



**WELLSTON BOARD OF EDUCATION
BOARD AGENDA**

Regular Meeting, Thursday, August 3, 2023, at 6:30 PM
Administration Building
708 Birch Avenue
Wellston, Oklahoma 74881

(Note: The Board may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.)

1. ROUTINE ITEMS

1.1. Call to Order

1.2. Roll Call

1.3. Establishment of a Quorum

1.4. Possible consideration and vote to approve Agenda

- 2. PUBLIC COMMENT** All meetings of the Board of Education shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Any individual wishing to address the board of education must communicate to the superintendent by letter per policy BED-R and BED-E. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED-R. Board members may not respond to speakers' comments. See attachment.

3. REPORTS FROM SCHOOL PERSONNEL AND OTHERS

3.1. Superintendent's Report

3.2. High School/Middle School Principal's Report

3.3. Elementary Principal's Report

3.4. Booster Club Report

3.5. Athletic Report

- 4. CONSENT AGENDA:** All of the following items, which concern reports and items of routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration and vote of items 4.1. - 4.8.

4.1. Approve minutes of the July 20, 2023 regular board meeting

4.2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending

- 4.3. General Fund Payments
- 4.4. Child Nutrition Payments are included with General Fund Payments
- 4.5. Building Fund Payments
- 4.6. Bond 31 Payments
- 4.7. Approve Blanket Purchase Orders
- 4.8. Discussion and possible action declaring district inventory as surplus
- 5. **BUSINESS (ACTION) ITEMS**
 - 5.1. Discussion and possible action to hire an architect firm for future possible projects/plans for the district.
 - 5.2. Discussion and possible action on future plans of the district.
 - 5.3. Discussion and possible action on a contract with the Oklahoma Department of Career and Technology Education for career tech programs for the 2023-2024 school year.
 - 5.4. Discussion and possible action on adding an activity account.
 - 5.5. Discussion and possible action on MEMORANDUM OF AGREEMENT BETWEEN THE KICKAPOO TRIBE OF OKLAHOMA BEHAVIORAL HEALTH PROGRAM AND WELLSTON SCHOOLS for the 2023-24 school year.
 - 5.6. Discussion and possible action on adopting/updating policies per OSSBA recommendations.
 - 5.6.1. FO-R5 Restraints and Seclusion
 - 5.6.2. FOB-E1 Corporal Punishment Consent Form
 - 5.6.3. FOB-E2 Corporal Punishment Report Form
 - 5.6.4. FOD-R Suspension of Students (Regulation)
 - 5.6.5. GBA-Open Records Act
 - 5.6.6. GI-Advertising on School Property
 - 5.6.7. CKAD- School Security Drills
 - 5.6.8. CKC- Safety Drills
 - 5.6.9. DEC-R1 Sick Leave Certified Personnel (Regulation)
 - 5.6.10. DEC-R7 Maternity Leave (Regulation)
 - 5.6.11. DECA Family Medical Leave
 - 5.6.12. DEFA-R1 Leave Sharing Program (Regulation)
 - 5.6.13. CN-R1 School Transportation (Regulation)
 - 5.6.14. GKF Disciplinary Action for Misuse of School Bathrooms and Changing Facilities
 - 5.6.15. FFACC Diabetes Medical Management Plan
- 6. **NEW BUSINESS**
- 7. **PERSONNEL** Discuss and vote to go into executive session to:
 - (a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1).
 - (b) Discuss the hiring of a Title VI Coordinator.
 - (c) Discuss the hiring of a support staff employee.
 - (d) Discuss the hiring of an adjunct teacher.
 - 7.1. Acknowledge the board's return to open session.
 - 7.2. Executive Session Minutes Compliance Announcement.
 - 7.3. Discussion and possible action on Extra-Duty salary schedule for the 2023-24 school year.

7.4. Discussion and possible action hiring a Title VI Coordinator for the 2023-24 school year.

7.5. Discussion and possible action on the Superintendent's contract.

7.6. Discussion and possible action on the hiring of a support staff employee.

7.7. Discussion and possible action on hiring an adjunct secondary Science Teacher.

8. **Information to and from the Board**

9. **Adjournment**

POSTED: WELLSTON SCHOOL ADMINISTRATION BUILDING

DATE: TUESDAY AUGUST 1ST, 2023 AT 3:15 P.M.

POSTED BY: MIKE FRANZ



Wellston Board of Education Special Meeting
Thursday, July 20, 2023 6:30 PM Central
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Mallory Ebers: Present
Crystal Hull: Present
Bradley Pittman: Present
Justin Rackley: Present
Brock Terrell: Present
Present: 5.

1. ROUTINE ITEMS

1.1. Call to Order

Called to order at 6:30 p.m.

1.2. Roll Call

1.3. Establishment of a Quorum

1.4. Possible consideration and vote to approve Agenda

Motion to approve agenda. This motion, made by Crystal Hull and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Justin Rackley: Yea
Brock Terrell: Yea
Yea: 5, Nay: 0

2. **PUBLIC COMMENT** All meetings of the Board of Education shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Any individual wishing to address the board of education must communicate to the superintendent by letter per policy BED-R and BED-E. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED-R. Board members may not respond to speakers' comments. See attachment.
Alf Hancock spoke regarding the resource officer.

3. REPORTS FROM SCHOOL PERSONNEL AND OTHERS

3.1. Superintendent's Report

The estimated general fund carryover is \$469,000. This is the last year for ESSER III funding.

Discussion on a possible lunch price increase at the elementary school. Bond Committee update. An insurance claim for stolen property is in progress. In-Service in preparation and being scheduled. New school picture company has been selected and is being scheduled.

3.2. High School/Middle School Principal's Report

Online enrollment is up and going. Schedule pick up next week - June 27th 10am - 1 pm. Upcoming Training - Comprehensive School Improvement. Baseball & Softball have started practice. FFA summer activities are happening.

3.3. Elementary Principal's Report

Summer school has started and is going fantastically. Thank you Ms. Betty for providing lunch. Back to school bash 4:30 - 7pm at the elementary on August 8th. Teachers are getting classrooms all set up.

3.4. Booster Club Report

None.

3.5. Athletic Report

None.

4. CONSENT AGENDA: All of the following items, which concern reports and items of routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration and vote of items 4.1. - 4.9.

Motion to approve Consent Agenda in mass, items 4.1., 4.3.-4.9. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

Motion to approve Consent Agenda item 4.2. This motion, made by Justin Rackley and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea

Crystal Hull: Abstain (With Conflict)

Bradley Pittman: Abstain (With Conflict)

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 3, Nay: 0, Abstain (With Conflict): 2

4.1. Approve minutes of the June 15, 2023 regular board meeting

4.2. Approve minutes of the June 30, 2023 special board meeting

4.3. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending

4.4. General Fund Payments

4.5. Child Nutrition Payments are included with General Fund Payments

4.6. Building Fund Payments

4.7. Bond 31 Payments

4.8. Approve Blanket Purchase Orders

4.9. Discussion and possible action declaring district inventory as surplus

5. BUSINESS (ACTION) ITEMS

5.1. Discussion and possible action on updating PreK report card.

Motion to approve the updated Pre-K report card as presented. This motion, made by Bradley Pittman and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.2. Discussion and possible action on the approval of contracts and handbooks for the 2023-24 school year.

Motion to approve contracts and handbooks for the 2023-24 school year in mass, items 5.2.1. - 5.2.5. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

5.2.1. LEA agreement with Kickapoo Head Start

5.2.2. Teacher Handbook

5.2.3. Student Handbook

5.2.4. No Red Ink

5.2.5. School Resource Officer Program MOU with Lincoln County Sheriff's Office

5.3. Discussion and possible action on approving the extension agreement with Edmond Public Schools contract with US Foods.

Motion to approve the extension agreement with Edmond Public Schools contract with US Foods for the 2023-24 school year. This motion, made by Crystal Hull and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Justin Rackley: Yea
Brock Terrell: Yea
Yea: 5, Nay: 0

5.4. Discussion and possible action on approving activity fundraiser requests.

Motion to approve activity fundraiser requests. This motion, made by Bradley Pittman and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Justin Rackley: Yea
Brock Terrell: Yea
Yea: 5, Nay: 0

6. **PERSONNEL** Discuss and vote to go into executive session to:

- (a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1)
- (b) Discuss certified, support, and extra duty salary schedules.
- (c) Discuss the hiring of district school resource officer.
- (d) Discuss the hiring of adjunct instructors.
- (e) Discuss the hiring of an elementary/secondary teacher.

Motion to go into executive session at 7:37 p.m. This motion, made by Mallory Ebers and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Justin Rackley: Yea
Brock Terrell: Yea
Yea: 5, Nay: 0

6.1. Acknowledge the board's return to open session.

Acknowledge the boards return to open session at 8:54 p.m.

6.2. Executive Session Minutes Compliance Announcement.

Provided by Mallory Ebers, board president.

