applicable.

PROFESSIONAL OR TECHNICAL REGISTRATION, LICENSE AND/OR CERTIFICATION		
(1) TYPE	SCHOOL RECEIVED FROM	NUMBER
ISSUE DATE (mm/dd/yyyy)	EXPIRATION DATE (mm/dd/yyyy)	STATE AND/OR COUNTRY
(2) TYPE	SCHOOL RECEIVED FROM	NUMBER
E DATE (mm/dd/yyyy)	EXPIRATION DATE (mm/dd/yyyy)	STATE AND/OR COUNTRY

SPECIAL SKILLS AND TRAINING/ACTIVITIES AND EXPERIENCES/ QUALIFICATIONS
List your special skills, including machines or equipment and your proficiency level (e.g. Typing 45 WPM). Also, please list any activities, experiences, achievements, and/or qualifications which are relevant to this application for employment (50 words or less)

MISCELLANEOUS INFORMATION/AFFIDAVIT Please read the information below and answer all of the questions carefully.

Have you been discharged or asked to resign within the last 5 years?
☐ Yes ☐ No If Yes, why? (10 words or less)

Have you ever been convicted or plead guilty of a felony in the last 7 years, or are you currently charged with the commission of a felony?
☐ Yes ☐ No If Yes, describe. (10 words or less)

Have you ever been excluded from participating in the Medicare/Medicaid program, or any other public trust or other provided programs?
☐ Yes ☐ No If Yes, why and when? (10 words or less)

Do you hold a current and valid Oklahoma driver's or commercial chauffeur's license?
☐ Yes ☐ No If Yes, give type, expiration date and number.

Has your license been revoked or suspended in the last 5 years?
☐ Yes ☐ No If Yes, give year and reason. (10 words or less)

AFFIDAVIT

I certify that the answers given by me to the foregoing questions and statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application or during the interview may result in rejection of my application or immediate discharge at any time during my employment. I understand that employment is contingent upon, but not limited to, receipt of satisfactory references, an employment physical, license verification, criminal history, motor vehicle driving records, and proof of identity and authorization to work in the United States.

In consideration of my employment, I agree to conform to the rules and regulations of the Stanley Hupfeld Academy at Western Village (SHA), and I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either SHA or myself. I understand that no representative of SHA has any authority to enter into any agreement for employment for any specified period, and to make any agreement contrary to the foregoing.

I understand that the use of illegal drugs is prohibited during employment. I consent to submit to a Drug Screening Test for illegal drugs, including Urine Screening Test, to determine the presence of illegal drugs.

Applicant's Signature_____ Date_____

Example of Purchase Order Exhibit H

Fiscal Year
2021-2022

Fund
11 GENERAL FUND

Accounting Purchase Order

Stanley Hupfeld Academy
STANLEY HUPFELD ACADEMY
1508 NW 106TH STREET
OKLAHOMA CITY OK 73114

PO No

PO Date

Ship To: Stanley Hupfeld Academy
STANLEY HUPFELD ACADEMY
1508 NW 106TH STREET
OKLAHOMA CITY OK 73114

Vendor No:
To:

Amount

Date Requested	Date Approved

Requested By

Encumbered By

Approved By

Description:

Description	Vendor Item No / Amount	Qty / Start Date	Unit Price	Extended Price / Classification

PLEASE BILL AND SHIP TO:
Stanley Hupfeld Academy at Western Village
1508 N.W. 106th St.
Oklahoma City, OK 73114
(405) 751-1774 Fax (405) 752-6833

Stanley Hupfeld ACADEMY AT WESTERN VILLAGE
• Our mission is to provide effective learning opportunities for all students. •

PO# _____

PURCHASE REQUISITION

CURRENT DATE	REQUISITION NO.	REQUESTOR PHONE NO.
REQUESTOR NAME AND ROOM NUMBER	PROJECT DESCRIPTION	
REQUESTOR SIGNATURE	CHARGE TO ACCOUNT/ GRANT/OCAS CODE	

APPROVALS:
PRINCIPAL _____ DIRECTOR _____ SVP _____

SUPPLIER INFORMATION:

VENDOR NAME		VENDOR PHONE NO.	
		VENDOR FAX NO.	
VENDOR ADDRESS		VENDOR CONTACT	
CITY, STATE, ZIP			
SPECIAL INSTRUCTIONS			

PLEASE FILL IN THE FOLLOWING INFORMATION:

QTY	UNITS	VENDOR ITEM NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
				TOTAL	
				Not To Exceed	

PURCHASING DEPT. CONFIRMATION TO THE SUPPLIER

DATE CONFIRMED	TO:	BY:	PHONE	FAX	ONLINE	MAIL
DELIVERY SCHEDULED	MODE OF TRANSPORT	BUYER'S NAME				
		PHONE				
TERMS: NET 30 DAYS	FOB: DELIVERED					
SHIPPING INSTRUCTIONS						

Example of Tagline Exhibit I

Stanley Hupfeld ACADEMY AT WESTERN VILLAGE

Home | Principal's Message | Parent Resources | Advisory Council | Faculty | Teacher Pages | Staff E-Mail

LOCATION

1508 NW 106th Street
Oklahoma City, OK 73114
Phone: (405) 751-1774
Fax: (405) 752-6833

School Hours
7:15 a.m. - 8:00 a.m. - Breakfast
8:00 a.m. - School Starts
3:15 - Students Released

Director
Tobi Campbell

Principal
Ruthie Rayner

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

WELCOME

Welcome to Stanley Hupfeld Academy at Western Village, a charter school in the Oklahoma City Public School District. We are the ...

read more

COVID-19 Update

Click Here for Hupfeld Academy's Return to Learn Plan 2021-2022

PPE and Masking Policy

STANLEY HUPFELD ACADEMY @ WESTERN VILLAGE

CALENDAR & UPCOMING EVENTS

Monday, February 21st - President's Day - No School

Please visit https://www.occ.gov.co.gov/in/nCov/index.html to learn more about our response to the COVID-19 global crisis

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Not Secure | wvacademy.com

OKA+ Oklahoma A+ Schools

QUICK INFORMATION & LINKS

- February Breakfast/Lunch Menu
- COVID-19 Factsheet
- 2021-2022 SHA Calendar
- Parent/Student Handbook
- Discipline Policy
- Dress Code
- Bullying Policy
- NAEP Notice
- 2020 Census
- Parent Testing Information
- Audited Budget Report/Credit Card Statement
- School Report Card
- Parents Right-to-Know
- Federal Programs
- Performance Indicators/Goals
- OSDE Reporting Index
- Office of Inspector General Hotline
- Positive Directions Mentoring

advanced levels on the OCCT reading and reading assessments.

- To design instructional programs, assessments, and interventions that focus on reading & 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 low performing subgroups including IEP, ELL, and Economically Disadvantaged Students.)
- Increase students' scientific knowledge by 10% by providing Science, Technology, Engineering, Arts and Mathematics (STEAM) education that is aligned with the Oklahoma Academic standards.
- Increase parental participation 10% by providing consistent, positive & encouraging activities and communication for the parents and families of SHA@WV students so that student achievement is improved in all areas.
- Increase school attendance 1% and minimize tardies 10% by providing consistent, positive & encouraging activities, incentives and communication for the parents and families of SHA@WV so that student achievement is improved in all areas.

We uphold our mission by ensuring that Stanley Hupfeld Academy @ Western Village maintains compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX, through complaint resolution, recruitment and outreach. SHA is in compliance with all federal, state, and local laws pertaining to affirmative action. We do not discriminate student enrollment or employment based on age, race, religion or sexual orientation.

We uphold our mission by ensuring that Stanley Hupfeld Academy @ Western Village maintains compliance with all federal, state, and local laws pertaining to anti-discrimination, the Americans with Disabilities Act, and Title IX, through complaint resolution, programming and outreach. SHA is in compliance with all federal, state, and local laws pertaining to affirmative action. We do not discriminate student enrollment or employment based on age, race, religion or sexual orientation.

