



BARTLESVILLE PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #30

1100 SW Jennings Ave., Bartlesville, OK 74003
918.336.8600 | www.bps-ok.org

May 22, 2025

Oklahoma Department of Education
2500 N Lincoln Blvd.
Oklahoma City, OK 73105

Dear Honorable State Board of Education,

I am writing this letter to provide you information related to our annual textbook adoptions. I have attached a copy of the bond resolution to document this fact. We provided additional information to our patrons via our website, bruinbond.com, indicating to our voters that textbooks would be purchased over the future years. We explained the need for this since textbook allocation stability has been an issue in the past and we want to ensure we are prepared for the future, regardless of state allocations.

Bartlesville Public Schools has kept current on its state-adopted textbook schedule and, thanks to our patrons, will have sufficient bond funds to adopt current textbooks through this school year. It is, therefore, our intention to use the state textbook money to cover other instructional expenses related directly to our classrooms.

Sincerely,

Chuck McCauley, Superintendent
Bartlesville Public Schools

MINUTES OF THE BOARD OF EDUCATION SPECIAL MEETING - May 22, 2025

The Board of Education of Independent School District No. 30 of Washington County, Bartlesville, Oklahoma met at the Education Service Center - Board of Education Meeting Room, 1100 SW Jennings Ave., Bartlesville, OK 74003 on Thursday, May 22, 2025 at 12:00 PM.

Absent: Scott Bilger, Andrea Nightingale, Jason Sauer, **Present:** Rick Boswell, Randy Herren, Suzy Keirse, Kinder Shamhart. Present: 4, Absent: 3.

I. Call Meeting to Order

II. Flag Salute

III. Public Comment

There were no public comments.

IV. Superintendent's Report

Granger Meador explained the recent cybersecurity incident is still under investigation.

IV.A. Teaching & Learning Update

Executive Director of Teaching & Learning Update LaDonna Chancellor discussed PLTW Distinguished District and cell phone policy and law for 2025-26. Superintendent McCauley mentioned there will not be any Distance Learning Instructional days on the school calendar for 2025-26.

IV.B. Construction Update

Work continues at Ranch Heights Elementary.

IV.C. Financial Update

IV.D. Upcoming Board of Education Meetings

- Regular Meeting - Monday, June 16, 2025; 5:30 p.m.

V. Consent Agenda

V.A. Approval of Minutes as set out on Attachment "A"

- April 21, 2025 (Regular Meeting)

V.B. Approval of Purchase Orders and Change Orders to date as set out on Attachment "B"

V.C. Acceptance of Financial Reports for April 2025 as set out on Attachment "C"

V.D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"

V.E. Acceptance of Donations/Interest Earnings as set out on Attachment "E"

V.F. Acceptance of Treasurer's Report as set out on Attachments "F"

V.G. Acceptance of Activity Fund Report as set out on Attachment "G"

V.H. Declaration of Items as Surplus as set out on Attachment "H"

V.I. Approval of Lease Purchase Items as set out on Attachment "I"

V.J. Approval of Textbook Waiver for 2025-26 fiscal year as set out on Attachment "J"

V.K. Approval of Miscellaneous Pay Rates for School Year 2025-2026 as set out on Attachment "K"

V.L. Approval of the Sodexo Food Service Management Company contract renewal for 2025-2026 as set out on Attachment "L"

Order #1.2025 – Motion Passed to approve Consent Agenda items A through L. This motion, made by Rick Boswell and seconded by Randy Herren, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Rick Boswell: Yea. Yea: 4, Nay: 0

VI. Action Topics

VI.A. Discussion and possible board action regarding the resignation of Jason Sauer as a school board member and declare the office for district 4 vacant

Order #2.2025 – Motion Passed to approve Action Topic A. This motion, made by Rick Boswell and seconded by Randy Herren, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Rick Boswell: Yea. Yea: 4, Nay: 0

VII. Public Comment

There were no public comments.

VIII. New Business

There was no new business.

IX. Adjournment

There being no further business, the meeting adjourned at 12:40 p.m.

MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING - December 12, 2022

The Board of Education of Independent School District No. 30 of Washington County, Bartlesville, Oklahoma met at the Education Service Center - Board of Education Meeting Room, 1100 South Jennings Ave., Bartlesville, OK 74003 on Monday, December 12, 2022 at 5:53 PM.