6.3. Discussion and possible action on the Certified Salary Schedule for the 2023-2024 school year.

Motion to approve the Certified Salary Schedule as recommended by the superintendent. This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Justin Rackley: Yea
Brock Terrell: Yea
Yea: 5, Nay: 0

6.4. Discussion and possible action on the Support Salary schedule for the 2023-2024 school year.

Motion to approve the Support Salary schedule for the 2023-2024 school year. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Justin Rackley: Yea
Brock Terrell: Yea
Yea: 5, Nay: 0

6.5. Discussion and possible action on Extra-Duty salary schedule for the 2023-24 school year.

No action.

6.6. Discussion and possible action on hiring a secondary FACS adjunct instructor for the 2023-24 school year.

Motion to approve hiring Cammie Rogers as a secondary FACS adjunct instructor for the 2023-24 school year. This motion, made by Crystal Hull and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Justin Rackley: Yea
Brock Terrell: Yea
Yea: 5, Nay: 0

6.7. Discussion and possible action on hiring an elementary adjunct classroom instructor for the 2023-24 school year.

Motion to approve hiring Bridgette Townsend as an elementary adjunct classroom instructor for the 2023-24 school year. This motion, made by Crystal Hull and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Justin Rackley: Yea
Brock Terrell: Yea

Yea: 5, Nay: 0

6.8. Discussion and possible action on hiring a secondary Art adjunct instructor for the 2023-24 school year.

Motion to approve hiring Andrew Terrell as a secondary Art adjunct instructor for the 2023-24 school year. This motion, made by Mallory Ebers and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

6.9. Discussion and possible action on hiring a School Resource Officer for the 2023-24 school year.

Motion to approve hiring Randy Chapa as a School Resource Officer for the 2023-24 school year. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

6.10. Discussion and possible action on hiring an elementary/secondary teacher.

Motion to approve hiring Stacy Grimmett as an adjunct elementary/secondary ELA, science, and reading teacher for the 2023-24 school year. This motion, made by Mallory Ebers and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

6.11. Discussion and possible action on the Superintendent's contract.

Motion to approve changes to superintendent's contract per board recommendation. This motion, made by Mallory Ebers and seconded by Bradley Pittman, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

7. Information to and from the Board

The next regular scheduled board meeting is Thursday August 3, 2023 at 6:30 p.m.

8. Adjournment

Motion to adjourn at 8:58 p.m. This motion, made by Justin Rackley and seconded by Brock Terrell, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Justin Rackley: Yea

Brock Terrell: Yea

Yea: 5, Nay: 0

Wellston Public Schools

Receipt Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 7/1/2023 - 6/30/2024, Account: All, Status: All

Receipt No	Date		Received From				Amount	Status
	Year	Fund	Acct Type	Acct No	Project	Program	Unit	
1	7/11/2023		OK Tax Commission				\$14,047.40	Posted
	2024	11	AR	3110	000	000	050	\$2,742.16
	2024	11	AR	3130	000	000	050	\$7,704.45
	2024	11	AR	3120	000	000	050	\$3,600.79
						2024	11 Total	\$14,047.40
2	7/17/2023		Arvest CC Cash Back				\$9.13	Posted
	2024	11	AR	1590	000	000	050	\$9.13
						2024	11 Total	\$9.13
3	7/20/2023		Lincoln County Clerk				\$7,135.38	Posted
	2024	11	AR	2100	000	000	050	\$365.30
	2024	11	AR	1110	000	000	050	\$2,654.54
	2024	11	AR	1120	000	000	050	\$950.59
	2024	11	AR	2200	000	000	050	\$1,383.41
	2024	11	AR	3150	000	000	050	\$76.17
	2024	11	AR	1350	000	000	050	\$285.24
						2024	11 Total	\$5,715.25
	2024	21	AR	1110	000	000	050	\$379.43
	2024	21	AR	1120	000	000	050	\$135.88
						2024	21 Total	\$515.31
	2024	41	AR	1110	000	000	050	\$639.74
	2024	41	AR	1120	000	000	050	\$265.08
						2024	41 Total	\$904.82
4	7/20/2023		Lincoln County Clerk				\$12,462.52	Posted
	2024	11	AR	2300	000	000	050	\$12,462.52
						2024	11 Total	\$12,462.52
5	7/25/2023		OK Land Commission				\$8,219.32	Posted
	2024	11	AR	3140	000	000	050	\$8,219.32
						2024	11 Total	\$8,219.32
6	7/31/2023		First Bank and Trust MM Interest Earned				\$17.45	Posted
	2024	11	AR	1310	000	000	050	\$17.45
						2024	11 Total	\$17.45
7	7/31/2023		First Bank and Trust Interest Earned				\$439.86	Posted
	2024	11	AR	1310	000	000	050	\$439.86
						2024	11 Total	\$439.86

Year and Fund Totals:

2024	11	\$40,910.93
2024	21	\$515.31
2024	41	\$904.82

Total Receipts Posted = \$42,331.06

Total Receipts Not Posted = \$0.00

Outstanding Payments

Options: As Of Date: 7/31/2023

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2022	11	37	8/1/2021	8/30/2021	12367	AMERICAN FIDELITY HSA	\$300.00
2022	11	522	11/8/2021	11/30/2021	13463	SAXON UNIFORM NETWORK, INC.	\$250.00
2022	11	625	11/16/2021	11/30/2021	12450	ROBYN RENEE SMITH	\$1000.00
2022	11	1327	4/1/2022	4/30/2022	13516	RAUSCH STURM LLP	\$250.14
Total: 2022 11							\$1,800.14
2023	11	1522	5/1/2023	5/31/2023	13516	RAUSCH STURM LLP	\$183.72
2023	11	1549	5/4/2023	5/31/2023	376	FOLLETT LIBRARY RESOURCES	\$732.46
2023	11	1668	5/24/2023	5/31/2023	115	WELLSTON EDUCATORS ASSOC	\$217.00
2023	11	1671	5/24/2023	5/31/2023	12013	AMERICAN FIDELITY FLEX DEPT	\$617.66
2023	11	1686	5/24/2023	5/31/2023	115	WELLSTON EDUCATORS ASSOC	\$215.00
2023	11	1813	5/24/2023	5/31/2023	205	AFLAC	\$306.11
2023	11	1814	5/24/2023	5/31/2023	12013	AMERICAN FIDELITY FLEX DEPT	\$305.00
2023	11	1815	5/24/2023	5/31/2023	162	AMERICAN FIDELITY ASSURANCE	\$2796.98
2023	11	1822	5/24/2023	5/31/2023	348	PRE PAID LEGAL SERVICE	\$252.05
2023	11	1824	5/24/2023	5/31/2023	761	EMPLOYEES GROUP INSURANCE PR	\$28756.44
2023	11	1827	5/24/2023	5/31/2023	115	WELLSTON EDUCATORS ASSOC	\$197.00
2023	11	1860	6/19/2023	6/30/2023	12673	OKLAHOMA COACHES ASSOCIATIO	\$1100.00
2023	11	1881	6/30/2023	6/30/2023	355	AT&T	\$589.93
2023	11	1883	6/30/2023	6/30/2023	13261	BARLOW ED MANAG SERV	\$566.00
2023	11	1884	6/30/2023	6/30/2023	12078	AF PLAN SERVE	\$22.00
2023	11	1885	6/30/2023	6/30/2023	12366	ALLIED ELEVATOR SER INC	\$20.00
2023	11	1887	6/30/2023	6/30/2023	376	FOLLETT LIBRARY RESOURCES	\$258.79
2023	11	1888	6/30/2023	6/30/2023	13	THOMPSON SCHOOL BOOK DEP	\$51025.20
2023	11	1889	6/30/2023	6/30/2023	13614	KISS INST FOR PRACTICAL ROBOTIC	\$583.57
2023	11	1890	6/30/2023	6/30/2023	13640	Terrapin	\$456.75
2023	11	1891	6/30/2023	6/30/2023	240	HOME DEPOT CREDIT SERVICES	\$45.05
2023	11	1892	6/30/2023	6/30/2023	12266	KRISTA MOTLEY, MS, CCC-SLP	\$1950.00
2023	11	1894	6/30/2023	6/30/2023	25	OKLA STATE SCHOOL BOARDS ASS	\$100.00
2023	11	1895	6/30/2023	6/30/2023	144	LOWE'S	\$508.73
2023	11	1896	6/30/2023	6/30/2023	13602	AIR TECHNOLOGIES	\$198.00
2023	11	1897	6/30/2023	6/30/2023	13262	B&C BUSINESS PRODUCTS	\$90.54
Total: 2023 11							\$92,093.98
2024	11	1001	7/24/2023	7/31/2023	13302	US CELLULAR	\$333.88
2024	11	1003	7/24/2023	7/31/2023	48	ONG	\$832.09
2024	11	1004	7/24/2023	7/31/2023	772	FLEETCOR TECHNOLOGIES	\$758.87
2024	11	1005	7/24/2023	7/31/2023	12024	CLEARWATER ENTERPRISES, LLC	\$73.83
2024	11	1006	7/24/2023	7/31/2023	12945	TOWN OF WELLSTON	\$3921.87
2024	11	1007	7/24/2023	7/31/2023	13295	FESLER PEST CONTROL LLC	\$120.00
2024	11	1008	7/24/2023	7/31/2023	223	OTA PIKE PASS	\$300.00
2024	11	1009	7/24/2023	7/31/2023	13477	EASY ICE, LLC	\$647.85
2024	11	1010	7/24/2023	7/31/2023	79	US POSTAL SERVICE	\$146.00
2024	11	1011	7/24/2023	7/31/2023	392	RENAISSANCE LEARNING INC	\$2290.00
2024	11	1012	7/24/2023	7/31/2023	12399	INSURICA	\$1095.00
2024	11	1013	7/24/2023	7/31/2023	731	OKLA SCHOOL ASSURANCE GROUP	\$17967.50
2024	11	1014	7/24/2023	7/31/2023	12699	STARFALL EDUCATION FOUNDATIO	\$355.00
2024	11	1015	7/24/2023	7/31/2023	160	OFFICE DEPOT INC	\$201.82
2024	11	1016	7/24/2023	7/31/2023	12489	EUREKA WATER CO	\$20.49
2024	11	1018	7/24/2023	7/31/2023	82	PETTY CASH	\$200.00
2024	11	1019	7/24/2023	7/31/2023	13129	IXL LEARNING	\$5100.00
2024	11	1020	7/24/2023	7/31/2023	12271	EDMENTUM	\$2646.00