Records documenting Outreach and Recruitment Sources Exhibit J

StanleyHupfeld
ACADEMY
AT WESTERN VILLAGE

Please see attached records documenting OutReach and Positive Recruitment:

- OKEPAS
- Oklahoma Public School Resource Center
- Jordan Doerfel @ OPSRC
- Sarah Julian @OPSRC

"Our mission is to provide effective learning opportunities for all students"

1508 N.W. 106TH ST. • Oklahoma City, OK 73114
Office (405) 751-1774 • Fax (405) 752-6833

Becky Kime

From: Ruthie Rayner
Sent: Wednesday, February 09, 2022 12:07 PM
To: Becky Kime
Subject: FW: Job postings in alphabetical order
Attachments: ATT00001.txt

We also use this job listing from SDE.

R

Ruthie Rayner M.Ed., NBCT
Principal

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.

From: OKEPAS [mailto:okepas-bounces@lists.onenet.net] **On Behalf Of** Nelson, Lisa via OKEPAS
Sent: Tuesday, February 18, 2020 7:27 AM
To: okepas@lists.onenet.net
Subject: [OkStudentPrep] Job postings in alphabetical order

I have listed all job postings in *alphabetical order*. School is bolded/underlined and position is bolded. I will send this on our OK Student Prep list serv every Tuesday. Please send all the information regarding job posting(s) to lnelson@osrhe.edu by Monday. If you fill a position, please email me and I will remove it.

- Alva High School
  High School Principal
  Applications can be obtained from the administrative offices at 418 Flynn Street in Alva. Applications are also available online at www.alvaschools.com or by calling (580)327-4823. Applications will be accepted until February 10, 2020

- Amber-Pocasset Public Schools
  JH/HS Science Teacher for the **2020-2021** school year. Certification in Chemistry preferred, teaching assignments will depend on the applicant's certifications. Interested individuals should contact Mr. Bobby Odam, JH/HS Principal, at bodam@amposchools.org. Please provide the following materials: Resume, Transcripts, Certifications, and References. This position will remain open until filled.
  Elem/HS Music teacher for the **2020-2021** school year. Interested individuals should contact Mrs. Angie Scott, Elementary Principal, at ascott@amposchools.org. Please provide the following materials: Resume, Transcripts, Certifications, and References. This position will remain open until filled

- Ardmore
  Middle School Counselor, please visit: https://www.ardmoreschools.org/apps/jobs/show_job.jsp?REC_ID=25998

- Bearden Public School
  seeking applications for a **P.E./Coach (1st-8th grades) for the 2020-2021** school year.
  Please send a copy of Resume/Application, References, and Transcripts to Attn. Danielle Deere, Bearden Elementary School, 372006 HWY 48, Okemah, Ok 74859 or Email ddeere@bearden.k12.ok.us: EOE, Open until filled.

- Beaver Schools
  Science Teacher open January 6, 2020. Classes to be taught.....**7th/8th Science, Bio I and II, possible Physics**
  Contact: Scott Kinsey, Supt. 580-625-3444, skinsey@beaver.k12.ok.us

- Bethel Public Schools
  accepting applications for a **Middle School/High School *Temporary* Band Director** for the remainder of the ***2019-2020*** school year. Applicants must have appropriate certification in hand. Position will remain open until filled. Interested applicants should submit BPS application, available at www.bethel.k12.ok.us, along with letter of interest, resume with references, copy of Oklahoma teaching certificate, and transcripts to Bethel Public Schools, Attn: Tod Harrison, 36000 Clear Pond Road, Shawnee, OK 74801. Email: harrisont@bethel.k12.ok.us. Fax: 405.273.5056. Phone 405.273.0385. EOE
  Middle School/High School Band Director for the *2020-2021* school year. Applicants must have appropriate certification in hand. Position will remain open until filled. Interested applicants should submit BPS application, available at www.bethel.k12.ok.us, along with letter of interest, resume with references, copy of Oklahoma teaching certificate, and transcripts to Bethel Public Schools, Attn: Tod Harrison, 36000 Clear Pond Road, Shawnee, OK 74801. Email: harrisont@bethel.k12.ok.us. Fax: 405.273.5056. Phone 405.273.0385. EOE

- Big Pasture School, Randlett, OK would like to post the following jobs for the **2020-2021** school year:
  Head Baseball Coach with other coaching duties to be determined. Flexible about Classroom teaching or Counselor certification. CDL required or can be obtained. If interested, email resume and letter of interest to: Nora Curry, Superintendent: ncurry@bigpasture.org or Trevor Smith, Athletic Director: tsmith@bigpasture.org.
  Instructional Aide for the **2020-2021** school year. Must be able to meet the federal instructional aide qualifications. Please contact Nora Curry, Superintendent at: ncurry@bigpasture.org.

- Bridge Creek Public Schools
  Middle School SPED Math - contact Thad McCormick, MS Principal at tmccormick@bridgcreek.k12.ok.us
  High School SPED Math,
  HS Chemistry/Physics,
  HS Counselor Full Time,
  HS English,
  HS Spanish - contact Joe Billington, HS Principal at jbillington@bridgecreek.k12.ok.us
  Can also access contact information on our website - www.bridgecreekbobcats.org

- Casady School
  6th grade Math; 1st grade Math; 4th grade Language Arts; Upper Division Math full-time position for 2020-21. Here is the direct link to learn more about each full-time opening: https://www.casady.org/about/careers

Catoosa Public Schools
accepting applications for **Athletic/Activities Director** (other admin responsibilities may apply). The position requires a valid teaching certificate and successful coaching experience. A master's degree and

administrative training/experience are preferred. To apply, please email cover letter, resume, transcripts, reference list, letters of reference, certification, etc. or share through Google to aodonnell@catoosa.k12.ok.us. EOE. Position open until filled. For additional information contact Alicia O'Donnell, Superintendent at aodonnell@catoosa.k12.ok.us

- **Cleveland Public Schools**
  OSHA certified SLP full time, lower elementary...33.75 per week contract or school employee
  Contact Becky Littrel
  Cleveland Public Schools
  beckylittrel@clevelandtigers.com
  918-358-2210 X702

- **Clinton Public Schools**
  now accepting applications for an **Elementary Counselor at Nance Elementary School (PreK-1st)** in Clinton, OK. Please email Mrs. Janalyn Taylor, at Janalyn.Taylor@cpsreds.org for more information. **https://www.clintonokschools.org**

- **Covington-Douglas**
  Certified Kindergarten or **Special Education Teacher** searching for a job, please send your resume to Darren Sharp, 400 East Maine Covington, OK 73730.

- **Deer Creek-Lamont Public Schools**
  has an opening for a **JH/HS Science Teacher for the 2020-2021** school year. Interested individuals should contact Mr. Brandon Barnett, JH/HS Principal, at bbarnett@dclak12.org. Please provide the following materials: Cover Letter, Resume, Transcripts, Certifications, and References. This position will remain open until filled. For more information, call 580.388.4333

- **Konawa Public Schools**
  seeking a **Middle level Math Instructor w/Coaching duties** for school year **2020-21.**
  Interested applicants may send resume to:
  Sean Walker
  Principal
  Konawa Middle School
  (580)925-3221 ext.237
  seanwalker@konawa.k12.ok.us

- **Maysville Public School**
  Elementary Special Education Resource Teacher with possibility as Director of Special Education for the 2020-2021 school year. If interested please send resume to Dr. Shelly H-Beach, shildebrand@maysville.k12.ok.us, Maysville Public School, 600 1st Street, Maysville, OK 73057

- **Mid-Del Public Schools**
  HS Science Teacher for the **2020-2021** school year. Certification in Biology preferred, teaching assignments will depend on the applicant's certifications. Interested individuals should contact Mrs. Kristin Goggans, HS Principal, at kgoggans@mid-del.net. Please provide the following materials: Resume, Transcripts, Certifications, and References. This position will remain open until filled.
  HS Special Education Teacher for the **2020-2021** school year for our Autism Program. Interested individuals should contact Mrs. Kristin Goggans, HS Principal, at kgoggans@mid-del.net. Please provide the following materials: Resume, Transcripts, Certifications, and References. This position will remain open until filled.

- **Mooreland Schools**
  Superintendent - Send Resume, Transcripts, Certifications, and References to Mooreland Schools PO Box 75 Mooreland, OK 73852
  High School office 580-994-5426; Superintendent's Office 580-994-5388

- **Newcastle Public Schools**
  District Athletic Director 2020-2021 - See full posting at www.newcastle.k12.ok.us under the employment tab. Questions should be directed to Darla Allen, Admin Assistant, at dallen@newcastle.k12.ok.us.
  High School College and Career Advisor 2020-2021 - See full posting at www.newcastle.k12.ok.us under the employment tab. Questions should be directed to Jennifer Beer, High School Principal, at jbeer@newcastle.k12.ok.us.