Present: Scott Bilger, Rick Boswell, Randy Herren, Suzy Keirse, Andrea Nightingale, Kinder Shamhart, Kevin Sitton. **Present:** 7.

I. Call Meeting to Order

II. Flag Salute

III. Spotlight

III.A. Truity Education Foundation check presentation of \$107,000 to the BPS Foundation in support of the School Resource Officer positions and Junior Achievement

Corrected amount: \$117,000. Bartlesville Public Schools Foundation Executive Director Blair Ellis announced the contribution to these two programs by the Truity Education Foundation and Truity Education Foundation's Mark Wilburn presented the check.

IV. Public Comment

There were no public comments.

V. Superintendent's Report

V.A. Teaching and Learning Update

Executive Director of Teaching and Learning LaDonna Chancellor stated there are no official report cards yet but there are some preliminary findings. Unplanned Virtual Learning Days, such as inclement weather school closings, will be asynchronous learning.

V.B. Construction Update

Keleher Architects Dan Keleher presented the construction update.

Superintendent McCauley announced the Ag Building project went to bid last week, and the team is working on finalizing the construction plan to begin in January and take approximately 15 months to complete.

V.C. Financial Report

Chief Financial Officer Preston Birk reviewed the Financial Report.

V.D. Upcoming Board of Education Meetings

- Regular Meeting - Monday, January 16, 2023; 5:30 p.m.

VI. Consent Agenda

VI.A. Approval of Minutes as set out on Attachment "A"

- November 14, 2022 (Regular Meeting)

VI.B. Approval of Purchase Orders and Change Orders to date as set out on Attachment "B"

VI.C. Acceptance of Financial Reports for November 2022 as set out on Attachment "C"

VI.D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"

VI.E. Acceptance of Donations as set out on Attachment "E"

VI.F. Acceptance of Treasurer's Report as set out on Attachments "F"

VI.G. Acceptance of Activity Fund Report as set out on Attachment "G"

VI.H. Declaration of Items as Surplus as set out on Attachment "H"

VI.I. Approval of Lease Purchase Items as set out on Attachment "I"

Order #1.2022 – Motion Passed to approve consent agenda items A through I. This motion, made by Rick Boswell and seconded by Andrea Nightingale, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Kevin Sitton: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

VII. Action Topics

VII.A. RECOMMENDATION, CONSIDERATION AND VOTE TO APPROVE A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF AN ELECTION IN INDEPENDENT SCHOOL DISTRICT NUMBER 30 OF WASHINGTON COUNTY, OKLAHOMA, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS THEREOF THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID SCHOOL DISTRICT, TO BE ISSUED IN ONE OR MORE SERIES, IN THE SUM OF (I) THIRTY SEVEN MILLION FOUR HUNDRED THOUSAND DOLLARS (\$37,400,000) TO PROVIDE FUNDS FOR THE PURPOSE OF ACQUIRING, CONSTRUCTING, EQUIPPING, REPAIRING AND REMODELING SCHOOL BUILDINGS, ACQUIRING SCHOOL FURNITURE, FIXTURES AND EQUIPMENT AND ACQUIRING AND IMPROVING SCHOOL SITES; OR IN THE ALTERNATIVE TO ACQUIRE A PORTION OF SUCH PROPERTY PURSUANT TO A LEASE PURCHASE ARRANGEMENT; AND (II) SIX HUNDRED THOUSAND DOLLARS (\$600,000) TO PROVIDE FUNDS FOR THE PURPOSE OF ACQUIRING TRANSPORTATION EQUIPMENT; OR IN THE ALTERNATIVE TO ACQUIRE A PORTION OF SUCH PROPERTY PURSUANT TO A LEASE PURCHASE ARRANGEMENT; AND LEVYING AND COLLECTING AN ANNUAL TAX IN SUCH DISTRICT, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID DISTRICT FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL OF SAID BONDS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Order #2.2022 – Motion Passed to approve action topic A. This motion, made by Scott Bilger and seconded by Rick Boswell, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Kevin Sitton: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea
Yea: 7, Nay: 0

VIII. Public Comment

There were no public comments.