Wellston Public Schools
Outstanding Payments

Options: As Of Date: 7/31/2023

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2024	11	1021	7/24/2023	7/31/2023	12569	COAST TO COAST COMPUTER PRO	\$1096.00
2024	11	1024	7/24/2023	7/31/2023	13263	MNJ Technologies Direct, Inc.	\$807.00
2024	11	1025	7/24/2023	7/31/2023	12569	COAST TO COAST COMPUTER PRO	\$2147.88
2024	11	1026	7/24/2023	7/31/2023	37	THE LINCOLN COUNTY NEWS	\$8.50
2024	11	1027	7/24/2023	7/31/2023	12313	SDI INNOVATIONS	\$945.59
2024	11	1028	7/24/2023	7/31/2023	13660	PAYNE EDUCATION CENTER	\$792.50
2024	11	1029	7/24/2023	7/31/2023	13356	OSSBA EMPLOYMENT SERVICES	\$240.00
2024	11	1030	7/24/2023	7/31/2023	25	OKLA STATE SCHOOL BOARDS ASS	\$3000.00
Total: 2024 11							\$46,047.67
Total Outstanding:							\$139,941.79

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2023

Assets				
Cash				
11	2013	GEN FUND-FOR OP		\$0.00
11	2014	GEN FUND-FOR OP		\$0.00
11	2015	GEN FUND-FOR OP		\$0.00
11	2016	GEN FUND-FOR OP		\$0.00
11	2017	GENERAL		\$0.00
11	2018	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		\$456,884.41
11	2022	GENERAL		\$169,046.51
11	2023	GENERAL		(\$53,803.41)
11	2024	GENERAL		\$27,526.47
			Fund 11 Total	\$599,653.98
12	2013	CO-OP FUND-FOR CO-OP		\$0.00
12	2014	CO-OP FUND-FOR CO-OP		\$0.00
12	2015	CO-OP FUND-FOR CO-OP		\$0.00
12	2016	CO-OP FUND-FOR CO-OP		\$0.00
12	2017	CO-OP		\$0.00
12	2018	CO-OP		\$0.00
12	2019	CO-OP		\$0.00
			Fund 12 Total	\$0.00
21	2013	Building		\$0.00
21	2014	Building		\$0.00
21	2015	Building		\$0.00
21	2016	Building		\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		\$197,171.30
21	2022	BUILDING		(\$46,864.61)
21	2023	BUILDING		\$38,390.75
21	2024	BUILDING		\$515.31
			Fund 21 Total	\$189,212.75
22	2013	CHILD NUTRITION		\$0.00
22	2014	CHILD NUTRITION		\$0.00
22	2015	CHILD NUTRITION		\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		\$0.00
22	2020	CHILD NUTRITION		\$0.00
			Fund 22 Total	\$0.00
31	2013	BOND FUND		\$0.00
31	2014	BOND FUND		\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00
31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2023

31	2021	BUILDING BOND	\$211,024.96
31	2022	BUILDING BOND	(\$55,493.72)
31	2023	BUILDING BOND	(\$76,044.00)
Fund 31 Total			<u>\$79,487.24</u>
32	2016	BOND FUND	\$0.00
32	2017	TRANSPORTATION BOND	\$0.00
32	2019	TRANSPORTATION BOND	\$0.00
32	2020	TRANSPORTATION BOND	\$0.00
32	2021	TRANSPORTATION BOND	\$0.00
Fund 32 Total			<u>\$0.00</u>
41	2013	Sinking	\$0.00
41	2014	Sinking	\$0.00
41	2015	Sinking	\$0.00
41	2016	Sinking	\$0.00
41	2017	SINKING	\$0.00
41	2018	SINKING	\$0.00
41	2019	SINKING	\$0.00
41	2020	SINKING	\$0.00
41	2021	SINKING	\$191,324.85
41	2022	SINKING	(\$51,785.17)
41	2023	SINKING	(\$43,394.98)
41	2024	SINKING	\$904.82
Fund 41 Total			<u>\$97,049.52</u>
60	2017	HS/MS ACTIVITY FUND	\$234,456.04
60	2018	HS/MS ACTIVITY FUND	\$444,083.53
60	2019	HS/MS ACTIVITY FUND	\$530,359.71
60	2020	HS/MS ACTIVITY FUND	\$307,144.88
60	2021	HS/MS ACTIVITY FUND	\$304,689.75
60	2022	HS/MS ACTIVITY FUND	\$338,988.68
60	2023	HS/MS ACTIVITY FUND	\$469,400.43
60	2024	HS/MS ACTIVITY FUND	\$99,054.10
Fund 60 Total			<u>\$2,728,177.12</u>
61	2017	ELEMENTARY ACTIVITY FUND	\$78,565.40
61	2018	ELEMENTARY ACTIVITY FUND	\$83,655.53
61	2019	ELEMENTARY ACTIVITY FUND	\$84,036.71
61	2020	ELEMENTARY ACTIVITY FUND	\$52,772.59
61	2021	ELEMENTARY ACTIVITY FUND	\$61,776.43
61	2022	ELEMENTARY ACTIVITY FUND	\$81,885.55
61	2023	ELEMENTARY ACTIVITY FUND	\$86,062.83
61	2024	ELEMENTARY ACTIVITY FUND	\$54,860.53
Fund 61 Total			<u>\$583,615.57</u>
Cash Total			<u>\$4,277,196.18</u>
Investments			
11	2017	GENERAL	\$0.00
11	2019	GENERAL	\$0.00
Fund 11 Total			<u>\$0.00</u>
61	2017	ELEMENTARY ACTIVITY FUND	\$0.00
Fund 61 Total			<u>\$0.00</u>
Investments Total			<u>\$0.00</u>
Revenue Receivable			
11	2013	GEN FUND-FOR OP	\$0.00

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2023

11	2014	GEN FUND-FOR OP	\$0.00
11	2015	GEN FUND-FOR OP	\$0.00
11	2016	GEN FUND-FOR OP	\$0.00
11	2017	GENERAL	\$0.00
11	2018	GENERAL	\$0.00
11	2019	GENERAL	\$0.00
11	2020	GENERAL	\$0.00
11	2021	GENERAL	(\$5,054,800.05)
11	2022	GENERAL	(\$5,641,983.26)
11	2023	GENERAL	(\$5,672,743.41)
11	2024	GENERAL	(\$40,910.93)
Fund 11 Total			(\$16,410,437.65)
12	2013	CO-OP FUND-FOR CO-OP	\$0.00
12	2014	CO-OP FUND-FOR CO-OP	\$0.00
12	2015	CO-OP FUND-FOR CO-OP	\$0.00
12	2016	CO-OP FUND-FOR CO-OP	\$0.00
12	2017	CO-OP	\$0.00
12	2018	CO-OP	\$0.00
Fund 12 Total			\$0.00
21	2013	Building	\$0.00
21	2014	Building	\$0.00
21	2015	Building	\$0.00
21	2016	Building	\$0.00
21	2017	BUILDING	\$0.00
21	2018	BUILDING	\$0.00
21	2019	BUILDING	\$0.00
21	2020	BUILDING	\$0.00
21	2021	BUILDING	(\$283,884.76)
21	2022	BUILDING	(\$314,574.69)
21	2023	BUILDING	(\$382,684.30)
21	2024	BUILDING	(\$515.31)
Fund 21 Total			(\$981,659.06)
22	2013	CHILD NUTRITION	\$0.00
22	2014	CHILD NUTRITION	\$0.00
22	2015	CHILD NUTRITION	\$0.00
22	2016	CHILD NUTRITION	\$0.00
22	2017	CHILD NUTRITION	\$0.00
22	2018	CHILD NUTRITION	\$0.00
22	2019	CHILD NUTRITION	(\$245,039.16)
22	2020	CHILD NUTRITION	\$0.00
Fund 22 Total			(\$245,039.16)
31	2013	BOND FUND	\$0.00
31	2014	BOND FUND	\$0.00
31	2015	BOND FUND	\$0.00
31	2016	BOND FUND	\$0.00
31	2017	BOND	\$0.00
31	2018	BOND	\$0.00
31	2019	BOND	\$0.00
31	2020	BUILDING BOND	\$0.00
31	2021	BUILDING BOND	(\$565,829.87)
31	2022	BUILDING BOND	(\$211,024.96)