- **New Lima Elementary**
  Elementary Classroom Teacher for the **2020-2021** school year.
  Please contact:
  Becky Green, principal
  c/o New Lima Elementary
  116 Gross St.
  Wewoka, OK 74884
  bgreen@newlima.k12.ok.us
  405-257-3948

- **Noble High School** –
  Academic Counselor (2 openings) – If interested please apply online at www.nobleps.com and select the employment tab on the left. Noble High School is a 5A High School on a 4-Day School Week. For additional information please email Steve Barrett, HS Principal (sbarrett@nobleps.com)
  Elementary Speech Pathologist - If interested please apply online at www.nobleps.com and select the employment tab on the left. For additional information please email Mrs. Cynthia Davis, Director of Special Services (cdavis@nobleps.com)
  Early Childhood Counselor – If interested, please apply online at https://www.applitrack.com/nobleps/onlineapp/ For additional information, please email Mrs. Janice Busick, Principal

- **Osage Hills School**
  accepting applications for the **2020-2021** school year for a **Middle School Math Teacher, grades 5-8**, and an elementary certified teacher to teach
  3rd and 4th grade Math and Science OR 3rd and 4th grade Reading/Language Arts. We are a PK-8 school located in Bartlesville, OK. Email Jeannie O'Daniel at principal@osagehills.k12.ok.us for more information.

- **Perkins-Tryon Public School**
  High School Principal (9th-12th) for the 2020-2021 school year. Applicants must hold a valid Oklahoma State Department of Secondary Education Principal Certification. Submit letter of interest, resume, copy of teaching certificate, transcripts and three references to James Ramsey at jeramsey@p-t.k12.ok.us
  Middle School Family and Consumer Science Teacher for the 2020-21 school year. Applicants must hold a valid Oklahoma teaching certificate/highly qualified for the area. Please email resume, transcripts, teaching certificate and references to Jerry Burnett at jmburnett@p-t.k12.ok.us
  6th grade Language Arts Teacher for the 2020-21 school year. Applicants must hold a valid Oklahoma teaching certificate/highly qualified for the area. Please email resume, transcripts, teaching certificate and references to Jerry Burnett at jmburnett@p-t.k12.ok.us
  6th grade reading teacher for the 2020-21 school year. Applicants must hold a valid Oklahoma teaching certificate/highly qualified for the area. Please email resume, transcripts, teaching certificate and references to Jerry Burnett at jmburnett@p-t.k12.ok.us
  Business Technology Teacher, Career Tech Certification Preferred. Email letter of interest, resume, copy of teaching certificate, transcripts, and three references to Joe McElroy at jmcelroy@p-t.k12.ok.us

Plainview Public Schools (Ardmore, OK)
Applications available online at http://www.plainview.k12.ok.us/employment
MS/HS Social Studies - Coaching Available

Contact Tim Parham, MS Principal (580) 223-6502
Contact Randy Barker, HS Principal (580) 223-5877
Elementary Counselor
Contact Julie Altom (580) 223-6437
High School Assistant Principal
Contact Randy Barker (580) 223-5877

- Ripley Schools
  now accepting applications for a **Middle School Math Teacher (grades 6-8)** to be hired for the spring semester. Please submit all applications to pittsl@ripley.k12.ok.us.
  now taking applications for an **Elementary Principal position** for the **2020-2021** school year. Please submit all applications to pittsl@ripley.k12.ok.us.

- Sentinel Public Schools
  accepting applications for a **temporary Agricultural Education Teacher and FFA Advisor** for the remainder of the **2019-2020** school year. Contact Jason Goostree, Superintendent at (580) 393-2101 for more information. Candidates may send cover letter, resume, transcript and copy of teaching certificate to Sentinel Public Schools, Attn. Jason Goostree, P.O. Box 640, Sentinel, OK 73664, or fax information to (580) 393-4747 or e-mail information to jgoostree@sentinel.k12.ok.us
  accepting applications for an **Agricultural Education Teacher and FFA Advisor for the 2020-2021** school year. Contact Jason Goostree, Superintendent at (580) 393-2101 for more information. Candidates may send cover letter, resume, transcript and copy of teaching certificate to Sentinel Public Schools, Attn. Jason Goostree, P.O. Box 640, Sentinel, OK 73664, or fax information to (580) 393-4747 or e-mail information to jgoostree@sentinel.k12.ok.us

- SHAWNEE HIGH SCHOOL
  accepting applications for **HEAD HIGH SCHOOL FOOTBALL COACH**. The responsibilities of this position include, but are not limited to, running all aspects of a comprehensive 7-12 PROGRAM including practice and event day management, coaching, staffing, media and public relations, fiscal management of program budget, and other responsibilities assigned by the Athletic Director. TEACHING FIELD IS OPEN, a Qualified ADJUNCT COACH will be considered. Candidates should have CARE and PREVENTION CERTIFICATION, a CDL LICENSE and BUS DRIVING CERTIFICATION or be willing to obtain each of these (District will provide training and reimburse the cost of obtaining these items). Successful candidates must possess excellent organizational and communication skills, be able to maintain and direct the booster club, be able to interact effectively and appropriately with student-athletes, maintain student-athlete academic integrity, and demonstrate a commitment to Shawnee Public Schools as well as OSSAA regarding rules and regulations. Review of all applications will begin immediately and close on February 17, 2020. Applicants are asked to please submit their resume', cover letter, transcripts, and references to Todd Boyer, Director of Athletics, at tboyer@shawnee.k12.ok.us and additionally complete the application @ shawnee.k12.ok.us (Employment)

- Stanley Hupfeld Academy Charter School, Western Village
  Elementary School Teacher SHA is currently seeking a Oklahoma Certified Teacher for a position open during the 2020-2021 school year. Please submit resume to Principal, Ruthie Rayner, ruthie.rayner@wvacademy.com

- Tulsa Honor Academy Middle School
  has an opening for a **5th grade ELA** teaching position for the current school year and will be accepting applications until the role is filled. Interested individuals should apply online at https://app.hirenimble.com/jobview/1655.

- Turpin Public Schools is accepting applications for the following positions:
  Upper Elementary Teacher,
  Family and Consumer Science 8-12
  Contact: Keith Custer, Supt 580-778-3333 kcuster@turpinps.org
  Apply at turpinps.org under Admin

- **Wanette Public Schools**
  Seeking a **HS Math/Coach position**
  Contact Dr. Silvia McNeely
  smcneely@wanette.k12.ok.us

- **Webbers Falls Public School**
  Superintendent of Schools for the **2020-2021** school year. A certified application with an authorization for background check may be downloaded from the school website. Please send Letter of Application, Application including Authorization for Background Check, Resume, References, Transcripts, and Teaching Certificate to Dixie Swearingen, Superintendent, preferably via email attachments to dswearingen@webbersfalls.k12.ok.us or PO Box 300, Webbers Falls, OK 74470. For questions please call 918-464-2334 (school) or 918-284-4633 (cell) or email the above address. Webbers Falls Public School is an equal opportunity employer.
  School Counselor for the **2020-2021** school year. A certified application with an authorization for background check may be downloaded from the school website. Please send Letter of Application, Application with Authorization for Background Check, Resume, References, Transcripts, and Teaching Certificate to Dixie Swearingen, Superintendent, preferably via email attachments to dswearingen@webbersfalls.k12.ok.us or PO Box 300, Webbers Falls, OK 74470. For questions please call 918-464-2334 (school) or 918-284-4633 (cell) or email the above address. Webbers Falls Public School is an equal opportunity employer.

- **Western Heights 9th Grade Center** has the following positions open:
  Biology 1 (starting in January 2020) Please visit https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9855&clientkey=AEEA4700C80B14960BC7E9E8FF542C6A
  and/or
  https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9856&clientkey=AEEA4700C80B1496BC7E9E8FF542C6A.