IX. New Business

There was no new business.

X. Adjournment

There being no further business, the meeting adjourned at 6:03 p.m.

REGULAR MEETING)
STATE OF OKLAHOMA) SS
COUNTY OF WASHINGTON)

I, the undersigned Minutes Clerk of the Board of Education of Independent School District No. 30 of Washington County, Oklahoma, certify that notice of the time, date, and place of this regular meeting was

given to the County Clerk of Washington prior to December 15, 2021, and was mailed or delivered to all of those who have made written requests and paid the request fee for notice of regular meetings.

I also certify that at least 24 hours prior to this regular meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, and place, and agenda of this meeting was posted in prominent public view at the location of this meeting.


Minutes Clerk of the Board

RESOLUTION

A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF AN ELECTION IN INDEPENDENT SCHOOL DISTRICT NUMBER 30 OF WASHINGTON COUNTY, OKLAHOMA, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS THEREOF THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID SCHOOL DISTRICT, TO BE ISSUED IN ONE OR MORE SERIES, IN THE SUM OF (I) THIRTY SEVEN MILLION FOUR HUNDRED THOUSAND DOLLARS (\$37,400,000) TO PROVIDE FUNDS FOR THE PURPOSE OF ACQUIRING, CONSTRUCTING, EQUIPPING, REPAIRING AND REMODELING SCHOOL BUILDINGS, ACQUIRING SCHOOL FURNITURE, FIXTURES AND EQUIPMENT AND ACQUIRING AND IMPROVING SCHOOL SITES; OR IN THE ALTERNATIVE TO ACQUIRE A PORTION OF SUCH PROPERTY PURSUANT TO A LEASE PURCHASE ARRANGEMENT; AND (II) SIX HUNDRED THOUSAND DOLLARS (\$600,000) TO PROVIDE FUNDS FOR THE PURPOSE OF ACQUIRING TRANSPORTATION EQUIPMENT; OR IN THE ALTERNATIVE TO ACQUIRE A PORTION OF SUCH PROPERTY PURSUANT TO A LEASE PURCHASE ARRANGEMENT; AND LEVYING AND COLLECTING AN ANNUAL TAX IN SUCH DISTRICT, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID DISTRICT FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL OF SAID BONDS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

WHEREAS, it is deemed advisable by the Board of Education of Independent School District Number 30 of Washington County, Oklahoma, to acquire, construct, equip, repair and remodel school buildings, acquire school furniture, fixtures and equipment, acquire and improve school sites, and to acquire transportation equipment, or in the alternative to acquire a portion of any of such property pursuant to a lease purchase arrangement; and

WHEREAS, there are no funds in the treasury for such purposes, and power is granted said Board by Section 26, Article X of the Constitution and Article XV, Section 15-10 *et seq.* of Title 70 of the Oklahoma Statutes 2021, and laws supplementary and amendatory thereto, to issue bonds to provide funds for such purposes provided the same be authorized by the registered qualified electors thereof, voting at an election held for that purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 30 OF WASHINGTON COUNTY, OKLAHOMA:

SECTION 1. That a special election is hereby called in said School District to be held on the 14th day of February, 2023, for the purpose of submitting to the registered, qualified electors of such School District the following propositions:

PROPOSITION NO. 1

Shall Independent School District No. 30 of Washington County, Oklahoma, incur an indebtedness by issuing its bonds, to be issued in one or more series, in the sum of Thirty Seven Million Four Hundred Thousand Dollars (\$37,400,000) to be used with or without other funds for the purpose of acquiring, constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment and acquiring and improving school sites; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement; and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed ten percent (10%) per year, payable semiannually and to become due serially within fifteen (15) years from their date except bonds issued for equipment described in Section 15-106.1 of Title 70 of the Oklahoma Statutes shall become due within five (5) years from their date?

PROPOSITION NO. 2

Shall Independent School District Number 30 of Washington County, Oklahoma, incur an indebtedness by issuing its bonds, to be issued in one or more series, in the sum of Six Hundred Thousand Dollars (\$600,000) to be used with or without other funds for the purpose of acquiring transportation equipment; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed ten percent (10%) per year, payable semiannually and to become due serially within five (5) years from their date?