Wellston Public Schools Balance Sheet

Options: As Of Date: 7/31/2023

			Fund 11 Total	\$139,941.79
12	2017	CO-OP		\$0.00
			Fund 12 Total	\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		\$0.00
21	2022	BUILDING		\$0.00
21	2023	BUILDING		\$0.00
			Fund 21 Total	\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		\$0.00
22	2020	CHILD NUTRITION		\$0.00
			Fund 22 Total	\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00
31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00
31	2021	BUILDING BOND		\$0.00
31	2022	BUILDING BOND		\$0.00
31	2023	BUILDING BOND		\$0.00
			Fund 31 Total	\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
			Fund 32 Total	\$0.00
41	2017	SINKING		\$0.00
41	2018	SINKING		\$0.00
41	2019	SINKING		\$0.00
41	2020	SINKING		\$0.00
41	2021	SINKING		\$0.00
41	2022	SINKING		\$0.00
41	2023	SINKING		\$0.00
			Fund 41 Total	\$0.00
			Outstanding Warrants Total	\$139,941.79
Fund Balance				
11	2013	GEN FUND-FOR OP		\$0.00
11	2014	GEN FUND-FOR OP		\$0.00
11	2015	GEN FUND-FOR OP		\$0.00
11	2016	GEN FUND-FOR OP		\$0.00
11	2017	GENERAL		\$0.00
11	2018	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		(\$4,597,915.64)
11	2022	GENERAL		(\$5,474,736.89)
11	2023	GENERAL		(\$5,818,640.80)
11	2024	GENERAL		(\$59,432.13)

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2023

			Fund 11 Total	(\$15,950,725.46)
12	2013	CO-OP FUND-FOR CO-OP		\$0.00
12	2014	CO-OP FUND-FOR CO-OP		\$0.00
12	2015	CO-OP FUND-FOR CO-OP		\$0.00
12	2016	CO-OP FUND-FOR CO-OP		\$0.00
12	2017	CO-OP		\$0.00
12	2018	CO-OP		\$0.00
			Fund 12 Total	\$0.00
21	2013	Building		\$0.00
21	2014	Building		\$0.00
21	2015	Building		\$0.00
21	2016	Building		\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		(\$86,713.46)
21	2022	BUILDING		(\$361,439.30)
21	2023	BUILDING		(\$344,293.55)
			Fund 21 Total	(\$792,446.31)
22	2013	CHILD NUTRITION		\$0.00
22	2014	CHILD NUTRITION		\$0.00
22	2015	CHILD NUTRITION		\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		(\$245,039.16)
22	2020	CHILD NUTRITION		\$0.00
			Fund 22 Total	(\$245,039.16)
31	2013	BOND FUND		\$0.00
31	2014	BOND FUND		\$0.00
31	2015	BOND FUND		\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00
31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00
31	2021	BUILDING BOND		(\$354,804.91)
31	2022	BUILDING BOND		(\$266,518.68)
31	2023	BUILDING BOND		(\$231,575.24)
			Fund 31 Total	(\$852,898.83)
32	2013	BOND FUND		\$0.00
32	2016	BOND FUND		\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		(\$160,000.00)
			Fund 32 Total	(\$160,000.00)
41	2013	Sinking		\$0.00
41	2014	Sinking		\$0.00
41	2015	Sinking		\$0.00
41	2016	Sinking		\$0.00
41	2017	SINKING		\$0.00

Wellston Public Schools
Balance Sheet

Options: As Of Date: 7/31/2023

41	2018	SINKING	\$0.00
41	2019	SINKING	\$0.00
41	2020	SINKING	\$0.00
41	2021	SINKING	(\$20,855.00)
41	2022	SINKING	(\$427,179.85)
41	2023	SINKING	(\$370,342.18)
		Fund 41 Total	(\$818,377.03)
60	2017	HS/MS ACTIVITY FUND	\$0.00
60	2018	HS/MS ACTIVITY FUND	\$81,469.38
60	2019	HS/MS ACTIVITY FUND	\$90,633.42
60	2020	HS/MS ACTIVITY FUND	\$73,772.98
60	2021	HS/MS ACTIVITY FUND	\$77,433.50
60	2022	HS/MS ACTIVITY FUND	\$79,399.36
60	2023	HS/MS ACTIVITY FUND	\$109,982.15
60	2024	HS/MS ACTIVITY FUND	\$99,054.10
		Fund 60 Total	\$611,744.89
61	2017	ELEMENTARY ACTIVITY FUND	\$25,276.57
61	2018	ELEMENTARY ACTIVITY FUND	\$32,423.23
61	2019	ELEMENTARY ACTIVITY FUND	\$35,126.67
61	2020	ELEMENTARY ACTIVITY FUND	\$17,072.96
61	2021	ELEMENTARY ACTIVITY FUND	\$23,278.00
61	2022	ELEMENTARY ACTIVITY FUND	\$29,827.72
61	2023	ELEMENTARY ACTIVITY FUND	\$52,669.61
61	2024	ELEMENTARY ACTIVITY FUND	\$54,860.53
		Fund 61 Total	\$270,535.29
		Fund Balance Total	(\$17,937,206.61)
		Liabilities, Reserves and Fund Balance Total	(\$17,797,264.82)

Revenue vs Expense 2021-2026

Month	2021-2022		2022-2023		2023-2024		2024-2025		2025-2026	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
July	144,777.92	239,336.08	50,749.41	73,001.39	42,331.06	123,782.31				
August	307,537.94	174,525.72	264,046.01	237,792.96						
September	424,000.31	514,116.06	293,770.22	904,767.39						
October	296,172.12	395,513.40	293,772.73	142,823.27						
November	282,432.71	583,333.66	268,401.34	617,346.48						
December	384,191.86	370,988.92	786,725.89	447,619.53						
January	1,033,658.15	408,799.00	1,124,303.32	402,321.48						
February	493,638.47	468,307.74	516,977.28	421,003.13						
March	290,797.46	376,783.17	349,672.33	714,308.55						
April	663,549.54	620,509.44	478,381.44	342,293.27						
May	641,746.02	1,323,932.57	382,670.15	1,293,769.93						
June	554,604.91	86,765.69	671,708.04	56,786.69						
Totals	\$5,517,107.41	\$5,562,911.45	\$5,481,178.16	\$5,653,834.07	\$42,331.06	\$123,782.31	\$0.00	\$0.00	\$0.00	\$0.00
over/short		(\$45,804.04)		(\$172,655.91)		(\$81,451.25)		\$0.00		\$0.00

Notes:

General Fund 11 Only

Month	2021-2022		2022-2023		2023-2024		2024-2025		2025-2026	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
July	142,211.93	143,371.66	48,868.96	73,001.39	40,910.93	123,782.31				
August	304,784.09	127,405.72	262,552.03	110,570.22						
September	421,722.16	443,007.58	289,383.14	902,517.39						
October	293,000.00	384,195.90	291,710.71	83,959.52						
November	281,283.24	583,333.66	266,728.66	617,346.48						
December	375,921.95	369,588.92	776,849.10	444,760.03						
January	864,094.17	408,799.00	944,085.33	402,321.48						
February	443,327.89	468,307.74	465,709.94	407,767.51						
March	285,607.00	376,783.17	345,364.79	713,114.80						
April	628,520.08	395,081.94	446,348.16	71,924.02						
May	623,567.67	1,320,653.75	363,601.04	1,270,329.93						
June	551,594.01	86,765.69	561,253.58	54,899.94						
Totals	\$5,215,634.19	#####	#####	#####	\$40,910.93	\$123,782.31	\$0.00	\$0.00	\$0.00	\$0.00
over/short	\$108,339.46		#####	#####	(\$82,871.38)		\$0.00		\$0.00	