- **Whitebead School in Pauls Valley**
  Elementary Special Education teacher. Please call 405-238-3021 or email lwood@whitebead.net

Have a great day!
Lisa Nelson
Director of Student Preparation
Oklahoma State Regents for Higher Education
lnelson@osrhe.edu
www.okhighered.org/student-prep
Office: 405.225.9257
Cell: 580.614.1328

"The one thing that you have that nobody else has is you. Your voice, your mind, your story, your vision. So write and draw and build and play and dance and live as only you can." ~Neil Gaiman

Becky Kime

From:	Ruthie Rayner
Sent:	Wednesday, February 09, 2022 10:04 AM
To:	Becky Kime; Kara Babbit
Subject:	Fwd: Job Opening
Attachments:	image001.png; Hupfeld Academy - Operations Assistant Job Duties.docx

To document our postings for jobs we use OPSRC

Ruthie Rayner
Principal
Stanley Hupfeld Academy @ Western Village

Begin forwarded message:

From: "Campbell, Tobi L." <Tobi.Campbell@integrisok.com>
Date: August 16, 2021 at 10:24:36 AM CDT
To: Sarah Julian <sarah.julian@opsrc.net>
Cc: Ruthie Rayner <ruthie.rayner@wvacademy.com>
Subject: Job Opening

Sarah:
Will you please post this for us?

Immediate Opening
Operations Assistant, Stanley Hupfeld Academy
Full-time
Accounting experience required. Degree or commensurate experience.
Competitive pay & benefits; flexible hours.

Resume to :
Fax (405) 951-8808, or
E-mail tobi.campbell@integrisok.com

THANK YOU!

Tobi Campbell
Director, Community Benefit & Hupfeld Academy

Mobile: 405-550-3762
integrisok.com

February 15, 2022

Dear (Agency Representative),

As a government contractor, Western Village Academy d/b/a Stanley Hupfeld Academy @Western Village (SHA), must comply with the provisions of Executive Order 11246, as amended, and other existing laws related to Equal Employment Opportunity (EEO). Part of our commitment to EEO is to take affirmative action to ensure that job seekers are recruited; job applicants are considered for employment opportunities; and employees are treated without regard to their race, color, religion, sex, national origin, or status as a qualified individual with a disability or Vietnam era or other protected veteran.

You can support and share in our commitment when you assist us with our employment needs. As we contact you for assistance in filling specific open positions, we wish your help in identifying qualified applicants for consideration. Whenever possible, please refer qualified minorities, women, persons with disabilities, Vietnam era veterans, and other protected veterans.

Although, we specifically have requested that (Name of Source) refer minority group members and women, SHA welcomes referrals of all qualified applicants regardless of their race, color, religion, sex, national origin, or status as a qualified individual with a disability or protected veteran.

Your assistance in referring all qualified candidates will help us to achieve our commitment to

Equal Employment Opportunity. Thank you in advance for your cooperation.

Sincerely,

Ruthie Rayner

Principal

EEO Officer

AFFIRMATIVE ACTION PLAN
for Minorities and Females

Period: October 1, 2022, to September 30, 2023

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.

TABLE OF CONTENTS

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 Babbit
Superintendent

11/4/22
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, 2021

DEPARTMENT	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	MALE							FEMALE							TOTAL MIN
				WH	BL	AS	NH	AI	HIS	TWO	WH	BL	AS	NH	AI	HIS	TWO	
ADMINISTRATION	1	0	1								1							0
FACULTY	18	1	17		1						12	4				1		6
FACULTY SUPPORT SERVICES	10	3	7	1	2						2	4				1		7
OFFICE CLERICAL	2	0	2								2							0
TOTAL	**31**	**4**	**27**	**1**	**3**	**0**	**0**	**0**	**0**	**0**	**17**	**8**	**0**	**0**	**0**	**2**	**0**	**13**

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

WORKFORCE ANALYSIS
DEPARTMENT: ADMINISTRATION
REPORTS TO: TOBI CAMPBELL
AS OF: SEPTEMBER 30, 2022

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	
1	PRINCIPAL	8	1	0	1								1							0
	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

WORKFORCE ANALYSIS
DEPARTMENT: FACULTY
REPORTS TO: RUTHIE RAYNER
AS OF: SEPTEMBER 30, 2022

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.
2	ART SPECIALIST/ TEACHER	5	1	0	1								1							0
2	COUNSELOR	6	1	0	1								1							0
2	PE/ HEALTH TEACHER	5	1	1	0		1													1
2	TEACHER - KDG	5	1	0	1									1						1
2	TEACHER - 1ST GRADE	5	2	0	2								1					1		1
2	TEACHER - 1ST GRADE	7	1	0	1								1							0
2	TEACHER - 2ND GRADE	5	1	0	1								1							0
2	TEACHER - 2ND GRADE	6	1	0	1								1							0
2	TEACHER - 3RD GRADE	5	2	0	2								1	1						1
2	TEACHER - 4TH GRADE	5	2	0	2								2							0
2	TEACHER - 5TH GRADE	5	1	0	1									1						1
2	TEACHER - KDG	5	1	0	1								1							0
2	TEACHER - PRE-KINDERGARTEN	5	1	0	1								1							0
2	TEACHER - PRE-KINDERGARTEN	6	1	0	1								1							0
2	TEACHER - SPECIAL EDUCATION	7	1	0	1									1						1
	TOTAL		18	1	17	0	1	0	0	0	0	0	12	4	0	0	0	1	0	6

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

WORKFORCE ANALYSIS
DEPARTMENT: FACULTY SUPPORT SERVICES
REPORTS TO: RUTHIE RAYNER
AS OF: SEPTEMBER 30, 2022

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.
5	PARA-PROFESSIONAL (Part Time)	PT	1	0	1								1							0
5	FULL TIME PARA-PROFESSIONAL	2	5	2	3		2							2				1		5
5	FULL TIME PARA-PROFESSIONAL	4	1	0	1									1						1
5	LIBRARY MANAGER	5	1	0	1								1							0
2	MUSIC SPECIALIST	5	1	0	1									1						1
5	TECHNOLOGY COORDINATOR	5	1	1	0	1														0
	TOTAL		10	3	7	1	2	0	0	0	0	0	2	4	0	0	0	1	0	7

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

WORKFORCE ANALYSIS
DEPARTMENT: OFFICE CLERICAL
REPORTS TO: RUTHIE RAYNER
AS OF: SEPTEMBER 30, 2022

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	BUSINESS MANAGER	5	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	0

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

WORKFORCE ANALYSIS
DEPARTMENT: ON-CALL CLERICAL SUPPORT
REPORTS TO: RUTHIE RAYNER
AS OF: SEPTEMBER 30, 2022

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	CLERICAL/ OFFICE ASSIST	PT	1	0	1								1							0
	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

WORKFORCE ANALYSIS
DEPARTMENT: ON-CALL SUB-STITUTES
REPORTS TO: RUTHIE RAYNER
AS OF: SEPTEMBER 30, 2022

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	NON CERTIFIED ON-CALL SUBSTITUTE TEACHER	PT	1	0	1									1						1
	TOTAL		1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1

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, 2022

JOB GRP	JOB GROUP	TOTAL EMPS	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	INDIVIDUALS WITH DISABILTIES (IWD)	ALL PROTECTED VETERANS (VET)
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		
	TOTAL	**33**	**4**	**29**	**1**	**3**	**0**	**0**	**0**	**0**	**0**	**18**	**9**	**0**	**0**	**0**	**2**	**0**	**14**	**0**	**0**

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

JOB GROUP ANALYSIS
JOB GROUP: OFFICIALS & MANAGERS
AS OF: SEPTEMBER 30, 2022

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	DEPT
1	PRINCIPAL	8	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: PROFESSIONAL
AS OF: SEPTEMBER 30, 2022

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	DEPT
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						1	FACULTY SUPPORT SERVICES
2	PE/ HEALTH TEACHER	5	1	1	0		1													1	FACULTY
2	TEACHER - KDG	5	1	0	1									1						1	FACULTY
2	TEACHER - 1ST GRADE	5	2	0	2								1					1		1	FACULTY
2	TEACHER - 1ST GRADE	7	1	0	1								1							0	FACULTY
2	TEACHER - 2ND GRADE	5	1	0	1								1							0	FACULTY
2	TEACHER - 2ND GRADE	6	1	0	1								1							0	FACULTY
2	TEACHER - 3RD GRADE	5	2	0	2								1	1						1	FACULTY
2	TEACHER - 4TH GRADE	5	2	0	2								2							0	FACULTY
2	TEACHER - 5TH GRADE	5	1	0	1									1						1	FACULTY
2	TEACHER - KDG	5	1	0	1								1							0	FACULTY
2	TEACHER - PRE-KINDERGARTEN	5	1	0	1								1							0	FACULTY
2	TEACHER - PRE-KINDERGARTEN	6	1	0	1								1							0	FACULTY
2	TEACHER - SPECIAL EDUCATION	7	1	0	1									1						1	FACULTY
	TOTAL		19	1	18	0	1	0	0	0	0	0	12	5	0	0	0	1	0	7	