The voting machines or devices used at said election shall set out the propositions as above set forth and shall also contain the words:

☐

Yes – For the above proposition

☐

No – Against the above proposition

SECTION 2. That the specific projects for which at least seventy percent (70%) of the proceeds of the aforesaid Bonds shall be expended and the dollar amounts for each project shall be as follows:

Proposition No. 1

Constructing, reconstructing, furnishing, equipping, and/or acquiring improvements to Wayside Elementary School (3000 Wayside Dr.), including but not limited to a multi-room classroom addition built to storm standards with storm windows, renovation and expansion of cafeteria facilities, new library facilities, and improvement of office and support rooms; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.

\$11,665,000

Constructing, reconstructing, furnishing, equipping, and/or acquiring improvements to Ranch Heights Elementary School (5101 Woodland Rd.), including but not limited to a multi-room classroom addition built to storm standards with storm windows, renovation and expansion of cafeteria facilities, new library facilities, and improvement of office and support rooms; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.

\$13,135,000

Constructing, reconstructing, furnishing, equipping, and/or acquiring improvements to Jane Phillips Elementary School (1500 S. Rogers Ave.), including but not limited to improvements to the existing GATE/STEM Room; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.

\$256,000

Acquisition, replacement, and installation of computers and other technology or communications equipment, including but not limited to Chromebooks, cellular hotspots, iPads, Smart Boards, and other hardware; purchases and licenses of computer software; maintenance and replacement of network switches, servers, and wiring related to technology or communication projects, throughout the school district; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.

\$8,527,000

Acquisition of textbooks and other curriculum materials, including but not limited to physical and electronic textbooks; STEM computer labs and elementary modules, science lab equipment, and broadcasting equipment; library books and software; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.

\$1,380,000

Construction and renovation associated with infrastructure maintenance of existing facilities throughout district; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.	\$1,016,000
Acquisition, replacement, and installation of targeted program equipment and educational resources at sites district wide such as athletics, health, and physical education equipment and uniforms; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.	\$300,000
Acquisition, replacement, and installation of targeted program equipment and educational resources at sites district wide such as musical instruments, equipment, and instructional materials for band, orchestra, and vocal music programs; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.	\$64,000
Acquisition and installation of copier/scanners and duplicators at sites district wide; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.	\$100,000
Acquisition and installation of student safety equipment at sites district wide including but not limited to: security cameras, security software, radios and crosswalk lights; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.	\$100,000
All remaining bond proceeds will be utilized for the purpose of acquiring, constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment and acquiring and improving school sites; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement.	<u>\$857,000</u>
Total	\$37,400,000
	(100% of \$37,400,000)

Proposition No. 2

Acquire transportation equipment, including but not limited to smaller passenger vehicles for student and staff travel; activity bus;

or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement.

\$600,000

Total

\$600,000

(100% of \$600,000)

SECTION 3. That with respect to the election to be held on February 14, 2023:

a. The number and location of the polling places, the hours of opening and closing of the polls, and the names of the officers who shall conduct the election shall be the same as the regular polling places and persons prescribed and selected by the Washington County Election Board, for elections held for the School District.

b. That the Special Election Proclamation and Notice of even date, a copy of which is on file with the Clerk of the Board of Education and which is incorporated herein by reference, calling said election is hereby approved in all respects, and the President or Vice President is hereby authorized to execute said Special Election Proclamation and Notice on behalf of the School District, and the Board Clerk or Deputy Board Clerk is hereby authorized to attest and affix the seal of the School District to said Special Election Proclamation and Notice, and to cause a copy of said Special Election Proclamation and Notice to be published as required by law, and a copy thereof delivered to the Washington County Election Board.

c. That the Board Clerk shall serve or cause to be served, a copy of this Resolution and the Special Election Proclamation and Notice upon the office of the Washington County Election Board at least sixty (60) days prior to the date of the election, as required by law.

d. Pursuant to Section 896.1 of Title 62 of the Oklahoma Statutes, the Board Clerk is hereby directed to publish such project information related to the School District's outstanding general obligation bonds, if any, and project information related to the proposed general obligation bonds to be voted upon on February 14, 2023, in accordance with the Bond Transparency Act of 2017.