July 2023

General #11		Building #21	
\$ 542,583.57	Balance Forward	\$ 188,222.44	Balance Forward
\$ 123,782.31	Warrants 1880-1897 & 1001-1030		Warrants
		\$ 515.31	7/20 Lincoln County Clerk
\$ 14,047.40	7/11 OK Tax Commission	\$ 475.00	Voided check 1051
\$ 9.13	7/17 Arvest CC Cash Back		
\$ 5,715.25	7/20 Lincoln County Clerk		
\$ 12,462.52	7/20 Lincoln County Clerk	\$ 189,212.75	Balance
\$ 8,219.32	7/25 OK Land Commission		
\$ 17.45	7/31 First Bank & Trust MM Interest		
\$ 439.86	7/31 First Bank & Trust Interest		
		\$ 79,487.24	Balance Forward
		\$ 79,487.24	Balance
		\$ 96,144.70	Balance Forward
		\$ 904.82	7/20 Lincoln County Clerk
		\$ 97,049.52	Balance
\$ 459,712.19	Balance		

#900211

\$	6,227.73	Balance Forward
\$	17.45	Interest earned
<hr/>		
\$	6,245.18	Balance

\$	906,437.95	Balance Forward
\$	42,331.06	Revenue
\$	123,782.31	Expenses
\$	475.00	Voided check 1051
<hr/>		
\$	825,461.70	Balance

\$	959,159.06	Bank Balance
\$	139,941.79	Outstanding Warrants
\$	6,245.18	Money Market
\$	0.75	Kelly Curry Bank Check
<hr/>		
\$	825,461.70	Balance

General

\$	40,910.93	Revenue
\$	123,782.31	Expenses

Wellston Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2023 - 7/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ATHLETICS	\$0.00	\$0.00	\$8,380.78	\$75.00	\$8,305.78	\$0.00	\$8,305.78
802 FFA	\$0.00	\$0.00	\$12,669.85	\$133.00	\$12,536.85	\$3,015.00	\$9,521.85
804 CLASS OF 2022	\$0.00	\$0.00	\$342.05	\$0.00	\$342.05	\$0.00	\$342.05
805 CLASS OF 2023	\$0.00	\$0.00	\$592.62	\$0.00	\$592.62	\$0.00	\$592.62
806 CLASS OF 2024	\$0.00	\$0.00	\$3,045.78	\$0.00	\$3,045.78	\$0.00	\$3,045.78
807 WEA	\$0.00	\$0.00	\$3,394.28	\$0.00	\$3,394.28	\$60.00	\$3,334.28
808 H.S. SOFTBALL	\$0.00	\$0.00	\$5,335.60	\$0.00	\$5,335.60	\$0.00	\$5,335.60
809 FCCLA	\$0.00	\$0.00	\$3,310.27	\$0.00	\$3,310.27	\$0.00	\$3,310.27
811 MURAL FUND	\$0.00	\$0.00	\$489.50	\$0.00	\$489.50	\$0.00	\$489.50
812 YEARBOOK	\$0.00	\$0.00	\$14,518.01	\$0.00	\$14,518.01	\$0.00	\$14,518.01
814 H.S. CHEERLEADERS	\$0.00	\$0.00	\$1,875.94	\$0.00	\$1,875.94	\$0.00	\$1,875.94
818 BAND	\$0.00	\$0.00	\$711.92	\$0.00	\$711.92	\$0.00	\$711.92
820 COUNSELOR	\$0.00	\$0.00	\$389.44	\$0.00	\$389.44	\$0.00	\$389.44
821 M.S. CHEERLEADERS	\$0.00	\$0.00	\$1,910.74	\$0.00	\$1,910.74	\$0.00	\$1,910.74
823 SPANISH CLUB	\$0.00	\$0.00	\$289.11	\$0.00	\$289.11	\$0.00	\$289.11
824 NATIONAL HONOR SOCIETY	\$0.00	\$0.00	\$685.68	\$0.00	\$685.68	\$0.00	\$685.68
826 CLASS OF 2025	\$0.00	\$0.00	\$147.00	\$0.00	\$147.00	\$0.00	\$147.00
827 SPEECH/DRAMA	\$0.00	\$0.00	\$207.02	\$0.00	\$207.02	\$0.00	\$207.02
828 ART CLASS	\$0.00	\$0.00	\$112.52	\$0.00	\$112.52	\$0.00	\$112.52
829 CLASS OF 2026	\$0.00	\$0.00	\$199.00	\$0.00	\$199.00	\$0.00	\$199.00
832 FELLOWSHIP CHRISTIAN ATHLETES	\$0.00	\$0.00	\$30.34	\$0.00	\$30.34	\$0.00	\$30.34
834 BASEBALL	\$0.00	\$0.00	\$6,768.20	\$0.00	\$6,768.20	\$3,600.00	\$3,168.20
836 BETTY WATERSON-CNP	\$0.00	\$0.00	\$279.87	\$0.00	\$279.87	\$0.00	\$279.87
837 MISCELLANEOUS	\$0.00	\$0.00	\$2,208.12	\$0.00	\$2,208.12	\$275.00	\$1,933.12
839 AP	\$0.00	\$0.00	\$34.98	\$0.00	\$34.98	\$0.00	\$34.98
843 LIBRARY	\$0.00	\$0.00	\$433.58	\$0.00	\$433.58	\$0.00	\$433.58
846 SCIENCE CLUB	\$0.00	\$0.00	\$77.51	\$0.00	\$77.51	\$0.00	\$77.51
850 M.S. MISC	\$0.00	\$0.00	\$19,751.87	\$0.00	\$19,751.87	\$0.00	\$19,751.87
851 H.S. MISC	\$0.00	\$0.00	\$60.35	\$0.00	\$60.35	\$0.00	\$60.35
852 GIRLS BASKETBALL	\$0.00	\$0.00	\$4,828.49	\$0.00	\$4,828.49	\$2,900.00	\$1,928.49
853 BOYS BASKETBALL	\$0.00	\$0.00	\$4,389.41	\$0.00	\$4,389.41	\$179.99	\$4,209.42
856 BPA	\$0.00	\$0.00	\$198.27	\$0.00	\$198.27	\$0.00	\$198.27
858 TEACHER OF THE YEAR	\$0.00	\$0.00	\$11.00	\$0.00	\$11.00	\$0.00	\$11.00
859 BILL FORGEY SCHOLARSHIP FUND	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
860 TROY SWAFFORD SCHOLARSHIP	\$0.00	\$0.00	\$875.00	\$0.00	\$875.00	\$0.00	\$875.00
Total	\$0.00	\$0.00	\$99,054.10	\$208.00	\$98,846.10	\$10,029.99	\$88,816.11

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 69 - 200, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	69	07/01/2023	12005	UNITED SYSTEMS INC	E-RATE DISTRICT PORTION	1,797.70
11	70	07/01/2023	12090	CONTRACT PAPER GROUP, INC.	PAPER ORDER	5,656.00
11	71	08/03/2023	12588	OKLAHOMA FFA ASSOCIATION	School Ag Ed Affiliate Fees	2,154.00
11	72	08/03/2023	12419	BSN LLC	Baseballs	800.00
11	73	07/01/2023	546	DECKER EQUIPMENT	WHITE BOARDS	1,500.00
11	74	07/01/2023	12266	KRISTA MOTLEY, MS, CCC-SLP	SPEECH THERAPY	910.00
11	75	07/01/2023	240	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES	600.00
11	76	07/01/2023	451	ROSENSTEIN FIST & RINGOLD	LEGAL FEES	60.00
11	77	07/01/2023	13443	DREW EICHELBERGER - EVOLVE ED	CLASSROOM MANAGEMENT COURSE	270.00
11	78	07/01/2023	1	MUNICIPAL ACCOUNTING SYSTEMS	YEARLY USAGE FEE	16,067.38
11	79	07/01/2023	13537	360 REFRIGERATION	FREEZER REPAIR WORK	15,100.00
11	80	07/01/2023	345	TEACHER RETIREMENT SYSTEM	RETIREMENT PAYMENT CORRECTION	2,000.00
11	81	07/01/2023	780	OKLA THERAPY CONSULTANTS	OCCUPATIONAL THERAPY	1,085.00
11	82	07/01/2023	25	OKLA STATE SCHOOL BOARDS ASSOC	BOARD MEMBER TRAINING	120.00
11	83	07/01/2023	13356	OSSBA EMPLOYMENT SERVICES	EMPLOYMENT SERVICES - MANAGEMENT FEES	130.00
11	84	07/01/2023	12376	CAPITAL ONE	MAINTENANCE & CNP SUPPLIES	631.31
11	85	07/01/2023	275	ROSS TRANSPORTATION, INC.	BUS PARTS	286.02
11	86	07/01/2023	75	JACKSON ELECTRIC	412 - CHOP SAW WORK	220.00
11	87	07/01/2023	849	ANCHOR PAINT OF OK CITY	PAINT	431.03
11	88	07/01/2023	13566	ARVEST - AMAZON	TECH & SUPPLIES	9,000.00
Non-Payroll Total:						\$58,818.44
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$58,818.44

Wellston Public Schools
Budget Analysis**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2023-2024						
11 GENERAL	5,240,000.00	741,055.23	146,605.42	594,449.81	4,498,944.77	14.14%
Total 2023-2024	\$5,240,000.00	\$741,055.23	\$146,605.42	\$594,449.81	\$4,498,944.77	14.14 %
Report Total	\$5,240,000.00	\$741,055.23	\$146,605.42	\$594,449.81	\$4,498,944.77	14.14 %

Date Range: 7/1/2023 - 6/30/2024

Classification Bolding: N/A

Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	1	Yes	No	2024
Fund	2	No	No	11
Project	N/A	N/A	N/A	
Function	N/A	N/A	N/A	
Object	N/A	N/A	N/A	
Program	N/A	N/A	N/A	
Subject	N/A	N/A	N/A	
JobClass	N/A	N/A	N/A	
Unit	N/A	N/A	N/A	

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2023-2024**

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2023** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to emilia.contardi@careertech.ok.gov **no later than September 30, 2023**.