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

JOB GROUP ANALYSIS
JOB GROUP: ADMIN SUPPORT WORKERS
AS OF: SEPTEMBER 30, 2022

JOB GRP	JOB TITLE	WAGE CODE	TOTAL STAFF	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	DEPT
5	ADMINISTRATIVE ASSISTANT	6	1	0	1								1							0	OFFICE CLERICAL
5	BUSINESS MANAGER	5	1	0	1								1							0	OFFICE CLERICAL
5	CLERICAL/ OFFICE ASSIST	PT	1	0	1								1							0	ON-CALL CLERICAL SUPPORT
5	FULL TIME PARA-PROFESSIONAL	2	5	2	3		2							2				1		5	FACULTY SUPPORT SERVICES
5	FULL TIME PARA-PROFESSIONAL	4	1	0	1									1						1	FACULTY SUPPORT SERVICES
5	LIBRARY MANAGER	5	1	0	1								1							0	FACULTY SUPPORT SERVICES
5	NON CERTIFIED ON-CALL SUBSTITUTE TEACHER	PT	1	0	1									1						1	ON-CALL SUB-STITUTES
5	PARA-PROFESSIONAL (Part Time)	PT	1	0	1								1							0	FACULTY SUPPORT SERVICES
5	TECHNOLOGY COORDINATOR	5	1	1	0	1														0	FACULTY SUPPORT SERVICES
	TOTAL		13	3	10	1	2	0	0	0	0	0	5	4	0	0	0	1	0	7	

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, 2022

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%	7	36.84%
5	ADMIN SUPPORT WORKERS	13	10	76.92%	7	53.85%
	TOTAL	**33**	**29**	**87.88%**	**14**	**42.42%**

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: 10-1-22/9-30-23

FEMALE

	Availability	Weight	Factor	RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
I. Requisite Skills in Reasonable Recruitment Area.						
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	65.700	95.00	62.42
II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.				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: 10-1-22/9-30-23

MINORITY

	Availability	Weight	Factor	RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
I. Requisite Skills in Reasonable Recruitment Area.						
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	18.700	95.00	17.77
II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.				35.000	5.00	1.75
AVAILABILITY				0.195	100.00%	19.52%
Actual Current Utilization				0.000		0.00%
Underutilization (Yes or No)						YES

Projected Job Group Hires/Promotions: 0

Numeric Goal — Underutilization is less than One Whole Person

Annual Goal 19.52%

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

JOB TITLES
JOB GROUP: OFFICIALS & MANAGERS
AS OF: SEPTEMBER 30, 2022

JOB GRP	JOB TITLE	WAGE CODE	DEPT
1	PRINCIPAL	8	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: 10-1-22/9-30-23

FEMALE

	Availability	Weight	Factor	RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
I. Requisite Skills in Reasonable Recruitment Area.						
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	81.121	100.00	81.12
II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.				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: 10-1-22/9-30-23

MINORITY

	Availability	Weight	Factor	RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
I. Requisite Skills in Reasonable Recruitment Area.						
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	24.163	100.00	24.16
II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.				36.842	0.00	0.00
AVAILABILITY				4.591	100.00%	**24.16%**
Actual Current Utilization				7.000		36.84%
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: PROFESSIONAL
AS OF: SEPTEMBER 30, 2022

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	TEACHER - KDG	5	FACULTY
2	TEACHER - 1ST GRADE	5	FACULTY
2	TEACHER - 1ST GRADE	7	FACULTY
2	TEACHER - 2ND GRADE	5	FACULTY
2	TEACHER - 2ND GRADE	6	FACULTY
2	TEACHER - 3RD GRADE	5	FACULTY
2	TEACHER - 4TH GRADE	5	FACULTY
2	TEACHER - 5TH GRADE	5	FACULTY
2	TEACHER - KDG	5	FACULTY
2	TEACHER - PRE-KINDERGARTEN	5	FACULTY
2	TEACHER - PRE-KINDERGARTEN	6	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: 13

JOB GROUP: ADMIN SUPP WRKS (5)
JOB TITLES: See Attached
TIME PERIOD COVERED: 10-1-22/9-30-23

FEMALE

	Availability	Weight	Factor	RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
I. Requisite Skills in Reasonable Recruitment Area.						
Local Area	76.885	100	76.885			
Statewide	0.000	0	0.000			
National	0.000	0	0.000			
Schools	0.000	0	0.000			
		100	76.885	76.885	100.00	76.88
II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.				76.923	0.00	0.00
AVAILABILITY				9.995	100.00%	**76.88%**
Actual Current Utilization				10.000		76.92%
Underutilization (Yes or No)						NO

Projected Job Group Hires/Promotions: 2

Numeric Goal
Annual Goal

IN-DEPTH AVAILABILITY ANALYSIS
TWO FACTOR ANALYSIS

COMPANY: SHA AT WESTERN VILLAGE
EEO-1 CATEGORY: Admin Support Workers
NO. IN JOB GROUP: 13

JOB GROUP: ADMIN SUPP WRKS (5)
JOB TITLES: See Attached
TIME PERIOD COVERED: 10-1-22/9-30-23

MINORITY

	Availability	Weight	Factor	RAW STATISTICS	VALUE WEIGHT	WEIGHTED FACTOR
I. Requisite Skills in Reasonable Recruitment Area.						
Local Area	29.362	100	29.362			
Statewide	0.000	0	0.000			
National	0.000	0	0.000			
Schools	0.000	0	0.000			
		100	29.362	29.362	100.00	29.36
II. Promotable, Transferable, and Trainable within Contractor's Organization during the AAP year.				53.846	0.00	0.00
AVAILABILITY				3.817	100.00%	**29.36%**
Actual Current Utilization				7.000		53.85%
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, 2022

JOB GRP	JOB TITLE	WAGE CODE	DEPT
5	ADMINISTRATIVE ASSISTANT	6	OFFICE CLERICAL
5	BUSINESS MANAGER	5	OFFICE CLERICAL
5	CLERICAL/ OFFICE ASSIST	PT	ON-CALL CLERICAL SUPPORT
5	FULL TIME PARA-PROFESSIONAL	2	FACULTY SUPPORT SERVICES
5	FULL TIME PARA-PROFESSIONAL	4	FACULTY SUPPORT SERVICES
5	LIBRARY MANAGER	5	FACULTY SUPPORT SERVICES
5	NON CERTIFIED ON-CALL SUBSTITUTE TEACHER	PT	ON-CALL SUB-STITUTES
5	PARA-PROFESSIONAL (Part Time)	PT	FACULTY SUPPORT SERVICES
5	TECHNOLOGY COORDINATOR	5	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 10-1-22/9-30-23

EEO1 CODE	CURRENT WORKFORCE																AVAILABILITY					
	TOTAL EMP			MINORITIES													MINORITIES			FEMALES		
				MALE						FEMALE												
	TOTAL MALE	TOTAL FEM	TOTAL EMPS	BL.	AS	NH	AI	HIS	TWO	BL.	AS	NH	AI	HIS	TWO	TOTAL MIN.	% IN JOB GRP	% AVAIL-ABILITY	UNDER UTIL.	% IN JOB GRP	% AVAIL-ABILITY	UNDER UTIL.
1.1	0	1	1													0	0.00%	19.52%	YES	100.00%	67.17%	NO
1.2	1	18	19	1						5				1		7	36.84%	24.16%	NO	94.74%	81.12%	NO
5	3	10	13	2						4				1		7	53.85%	29.36%	NO	76.92%	76.88%	NO

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 10-1-22/9-30-23

		PERCENTAGE GOALS							
		MINORITY				FEMALE			
AAP JOB GRP	PROJ OPEN	GOAL & AVAIL	ACTUAL UTIL	ANNUAL GOAL		GOAL & AVAIL	ACTUAL UTIL	ANNUAL GOAL	
1.1	0	19.52%		19.52%	*	-		-	*
1.2	5	-			*	-		-	*
5	2	-			*	-		-	*