SECTION 4. The Board of Education of Independent School District Number 30 of Washington County, Oklahoma, hereby declares its intent to acquire all or distinct portions of the projects referenced in the Propositions pursuant to one or more lease purchase arrangements.

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County

Washington

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FEBRUARY 14

2023

Washington County

OKI ALIOMA STATE ELECTION BOARD

Official Results

**BARTLESVILLE PUBLIC SCHOOLS INDEPENDENT
SCHOOL DISTRICT NO. 030
PROPOSITION NO. 1 BARTLESVILLE PUBLIC
SCHOOLS**

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Candidate Choice	Absentee Mail	Early Voting	Election Day	Total Votes	
FOR THE PROPOSITION - YES	45	289	1,645	1,979	78.81%
AGAINST THE PROPOSITION - NO	22	46	464	532	21.19%
Total	67	335	2,109	2,511	

Note: This race takes place in multiple counties. To view the entire results for this race, click here: [View Entire Race](#).

**BARTLESVILLE PUBLIC SCHOOLS INDEPENDENT
SCHOOL DISTRICT NO. 030
PROPOSITION NO. 2 BARTLESVILLE PUBLIC
SCHOOLS**

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Candidate Choice	Absentee Mail	Early Voting	Election Day	Total Votes	
FOR THE PROPOSITION - YES	48	289	1,671	2,008	79.78%
AGAINST THE PROPOSITION - NO	20	47	442	509	20.22%
Total	68	336	2,113	2,517	

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20 25 - 20 26 school year

Washington

COUNTY

Bartlesville

SCHOOL DISTRICT

1100 Jennings Ave

SCHOOL DISTRICT MAILING ADDRESS

Bartlesville

CITY

74003

ZIP CODE

Bartlesville School District

NAME OF SITE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

Chuck McCauley

SUPERINTENDENT NAME (PLEASE PRINT)

mccauleycr@bps-ok.org

SUPERINTENDENT E-MAIL ADDRESS

Chuck McCauley
SUPERINTENDENT SIGNATURE*

5/5/25

DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on May 22, 20 25

Kinder Shamhart
BOARD PRESIDENT SIGNATURE

Acting

NOTARY SEAL →

Phyllis Dike
NOTARY

05/22/2025
DATE

05/16/2026
COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:
(specify statute or OAC (deregulation) number; (see instructions))

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGULATION IS REQUESTED FOR:



One Year Only

Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS

of

ENROLLMENT

High School

Jr./Middle High

Elementary

0 District Total

DATE RECEIVED

70 O.S.

OAC

NAME OF WAIVER

- A. Reason for the Waiver request. Please include where you intend to allocate the funds that were designated for textbooks and, what alternative means will have to be employed if your waiver was to be denied.

Our bond voters approved annual textbook allocations through the 2026-27 fiscal year, so we can use the State Textbook Allocation amount to reduce class size via funding for staff salaries. If the waiver were denied, we would be forced to decrease our fund balance or reduce the number of employees, and either would have negative impacts.

- B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students; please include textbooks and instructional materials used by the district for the subject areas being considered in the current textbook adoption cycle are current and appropriate for student learning.

The flexibility of funding usage allows us to retain and hire teachers needed to keep class sizes low, which has a significant benefit to our students and other teachers. Bartlesville has been up to date with annual textbook adoptions and plans to be in the future.

- C. Have you been awarded this waiver before and what was the educational impact to the district: Results of the Statutory Waiver, i.e., effect on student performance levels, impact of plan on other sites in the district.

BPS previously has been awarded the waiver and has allowed us to effectively staff our nine school sites to ensure students are given the attention they need.

- D. Please describe any financial impact to the District (positive or negative) for the proposed waiver/deregulation?

If the waiver were not approved, we would be forced to decrease our fund balance or reduce the number of employees. Both choices would have negative impacts.

- E. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E., TLE, graduation rates, etc.

We will continue to evaluate class sizes to determine if a waiver is needed or not.

We also plan to ask our bond voters for annual textbook allocations, as part of an upcoming bond election.

- F. Please include with your application the signed minutes from your local board approving this waiver.

The minutes will be attached.

**** You will be contacted if more information is needed to process this request.**