Approved:

<hr/>	
President, Board of Education	Date
<hr/>	
Superintendent of Schools	Date
<hr/>	
Wellston School System	
Brent Haken, State Director	District Name (please print)
Date	

By submitting this document, it is understood and agreed that signatures are digitally signed by individuals listed and validation is available within the CTIMS system. The signing person is a trusted signer and the content has not been changed or tampered with since it was digitally signed.

**MEMORANDUM OF AGREEMENT
BETWEEN THE
KICKAPOO TRIBE OF OKLAHOMA
BEHAVIORAL HEALTH PROGRAM
AND
LOCAL EDUCATION AGENCY**

THIS MEMORANDUM OF AGREEMENT (hereinafter “MOA”) is made and entered into on this 18 Day of July in the year 2023, by and between the Kickapoo Tribe of Oklahoma Behavioral Health Program (hereinafter “KBH”), 105365 S.HWY 102, PO Box 1059, McLoud, Oklahoma 74851 and Wellston Public School, 708 Birch Street, Wellston, OK 74881 (hereinafter “Local Education Agency or LEA”), to collaborate in order to jointly provide therapy and evaluation services to qualifying children ages four through twenty who are identified as having behavioral health, and/or substance abuse problems.

WITNESSETH:

WHEREAS, through this collaboration the intent is to be a leading force in enhancing the lives of qualifying children by providing behavioral health services, and

WHEREAS, the purpose of this MOA is to establish working procedures between KBH and LEA for the provision of coordinated behavioral health services to eligible school children, and

WHEREAS, KBH wishes to enter into an agreement with LEA in order to provide behavioral health services to eligible school children, and

WHEREAS, the KBH agrees to provide qualified personnel who are willing and able to perform the services described herein, and

WHEREAS, the LEA agrees to provide an appropriate, private location where confidential communications can be held and assessments and therapy services can be provided, and

NOW THEREFORE, and in consideration of the mutual covenants, promises, agreements, understandings, and conditions herein contained, the parties hereto promise to the other, agree and understand as follows, to wit:

1. PURPOSE OF MOA.

A. The purpose of this MOA is for KBH and LEA to clarify roles and responsibilities in providing behavioral health services to qualifying school children ages four through twenty who are identified as having behavioral health, and/or substance abuse problems.

B. The provisions of this MOA are not intended to alter, amend or invalidate any existing policies or procedures of KBH or LEA unless expressly otherwise stated herein. The signatory parties intend that the responsibilities and understandings set-forth herein are to be followed in all

relations and communications between KBH and LEA with respect to behavioral health services.

2. TERM OF MOA. This MOA shall be for a term of 12 months, beginning on the 17 Day of July in the year 2023, and ending on the 16 Day of July in the year 2024.,. Thereafter, the parties may renew this MOA for one or more additional years, provided that said renewal shall be in writing and signed by the KBH Director, the Health Director, and a duly authorized agent of the LEA.

3. TERMINATION AND AMENDMENT. This MOA may be terminated by KBH or LEA at any time during the term of the MOA. Termination shall be effective thirty (30) days after receipt of written notice sent by United States Registered mail to the other party at the above listed addresses. This MOA may be amended by the parties, provided that no amendment to any provisions of the MOA shall be binding upon the parties unless in writing and signed by the KBH Director, the Health Director, and a duly authorized agent of the LEA.

4. RESPONSIBILITIES OF SIGNATORIES.

A. LEA Responsibilities. LEA agrees to the following provisions:

1. LEA agrees to provide an appropriate, private location where confidential communications can be held and assessments and therapy services can be provided; and
2. LEA agrees to absorb the costs associated with the provided facilities, including all utility and maintenance costs; and
3. LEA agrees to accept responsibility for the designation of personnel to be responsible for conducting screening and making referrals to KBH; and

B. KBH Responsibilities. KBH agrees to the following provisions:

1. KBH agrees to provide therapy and evaluations to all eligible children attending the LEA. It is further recognized that the KBH shall provide parents with their legal rights under the behavioral health program; and
2. KBH agrees to provide behavioral health services to eligible children regardless of their involvement in or eligibility for Special Education Services; and
3. KBH agrees to provide a support system for eligible families and children through the use of therapy, training, information dissemination and involvement in the behavioral health program, as well as collaboration with the LEA and other community services; and
4. KBH Director shall work with LEA to ensure collaboration and coordination of services to all eligible Native American's who have provided a CDIB card issued by

a federally recognized Tribe; and

5. As deemed necessary, KBH staff shall provide and participate in the joint training of LEA staff and parents of eligible children.

5. PRIOR AGREEMENTS. This MOA constitutes the entire and exclusive agreement concerning KBH services between the parties signing below. Execution of this MOA supersedes and nullifies all prior agreements, contracts, negotiations and promises or representations concerning that subject matter, whether written or unwritten, verbal or tacit, or implied by prior dealings, between and among any of the parties or their predecessors with respect to the matters set in this agreement.

6. TRANSPORTATION. KBH shall provide transportation to eligible children needing services if said children meet KBH policies for providing transportation.

7. COORDINATING REQUIRED PAPERWORK. In order to coordinate paperwork required by the KBH and the LEA, the following process shall be utilized:

- A. When the LEA representative, parent, or legal guardian refers a child to the KBH for an evaluation or therapy, LEA must first obtain written consent from the parent or legal guardian before KBH services are provided to the child. When necessary and practical, KBH personnel may assist LEA in obtaining written consent.
- B. All original consent forms shall be maintained by LEA and true and correct copies of all consent forms shall be maintained by KBH.
- C. All confidential information received by KBH from LEA shall be maintained in a secure manner, adhering to requirements of confidentiality under State and Federal laws.

8. COST-SHARING. This MOA requires the sharing of resources received through State and Federal funding. In order to assure that integrated services are implemented in a manner that maintains State and Federal fiscal support for children in these programs, KBH and LEA agree to the following cost-sharing arrangement:

- A. LEA shall assume the costs associated with providing the location for KBH services, including all necessary utilities.
- B. LEA shall assume the costs associated with providing personnel to be responsible for conducting screening and making referrals to the KBH.
- C. KBH shall assume the costs associated with providing personnel to be responsible for providing therapy, conducting evaluations and providing KBH services to eligible children.
- D. KBH shall assume the costs associated with providing all materials necessary to

conduct evaluations and provide KBH services.

9. DISPUTE RESOLUTION. The following process shall be utilized to resolve any dispute, controversy or claim arising out of or relating to the MOA:

- A. Step One. The disputing party shall orally notify the LEA Director and/or the KBH Director regarding the details of the dispute. The LEA Director and the KBH Director shall then communicate in order to resolve the dispute. If the dispute is resolved, the LEA Director and the KBH Director shall communicate the resolution to the disputing party and other necessary staff members under his or her employ. If the dispute cannot be resolved, proceed according to Step Two.
- B. Step Two. The disputing party shall submit a written complaint to the LEA Superintendent and the KBH Director. Upon receipt of the written complaint, the LEA Director, the KBH Director, and necessary staff members shall communicate in attempt to resolve the dispute. If the LEA Director and the KBH Director can resolve the dispute, then a Memorandum shall be prepared detailing the terms of the resolution.
- C. Step Three. In the event that a dispute cannot be resolved utilizing the methods detailed above either party may choose to terminate this Agreement according to the terms set forth in Paragraph 3 above.

10. In the event that a dispute cannot be resolved as stated above in Steps One, Two or Three, it is understood that this Agreement is subject to the laws of the Kickapoo Tribe of Oklahoma. The parties agree their respective performances hereunder shall be governed by an obligation of good faith. The Kickapoo Tribe of Oklahoma and the LEA have not waived sovereign immunity.

11. NOTICES. All notices, reports correspondence or other communications required or authorized by this MOA shall be in writing and shall be deemed delivered on date of personal service or date of delivery by certified mail as evidenced by return receipt. Notices shall be directed to the following individuals and addresses:

Kickapoo Tribe of Oklahoma Behavioral Health Program
ATTN: Paulette Jobe, BH Director
105365 S.HWY 102, PO Box 1059
McLoud, OK 74851

Wellston Public School
ATTN: Mike Franz
Superintendent
708 Birch Street, Wellston, OK 74881

Any party may change its address for receiving notices by giving written notice of such change to the other party in accordance with this section.