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 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL APPS	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	INDIVIDUALS WITH DISABILTIES (IWD)	ALL PROTECTED VETERANS (VET)
1	OFFICIALS & MANAGERS	0	0	0															0		
2	PROFESSIONAL	21	4	17	2	1	1					12	5						7		
5	ADMIN SUPPORT WORKERS	11	3	8		3						3	4				1		8		
	TOTAL	**32**	**7**	**25**	**2**	**4**	**1**	**0**	**0**	**0**	**0**	**15**	**9**	**0**	**0**	**0**	**1**	**0**	**15**	**0**	**0**

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

NEW HIRE SUMMARY
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL HIRES	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	INDIVIDUALS WITH DISABILTIES (IWD)	ALL PROTECTED VETERANS (VET)
1	OFFICIALS & MANAGERS	0	0	0															0		
2	PROFESSIONAL	3	1	2		1						1	1						2		
5	ADMIN SUPPORT WORKERS	4	1	3		1						1	1				1		3		
	TOTAL	**7**	**2**	**5**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**2**	**2**	**0**	**0**	**0**	**1**	**0**	**5**	**0**	**0**

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

SELECTION ANALYSIS
FEMALES VS. MALES
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL HIRES	TOTAL APPS	FEM HIRES	FEM APPS	% FEM HIRED	MALE HIRES	MALE APPS	% MALE HIRED	% OF FEM. VS. % OF MALE HIRED
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	3	21	2	17	11.76%	1	4	25.00%	47.06%
5	ADMIN SUPPORT WORKERS	4	11	3	8	37.50%	1	3	33.33%	112.50%
	TOTAL	**7**	**32**	**5**	**25**	**20.00%**	**2**	**7**	**28.57%**	**70.00%**

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

SELECTION ANALYSIS
MINORITIES VS. NON-MINORITIES
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL HIRES	TOTAL APPS	MIN HIRES	MIN APPS	% MIN HIRED	NON-MIN HIRES	NON-MIN APPS	% NON-MIN HIRED	% OF MIN VS % OF NON-MIN HIRED
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	3	21	2	7	28.57%	1	14	7.14%	400.00%
5	ADMIN SUPPORT WORKERS	4	11	3	8	37.50%	1	3	33.33%	112.50%
	TOTAL	**7**	**32**	**5**	**15**	**33.33%**	**2**	**17**	**11.76%**	**283.33%**

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

SELECTION ANALYSIS
BLACK VS. NON-BLACK
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL HIRES	TOTAL APPS	BLACK HIRES	BLACK APPS	% BLACK HIRED	NON-BLK HIRES	NON-BLK APPS	% NON-BLK HIRED	% OF BLK VS % OF NON-BLK HIRED
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	3	21	2	6	33.33%	1	15	6.67%	500.00%
5	ADMIN SUPPORT WORKERS	4	11	2	7	28.57%	2	4	50.00%	57.14%
	TOTAL	**7**	**32**	**4**	**13**	**30.77%**	**3**	**19**	**15.79%**	**194.87%**

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

SELECTION ANALYSIS
AMERICAN INDIAN VS. NON-AMERICAN INDIAN
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL HIRES	TOTAL APPS	AM IND HIRES	AM IND APPS	% AM IND HIRED	NON-AI HIRES	NON-AI APPS	% NON-AI HIRED	% OF AM IND VS % OF NON-AI HIRED
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	3	21	0	0	0.00%	3	21	14.29%	0.00%
5	ADMIN SUPPORT WORKERS	4	11	0	0	0.00%	4	11	36.36%	0.00%
	TOTAL	**7**	**32**	**0**	**0**	**0.00%**	**7**	**32**	**21.88%**	**0.00%**

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

SELECTION ANALYSIS
HISPANIC VS. NON-HISPANIC
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL HIRES	TOTAL APPS	HISP HIRES	HISP APPS	% HISP HIRED	NON-HIS HIRES	NON-HIS APPS	% NON-HIS HIRED	% OF HISP VS % OF NON-HIS HIRED
1	OFFICIALS & MANAGERS	0	0	0	0	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	3	21	0	0	0.00%	3	21	14.29%	0.00%
5	ADMIN SUPPORT WORKERS	4	11	1	1	100.00%	3	10	30.00%	333.33%
	TOTAL	**7**	**32**	**1**	**1**	**100.00%**	**6**	**31**	**19.35%**	**516.67%**

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

PROMOTION SUMMARY
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL PROMS	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	INDIVIDUALS WITH DISABILTIES (IWD)	ALL PROTECTED VETERANS (VET)
1	OFFICIALS & MANAGERS	0	0	0															0		
2	PROFESSIONAL	1	0	1									1						1		
5	ADMIN SUPPORT WORKERS	0	0	0															0		
	TOTAL	**1**	**0**	**1**	**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 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL PROMS	TOTAL EMPS	FEM PROMS	FEM EMPS	% OF FEM PROMS	MALE PROMS	MALE EMP	% MALE PROMS	% OF FEM. VS. % OF MALE PROMS
1	OFFICIALS & MANAGERS	0	1	0	1	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	1	24	1	23	4.35%	0	1	0.00%	Insufficient Data
5	ADMIN SUPPORT WORKERS	0	13	0	10	0.00%	0	3	0.00%	Insufficient Data
	TOTAL	**1**	**38**	**1**	**34**	**2.94%**	**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 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL PROMS	TOTAL EMPS	MIN. PROMS	MIN. EMPS	% OF MIN. PROMS	NON-MIN PROMS	NON-MIN EMPS	% NON-MIN PROMS	% OF MIN VS. % OF NON-MIN PROMS
1	OFFICIALS & MANAGERS	0	1	0	0	0.00%	0	1	0.00%	Insufficient Data
2	PROFESSIONAL	1	24	1	8	12.50%	0	16	0.00%	Insufficient Data
5	ADMIN SUPPORT WORKERS	0	13	0	7	0.00%	0	6	0.00%	Insufficient Data
	TOTAL	**1**	**38**	**1**	**15**	**6.67%**	**0**	**23**	**0.00%**	**Insufficient Data**

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

TERMINATION SUMMARY
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL TERMS	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	INDIVIDUALS WITH DISABILTIES (IWD)	ALL PROTECTED VETERANS (VET)
1	OFFICIALS & MANAGERS	0	0	0															0		
2	PROFESSIONAL	5	0	5								5							0		
5	ADMIN SUPPORT WORKERS	2	1	1		1						1							1		
	TOTAL	**7**	**1**	**6**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**

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

TERMINATION ANALYSIS
FEMALES VS. MALES
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL TERMS	TOTAL EMPS	FEM TERMS	FEM EMPS	% OF FEM TERMS	MALE TERMS	MALE EMPS	% MALE TERMS	% OF FEM. VS. % OF MALE TERMED
1	OFFICIALS & MANAGERS	0	1	0	1	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	5	24	5	23	21.74%	0	1	0.00%	Insufficient Data
5	ADMIN SUPPORT WORKERS	2	13	1	10	10.00%	1	3	33.33%	30.00%
	TOTAL	**7**	**38**	**6**	**34**	**17.65%**	**1**	**4**	**25.00%**	**70.59%**

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

TERMINATION ANALYSIS
MINORITIES VS. NON-MINORITIES
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL TERMS	TOTAL EMPS	MIN. TERMS	MIN. EMPS	% OF MIN. TERMS	NON-MIN TERMS	NON-MIN EMPS	% NON-MIN TERMS	% OF MIN VS. % OF NON-MIN TERMED
1	OFFICIALS & MANAGERS	0	1	0	0	0.00%	0	1	0.00%	Insufficient Data
2	PROFESSIONAL	5	24	0	8	0.00%	5	16	31.25%	0.00%
5	ADMIN SUPPORT WORKERS	2	13	1	7	14.29%	1	6	16.67%	85.71%
	TOTAL	**7**	**38**	**1**	**15**	**6.67%**	**6**	**23**	**26.09%**	**25.56%**