12. ASSIGNMENT. Neither party shall in any manner assign or transfer, in whole or in part, any obligation assumed or contemplated by this MOA without the prior written consent of the other party, which consent shall be within the other party's sole discretion.

13. ENTIRE AGREEMENT. This MOA constitutes the entire agreement between the parties with respect to the KBH Program collaborating with LEA to provide behavioral health and /or substance abuse services to eligible children.

14. HEADINGS. The headings used in this MOA are for convenience and reference only and shall not be held to explain, modify, amplify or aid in the interpretation or construction of any of the provisions of this MOA.

IN WITNESS WHEREOF, the parties have executed and entered into this MOA.

APPROVED:

LEA:

Superintendent

Date: _____

KBH:

Behavioral Health Director

Date: _____

KICKAPOO TRIBE OF OKLAHOMA:

Health Director

Date: _____

RESTRAINTS AND SECLUSION

It is the policy of the board of education that physical restraint and seclusion will not be utilized as an acceptable punishment for students. Students will be physically restrained only in the event that the child is an immediate threat to self or others. In such circumstance, the physical restraint will not include any action that could potentially restrict breathing or subject the child to physical injury.

Children that are on an Individualized Education Program (IEP) may be disciplined in accordance with a Behavioral Intervention Plan (BIP) that is included within the IEP. Each incident involving restraint or seclusion of a child on an IEP shall be reported immediately to a school site administrator and documented using the statewide online IEP reporting system. A copy of the documentation shall be placed in the student's file and provided to the student's parent or guardian. For each incident of seclusion or restraint, the student's parent or guardian shall be notified as soon as possible, and must be notified no later than the school day following the incident or within twenty-four (24) hours of the incident, whichever is first. An IEP meeting may be needed to review or implement a BIP for the student.

REFERENCE: **Oklahoma Accreditation Standard 210:15-13-9**

CORPORAL PUNISHMENT CONSENT FORM

1. I authorize and give my consent for _____ Public Schools officials to administer corporal punishment (paddle) to _____ (*name of student*) as outlined in board policy. This consent is valid for the _____ school year.

2. I do not consent to the administration of corporal punishment to _____ (*name of student*). This consent is valid for the _____ school year.

Parent or Guardian

Date: _____

CORPORAL PUNISHMENT REPORT FORM

Student's Name _____

School _____ Grade _____

Date _____

Reason for Disciplinary Action: _____

Action Taken: _____

Signature of Administrator

Signature of Witness

SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
 - Violations of policy or regulations
 - Possession of an intoxicating beverage, ~~low point beer (37 O.S. §163.2)~~ (See policy FNCE)
 - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
 - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
 - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year ~~or longer~~. (See policy FNCGA.)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

SUSPENSION OF STUDENTS, REGULATION (Cont.)Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.
2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.
3. Out-of-school suspension.
 - A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension ~~to the board of education~~. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
 - B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

1. Any student who has been suspended **for ten (10) days or less** under the steps listed above, or the student's parent(s), may appeal the suspension to the Superintendent. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall hear the appeal within ten (10) days from the date the notice of intent is filed. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal to the Superintendent, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - D. The Superintendent shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The Superintendent may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the Superintendent shall be final.

Suspension Appeals Committee (*Optional*)

A suspension appeals committee is hereby established which will consist of _____ administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

(If a Suspension Appeals Committee is created, then. . .)

Appellate Procedures (Option A)

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - E. *(Option 1)* Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.

- OR -

 - (E). *(Option 2)* Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.
2. Any student who has been suspended **for greater than ten (10) days** under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

- C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: **70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

THIS POLICY REQUIRED BY LAW.

OPEN RECORDS ACT

It is the policy of the Wellston Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.1. and only to the extent that said act does not violate federal law. (See GBA-R.)

~~The superintendent's secretary or other secretary designee~~ shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. All efforts will be made to have at least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent may charge a fee to recover the reasonable direct costs of copying district records. The superintendent may also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies:	Research:
8 1/2" X 11" or	\$25.00 per hour
8 1/2" x 14" \$.25 per copy	
11" x 17" ledger \$.50 per copy	
Certified copy \$1.00 per page	

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available online at the school district's website ~~the Internet~~ to comply with the obligation of providing prompt, reasonable access to records.

REFERENCE: 51 O.S. §24 A.1, et seq.

NOTE: **If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.**

ADVERTISING ON SCHOOL PROPERTYOption 1:

It is the policy of the _____ Board of Education that, except as indicated below, no advertising shall be permitted in school buildings, on school grounds, or on other school property.

Solicitation of advertising, or the use of the school system to promote any product, shall not be permitted.

Nothing herein shall be construed to prevent advertising in student publications that are published by student organizations.

Option 2:

The Board of Education desires to expand revenue sources for the financial needs of the school district and authorizes advertising on school property consistent with applicable state and local laws, codes, and ordinances. "School property" for the purposes of this Policy includes, but is not limited to: school district owned real estate; school district owned or leased buildings; school district owned or leased vehicles, excluding school buses; school district electronic communication medium including the school district's website, school district electronic communications, school district television, and media productions; school district sponsored content on mass media outlets; and any other method of electronic or print communications published or used by the school district. The Board of Education may enter into a contract for the sale of signage on school district property which may also include, but is not limited to, areas in and around athletic fields and grounds, on fences, on school vehicles, and in and on school buildings; advertising space in school district publications and print media; advertising space on the school district's website; and advertisements to be included in school district productions and programs that are aired on media outlets such as television stations, online, radio, etc.

Advertisements shall be limited to the name of the company or organization, contact information for the company or organization, and the logo of the company or organization. Advertisements will not include statements or tag lines. The Board will not approve specifications or award an advertisement on school property contract if the advertisement:

1. Is false, misleading, deceptive, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, or vulgar.
3. Promotes unlawful or illegal goods, services, or activities;
4. Declares or implies an endorsement by the Board of Education, school district or an employee or student of the district.

An advertiser will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board of Education. If payment is not received in a timely manner, the advertisement shall be removed.

SCHOOL SECURITY DRILLS

The following are the planned procedures for responding to a school campus intrusion/crisis. If a teacher, student, or administrator is made aware of an intruder, violence, weapons, acts of terrorism, or other crisis within the school campus, the following actions should be taken:

1. Notify the office immediately by intercom or in person, whichever is fastest (no student messengers).
2. Do not confront any intruder, instead, notify the principal/office, unless a student is in imminent danger.
3. The principal/office will announce over the intercom, "This is a security drill, please take action at this time." The office will also notify the police, ambulance, superintendent, etc., and will immediately shut off all school bells.
4. Teachers' immediate responsibilities shall be:
 - Lock all classroom doors (all inside)
 - Close all windows, window blinds/curtains
 - Turn all classroom lights off
 - Gather all students in an obscure corner of the room
 - Keep students orderly and quiet
 - Refrain from using the intercom unless the intruder is visible and office contact is necessary
 - Do not leave the classroom/students at any time
5. The principal shall close all hallway doors in the building.
6. The principal shall announce over the intercom that the drill is "over" and any explanation will be given at that time.

A minimum of four (4) security drills will be conducted at each school site within the district on an annual basis. No security drill will be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two (2) security drills shall be conducted in one semester. One (1) security drill shall be conducted within the first fifteen (15) days of each semester. The board of education and administration shall make a determination each year as to the extent of student involvement in the security drills. Staff shall be required to participate in the drills.

LEGAL REFERENCE: 70 O.S. § 5-148

SAFETY DRILLS

The School District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principal. The ten (10) drills shall consist of the following:

1. Security drills. A minimum of four (4) security lockdown drills shall be conducted at each site within the school district each school year. No security drill can be conducted at the same time of day as a previous security drill in the same school year, and no more than two drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school.
2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
4. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Oklahoma School Security Institute.

**REFERENCE: 70 O.S. § 5-148
70 O.S. § 5-149**

*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.

SICK LEAVE CERTIFIED PERSONNEL (REGULATIONS)

The board of education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.
2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed ten days during each school year, unless approved by administration. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.
3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel as long as the employee has leave available to use.
4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
 - A. Physician's statement endorsed by the employee
 - B. Employee statement endorsed by the principal or immediate supervisor
 - C. Copies of claim submitted for insurance benefits
 - D. Other information as may be indicated by the circumstances
6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
 - A. Sick leave claim on days of unusual or inclement weather
 - B. Sick leave claim during the last four weeks of employment
 - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
 - D. Reasonable cause exists to believe that sick leave benefits are being abused
7. When a teacher's accrued sick leave and maternity leave are ~~is~~ exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount that would be paid a substitute teacher for a maximum of 20 days.

SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS (Cont.)

8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.
9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

PAYMENT FOR UNUSED LEAVE UPON TERMINATION OF EMPLOYMENT

10. Upon termination of employment an employee, or the employee's estate, shall be paid \$50.00 per day for days accumulated (maximum of 100 days) while employed by the Wellston School District.