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

TRANSFER SUMMARY
FOR PERIOD 10/01/2021 TO 09/30/2022

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

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

TRANSFER ANALYSIS
FEMALES VS. MALES
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL TRANS	TOTAL EMPS	FEM TRANS	FEM EMPS	% OF FEM TRANS	MALE TRANS	MALE EMP	% MALE TRANS	% OF FEM. VS. % OF MALE TRANS
1	OFFICIALS & MANAGERS	0	1	0	1	0.00%	0	0	0.00%	Insufficient Data
2	PROFESSIONAL	0	24	0	23	0.00%	0	1	0.00%	Insufficient Data
5	ADMIN SUPPORT WORKERS	0	13	0	10	0.00%	0	3	0.00%	Insufficient Data
	TOTAL	**0**	**38**	**0**	**34**	**0.00%**	**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 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL TRANS	TOTAL EMPS	MIN. TRANS	MIN. EMPS	% OF MIN. TRANS	NON-MIN TRANS	NON-MIN EMPS	% NON-MIN TRANS	% OF MIN VS. % OF NON-MIN TRANS
1	OFFICIALS & MANAGERS	0	1	0	0	0.00%	0	1	0.00%	Insufficient Data
2	PROFESSIONAL	0	24	0	8	0.00%	0	16	0.00%	Insufficient Data
5	ADMIN SUPPORT WORKERS	0	13	0	7	0.00%	0	6	0.00%	Insufficient Data
	TOTAL	**0**	**38**	**0**	**15**	**0.00%**	**0**	**23**	**0.00%**	**Insufficient Data**

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

FAILED EMPLOYMENT PROCESS
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL FAILED	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	INDIVIDUALS WITH DISABILTIES (IWD)	ALL PROTECTED VETERANS (VET)
1	OFFICIALS & MANAGERS	0	0	0															0		
2	PROFESSIONAL	7	0	7								6	1						1		
5	ADMIN SUPPORT WORKERS	3	0	3								1	2						2		
	TOTAL	**10**	**0**	**10**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**7**	**3**	**0**	**0**	**0**	**0**	**0**	**3**	**0**	**0**

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

OFFERS REFUSED
FOR PERIOD 10/01/2021 TO 09/30/2022

JOB GRP	JOB GROUP	TOTAL REF'D	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	INDIVIDUALS WITH DISABILTIES (IWD)	ALL PROTECTED VETERANS (VET)
1	OFFICIALS & MANAGERS	0	0	0															0		
2	PROFESSIONAL	6	2	4	2							3	1						1		
5	ADMIN SUPPORT WORKERS	2	1	1		1							1						2		
	TOTAL	**8**	**3**	**5**	**2**	**1**	**0**	**0**	**0**	**0**	**0**	**3**	**2**	**0**	**0**	**0**	**0**	**0**	**3**	**0**	**0**

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

PRIOR YEAR JOB GROUP SUMMARY
AS OF: SEPTEMBER 30, 2021

JOB GRP	JOB GROUP	TOTAL EMPS	TOTAL MALE	TOTAL FEM.	MALE WH	MALE BL	MALE AS	MALE NH	MALE AI	MALE HIS	MALE TWO	FEMALE WH	FEMALE BL	FEMALE AS	FEMALE NH	FEMALE AI	FEMALE HIS	FEMALE TWO	TOTAL MIN.	INDIVIDUALS WITH DISABILTIES (IWD)	ALL PROTECTED VETERANS (VET)
1	OFFICIALS & MANAGERS	1	0	1								1							0		
2	PROFESSIONAL	21	0	21								15	5				1		6		
5	ADMIN SUPPORT WORKERS	9	2	7	1	1						4	3						4		
	TOTAL	**31**	**2**	**29**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**20**	**8**	**0**	**0**	**0**	**1**	**0**	**10**	**0**	**0**

B-XI.

APPENDIX

StanleyHupfeld
ACADEMY
AT WESTERN VILLAGE

EEO-1 Report:

The following is a requirement for an Employment Information Report as required by the Equal Employment Opportunity Act:

- Have 50 or more employees, and
- Are prime contractors or first-tier subcontractors, and
- Have a contract, subcontract, or purchase order amounting to $50,000.00 or more; or
- Serve as a depository of Government funds in any amount, or is a financial institution.

Stanley Hupfeld Academy does not have more than 50 employees and are not required to file this form EEO-1.

"Our mission is to provide effective learning opportunities for all students"

1508 N.W. 106TH ST. • Oklahoma City, OK 73114
Office (405) 751-1774 • Fax (405) 752-6833

EMPLOYMENT APPLICATION

STANLEY HUPFELD ACADEMY
AT WESTERN VILLAGE
AN EQUAL OPPORTUNITY EMPLOYER

PLEASE COMPLETE THE ENTIRE APPLICATION
PRE-EMPLOYMENT DRUG TESTING REQUIRED

PLEASE PRINT

Position(s) Applied For:

(1)

(2)

PERSONAL DATA Each applicable field in this section must be completed.

PREFIX (Check one) ☐ Mr. ☐ Ms. ☐ Dr.	FIRST NAME	MIDDLE NAME	LAST NAME
SOCIAL SECURITY NO.	ADDRESS		APT/BOX #
CITY STAT	E	ZIP	COUNTRY
AREA CODE/HOME PHONE	OTHER PHONE NUMBER(S)		
ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? ☐ Yes ☐ No	WHO REFERRED YOU TO WESTERN VILLAGE ACADEMY?	ANY RELATIVE EMPLOYED BY W. V. ACADEMY? (NAME)	
HAVE YOU EVER WORKED HERE BEFORE? ☐ Yes ☐ No	IF YES, (mm/dd/yyyy) From	To	
IF YES, YOUR REASON FOR LEAVING		WHAT STATUS ARE YOU APPLYING FOR: ☐ Full-time ☐ Part-time ☐ Occasional ☐ Any	
HOURS AVAILABLE TO WORK		WHAT ARE YOUR DESIRED WORK DAYS? ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun	
DATE AVAILABLE TO BEGIN WORK? (mm/dd/yyyy)	APPROXIMATE DESIRED HOURS PER WEEK? ☐ 8 ☐ 12 ☐ 24 ☐ 32 ☐ 40		
WHAT IS YOUR MINIMUM SALARY ACCEPTABLE? Per ☐ Hour ☐ Month ☐ Year			

EDUCATION

WHAT IS YOUR HIGHEST EDUCATION LEVEL?

☐ Less than HS graduate ☐ HS Graduate or GED ☐ Some College ☐ Technical School ☐ 2-Yr Degree ☐ Bachelor's Level
☐ Some Grad School ☐ Master's Level ☐ Doctorate (Academic) ☐ Doctorate (Professional)

ADVANCED EDUCATION (If Applicable) Each field in these sections must be completed, or we cannot accept your education record(s).

(1) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(2) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(3) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No
(4) NAME OF COLLEGE, UNIVERSITY, BUSINESS OR TECH SCHOOL		STATE AND/OR COUNTRY		
YEAR EARNED OR EXPECTED	AREA OF STUDY/MAJOR	DEGREE TYPE ☐ Vocational ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Ph.D. ☐ Other	GPA	GRADUATED? ☐ Yes ☐ No

EMPLOYMENT HISTORY: Each field in these sections must be completed, or we cannot accept your Employment History record(s).

CURRENT/MOST RECENT EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

1ST PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

2ND PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

3RD PREVIOUS EMPLOYMENT

NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

4TH PREVIOUS EMPLOYMENT		
NAME OF COMPANY		EMPLOYMENT DATES (mm/dd/yyyy) Started Ended
CITY		STATE AND/OR COUNTRY
AREA CODE/PHONE	MAY WE CONTACT THEM? ☐ Yes ☐ No	ENDING JOB TITLE
SALARY $ Per ☐ Hour ☐ Month ☐ Year	YOUR IMMEDIATE SUPERVISOR'S NAME	YOUR FIRST AND LAST NAME WHILE EMPLOYED
YOUR REASON FOR LEAVING THIS COMPANY		
NATURE OF YOUR DUTIES (50 words or less)		

EMPLOYMENT DATE GAPS Please explain any gaps in Employment Dates (20 words or less)

_____

_____

_____

_____

LICENSURE/SKILLS AND TRAINING/QUALIFICATIONS Please list your current professional or technical license, and/or certificates, if applicable.

PROFESSIONAL OR TECHNICAL REGISTRATION, LICENSE AND/OR CERTIFICATION		
(1) TYPE	SCHOOL RECEIVED FROM	NUMBER
ISSUE DATE (mm/dd/yyyy)	EXPIRATION DATE (mm/dd/yyyy)	STATE AND/OR COUNTRY
(2) TYPE	SCHOOL RECEIVED FROM	NUMBER
ISSUE DATE (mm/dd/yyyy)	EXPIRATION DATE (mm/dd/yyyy)	STATE AND/OR COUNTRY

SPECIAL SKILLS AND TRAINING/ACTIVITIES AND EXPERIENCES/ QUALIFICATIONS
List your special skills, including machines or equipment and your proficiency level (e.g. Typing 45 WPM). Also, please list any activities, experiences, achievements, and/or qualifications which are relevant to this application for employment (50 words or less)

_____

_____

_____

MISCELLANEOUS INFORMATION/AFFIDAVIT Please read the information below and answer all of the questions carefully.

Have you been discharged or asked to resign within the last 5 years?
☐ Yes ☐ No If Yes, why? (10 words or less)_____

Have you ever been convicted or plead guilty of a felony in the last 7 years, or are you currently charged with the commission of a felony?
☐ Yes ☐ No If Yes, describe. (10 words or less)_____

Have you ever been excluded from participating in the Medicare/Medicaid program, or any other public trust or other provided programs?
☐ Yes ☐ No If Yes, why and when? (10 words or less)_____

Do you hold a current and valid Oklahoma driver's or commercial chauffeur's license?
☐ Yes ☐ No If Yes, give type, expiration date and number._____

Has your license been revoked or suspended in the last 5 years?
☐ Yes ☐ No If Yes, give year and reason. (10 words or less)_____

AFFIDAVIT

I certify that the answers given by me to the foregoing questions and statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application or during the interview may result in rejection of my application or immediate discharge at any time during my employment. I understand that employment is contingent upon, but not limited to, receipt of satisfactory references, an employment physical, license verification, criminal history, motor vehicle driving records, and proof of identity and authorization to work in the United States.

In consideration of my employment, I agree to conform to the rules and regulations of the Stanley Hupfeld Academy at Western Village (SHA), and I understand that employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either SHA or myself. I understand no representative of SHA has any authority to enter into any agreement for employment for any specified period, and to make any agreement contrary to the foregoing.

I understand that the use of illegal drugs is prohibited during employment. I consent to submit to a Drug Screening Test for illegal drugs, including Urine Screening Test, to determine the presence of illegal drugs.

Applicant's Signature_____ Date_____

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-4212

OMB NO: 1293-0005

Expires: 04/30/2024

Persons are not required to respond to this collection of information unless it displays a valid OMB number. It is mandatory for a covered Federal contractor respond to this information collection. *See* 38 U.S.C. § 4212(d) and "Who Must File" section of instructions.

RETURN COMPLETED REPORT TO:
VETS-4212 Submission
VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)
In care of: Department of Labor National Contact Center (DOL-NCC)
10221 Wincopin Circle, Suite 300
Columbia, MD 21044

ATTN: Human Resource/EEO Department

TYPE OF REPORTING ORGANIZATION (Check one or both, as applicable)	TYPE OF FORM (Check only one)
☐ Prime Contractor ☐ Subcontractor	☐ Single Establishment ☐ Multiple Establishment-Headquarters ☐ Multiple Establishment-Hiring Location ☐ Multiple Establishment-State Consolidated (specify number of locations) (MSC)

COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

COMPANY No:	*TWELVE MONTH PERIOD ENDING* M M D D Y Y Y Y (2 0 2 1)		
NAME OF PARENT COMPANY:	*ADDRESS (NUMBER AND STREET):*		
CITY:	*COUNTY:*	*STATE:*	*ZIP CODE:*
NAME OF COMPANY CONTACT:	*TELEPHONE FOR CONTACT:*	*EMAIL:*	

NAME OF HIRING LOCATION:	*ADDRESS (NUMBER AND STREET):*		
CITY:	*COUNTY:*	*STATE:*	*ZIP CODE:*

AICS:							DUNS:			–				–					*EMPLOYER ID (IRS TAX No.)*			–						

INFORMATION ON EMPLOYEES

REPORT THE TOTAL NUMBER OF EMPLOYEES AND NEW HIRES WHO ARE PROTECTED VETERANS, AS DEFINED IN THE INSTRUCTIONS. DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMN A AND B, LINES 1.1 THROUGH 9. DATA FOR NEW HIRES ARE ENTERED IN COLUMNS C AND D. LINE 10 IS TOTAL OF EACH COLUMN. ENTRIES IN COLUMNS C AND D, LINES 1.1 THROUGH 9 (GRAY SHADED AREAS) ARE OPTIONAL. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES.

JOB CATEGORIES	NUMBER OF EMPLOYEES		NEW HIRES (PREVIOUS 12 MONTHS)	
	PROTECTED VETERANS (A)	TOTAL EMPLOYEES (B)	PROTECTED VETERANS (C)	TOTAL NEW HIRES (D)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1.1				
FIRST/MID LEVEL OFFICIALS AND MANAGERS 1.2				
PROFESSIONALS 2				
TECHNICIANS 3				
SALES WORKERS 4				
ADMINISTRATIVE SUPPORT WORKERS 5				
CRAFT WORKERS 6				
OPERATIVES 7				
LABORERS/HELPERS 8				
SERVICE WORKERS 9				
TOTAL EMPLOYEES 10				

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number

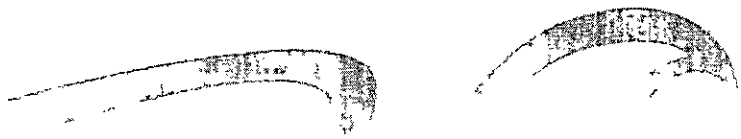
Dear Subcontractor, Vendor, or Supplier:

This communication is being provided to you as a subcontractor, vendor, or supplier for Western Village Academy, dba Stanley Hupfeld Academy at Western Village (SHA). Stanley Hupfeld Academy @Western Village is a federal government contractor subject to the nondiscrimination and affirmative action compliance requirements of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. As part of our efforts to comply with these laws and their implementing regulations, Stanley Hupfeld Academy @Western Village has developed and implemented equal employment opportunity and affirmative action policies and programs, which are designed to ensure that all qualified applicants and employees are treated without regard to such factors as race, color, religion, sex, national origin, disability, veteran status, or any other reason prohibited by law.

The implementing regulations of these laws require federal contractors to disseminate to their subcontractors, vendors, and suppliers information about their nondiscrimination and affirmative action policies, and also to "request appropriate action" on their part to ensure full compliance throughout the subcontracting chain related to the federal contract.

Because your company is a subcontractor, vendor, or supplier of Stanley Hupfeld Academy @Western Village, I wanted to take this opportunity to inform you of our commitment to compliance with these important nondiscrimination and affirmative action requirements, and to ask for your support of and commitment to your company's compliance with them as well.

Should you have any questions concerning this notification please contact Affirmative Action Officer, Ruthie Rayner, Principal at ruthie.rayner@wvacademy.com or 405.751.1774.



"Our mission is to provide effective learning opportunities for all students"

1508 N.W. 106TH ST. • Oklahoma City, OK 73114
Office (405) 751-1774 • Fax (405) 752 6833

StanleyHupfeld
ACADEMY
AT WESTERN VILLAGE

February 15, 2022

Dear (Agency Representative),

As a government contractor, Western Village Academy d/b/a Stanley Hupfeld Academy @Western Village (SHA), must comply with the provisions of Executive Order 11246, as amended, and other existing laws related to Equal Employment Opportunity (EEO). Part of our commitment to EEO is to take affirmative action to ensure that job seekers are recruited; job applicants are considered for employment opportunities; and employees are treated without regard to their race, color, religion, sex, national origin, or status as a qualified individual with a disability or Vietnam era or other protected veteran.

You can support and share in our commitment when you assist us with our employment needs. As we contact you for assistance in filling specific open positions, we wish your help in identifying qualified applicants for consideration. Whenever possible, please refer qualified minorities, women, persons with disabilities, Vietnam era veterans, and other protected veterans.

Although, we specifically have requested that (Name of Source) refer minority group members and women, SHA welcomes referrals of all qualified applicants regardless of their race, color, religion, sex, national origin, or status as a qualified individual with a disability or protected veteran.

Your assistance in referring all qualified candidates will help us to achieve our commitment to

Equal Employment Opportunity. Thank you in advance for your cooperation.

Sincerely,

Ruthie Rayner

Principal

EEO Officer

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