Eligibility: A full-time employee with at least ten years of service with the Wellston School district upon retirement or leaving employment while in good standing is eligible. Full-time is defined as six (6) hours per day for employees with a minimum of a 10-month yearly contract.

NOTE: The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

REFERENCE: 70 O.S. §6-104
 70 O.S. §6-147
 Atty. Gen. Op. No. 84-12
 Atty. Gen. Op. No. 91-632

OSSBA POLICY SERVICES REVIEW NOTES:

Payment for unused sick leave days may be made only upon termination of employment. Please see referenced AG Opinions. In reference to the Putnam City Schools audit, the provision of an incentive bonus appears to be a gift in conflict with Article 10, §15(A) of the Oklahoma Constitution.

**MATERNITY LEAVE
(REGULATIONS)**

Career Technology Centers:

~~The board of education shall provide maternity leave to full-time classroom instructional employees of the technology center who have been employed by the technology center school district for at least one year and have worked for the technology center for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be used immediately following the birth of the employee's child.~~

Common Education Schools:

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

REFERENCE: 70 O.S. §6-104.8

FAMILY MEDICAL LEAVE

If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA).

In order for school district employees to qualify for FMLA leave, three conditions must be met:

1. The school district must have 50 or more employees on the payroll for 20 workweeks during the current or preceding calendar year.
2. At least 50 employees must work within 75 miles of the district's worksite for the district to be covered; and
3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition; ~~or~~
3. For a serious health condition the employee is experiencing; ~~;~~
4. To care for a covered family service member with a serious illness or injury incurred in the line of duty on active duty; or
5. To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave and maternity leave. Such sick leave, maternity leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee. Eligible employees who are family members of covered service members with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

FAMILY MEDICAL LEAVE (Cont.)

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage. If the employee contributes toward the premiums, the employee will continue to pay the same rate while on leave.

NOTE: During FMLA leave, a board has no obligation to continue to give an employee any benefits other than health insurance, and those benefits thus may be discontinued during the leave. A board may decide whether to extend continuation of coverage to life, dental, and vision insurance, but should know extensions are not required by the FMLA and there can be a substantial cost to the district in doing so. One option that is cost effective and still protects employees while they are on unpaid leave is to permit employees to retain ancillary insurances by reimbursing the district for the full cost of the premiums during the leave period. No benefits or seniority accrues during leave. The district may require documentation from the employee's physician that the employee is able to return to work. FMLA will run concurrently.

REFERENCE: 29 CFR pt. 825
PL 103-3

THIS POLICY REQUIRED BY LAW.

LEAVE SHARING PROGRAM (REGULATION)

This regulation implements and supports the Leave Sharing Program Policy established by the board of education.

For the purposes of this regulation, the following definitions shall apply:

"Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

"Household members" means those persons who reside in the same home and who have duties to provide financial support to one another. The term includes foster children and legal wards even if they do not live in the household.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom as determined by the board of education.

"District employee" means a teacher or any full-time employee of this school district.

In order for an employee to participate in the shared leave program, the employee must:

1. Meet the criteria described in this regulation; and
2. Have abided by district policies regarding the use of sick leave.

An employee may donate sick leave to another employee only pursuant to the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.
2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.
3. Donated sick leave will not be available until all maternity leave or sick leave that is available to the requesting employee is exhausted.
4. The amount of leave to be donated is within the limits set by the board, if any.

Employees may not donate excess sick leave that the donor would not be able to otherwise take and the board will determine the amount of donated leave an employee may receive, if any.

Prior to approving donated sick leave, the board shall require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

LEAVE SHARING PROGRAM, REGULATION (Cont.)

When using donated sick leave, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. All shared sick leave usage records will be maintained by the administration office separately ~~from regular sick leave records.~~

Shared or donated sick leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be prorated to the credit of the donating employees and its original value (based on donor's pay rate) shall be restored.

Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

SCHOOL TRANSPORTATION (REGULATIONS)

In accordance with the policy of the board of education, the following regulations shall apply to the district's school transportation program. Responsibility for implementing these regulations shall be delegated to the supervisor of transportation.

School Bus Maintenance

1. All school buses purchased and used by the district will meet or exceed any and all state and federal minimum safety construction standards. (SDE Regulation)
2. The district shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (SDE Regulation)
3. The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the superintendent or designee for a period of ninety (90) days. (SDE Regulation)
4. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.
5. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation. It is furthermore the responsibility of all school bus drivers to inform the supervisor of transportation when routine maintenance is required.
6. The district shall adopt a preventative maintenance schedule to prolong the life of all school buses and to ensure the safety of the passengers. This schedule shall be developed by the supervisor of transportation.

School Bus Drivers

1. Any person employed as a school bus driver, whether full- or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus.
2. Any person employed as a school bus driver, whether full- or part-time, shall successfully complete a school bus drivers course and hold a school bus driver's certificate as required by the Oklahoma State Department of Education (SDE).
3. The driving records of all school bus drivers shall be checked annually and all drivers must meet the requirement of the SDE for school bus drivers' records. All new drivers shall have a felony records check conducted prior to employment and must meet SDE requirements.
4. All school bus drivers shall have an annual health certificate signed by a physician licensed by this state filed in the superintendent's office attesting that such physician has examined the driver and that the driver has no sign or symptoms of ill health, and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus. (SDE Regulation)

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

5. The use of tobacco by a school bus driver is not permitted during the operation of the bus or while on school premises as per board policy CKDA. The use of any intoxicating beverage and/or controlled dangerous substance by the driver within 8 hours prior to or during the operation of a school bus is strictly prohibited. (SDE Regulation)
6. Any school bus driver involved in a school bus accident resulting in personal injury, property damage of \$500.00 or more, or charged with a violation of traffic law shall submit to a screening test to detect if alcohol or a controlled dangerous substance was used by the driver prior to school bus operation (see DCCB).
7. All school bus drivers shall be evaluated annually for job performance purposes. All new drivers shall be evaluated within the first 90 days of the beginning of the school year. All drivers shall receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to and including the written evaluation form shall be on file in the office of the supervisor of transportation. These procedures shall be available to any interested party upon request.

Any school bus driver receiving a deficiency or reprimand may respond in writing to the transportation supervisor within 10 working days. A written plan of improvement shall be furnished to the school bus driver. A formal reevaluation shall be scheduled within 30 days. All evaluations shall be made available to the board of education and may be introduced as evidence in any disciplinary action or termination of employment hearings. Immediate suspension pending due process proceedings for termination of employment shall be made for any of the following reasons:

- A. Failure to conduct a thorough daily pre-trip inspection;
- B. The use of alcohol or any controlled dangerous substance within eight hours prior to the operation of a school bus.
- C. Operating a school bus in a careless or wanton manner without regard for the safety of persons or property or in violation of the conditions outlined in 47 O.S. §11-801:
 1. No person shall drive a school bus at a speed greater than a maximum of 55 miles per hour on paved two lane roads, except on the state highway system, the interstate highway system and the turnpike system-where the maximum shall be 65 miles per hour.
 2. On any highway outside of a municipality, the speed limit in a properly marked school zone shall be a maximum of 25 miles per hour, unless otherwise determined by the Oklahoma Department of Transportation.
 3. Many school bus routes will not warrant speeds even as high as 15 miles per hour. A driver must always adapt driving to conditions.
- D. Failure to stop for a railroad crossing in a school bus when children are being transported; failure to exercise proper judgment at any railroad crossing, endangering the safety of any school children.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

- E. Conviction of any crime of moral turpitude involving children.
 - F. Abuse of sick leave; excessive absenteeism and/or tardiness.
 - G. Use of any portable electronic communications device while the vehicle is in motion
8. Any school bus driver shall be suspended with pay pending the outcome of an investigation of any charge of recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.
 9. All school bus drivers shall comply with requirements of the supervisor of transportation regarding attendance of and participation in in-service and periodic safety meetings for the purpose of increased student safety.
 10. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:
 - A. Thong-type sandals;
 - B. Halter tops or see-through blouses;
 - C. Dresses shorter than three inches above the knee;
 - D. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;
 - E. Any gang-related paraphernalia.
 11. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

School Bus Safety

1. Illegally passing a school bus is a violation of state law. All school bus drivers are required to report, within 24 hours of the alleged offense, drivers who illegally pass their buses. Each report is to include the vehicle color, license tag number, and the time and place of the violation and is to be made to the law enforcement authority of the municipality where the violation occurred and to the district's director of transportation.
2. All auxiliary transportation equipment owned by this district shall comply with state law requirements and shall be of such construction as to provide safe, comfortable, and economical transportation of passengers.
3. School bus drivers transporting children under the age of six will utilize a child passenger restraint system or a seat belt when using school-owned vehicles other than school buses to transport the students.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)School Bus Route

1. Transportation shall be restricted to use for the students of this school district ~~who reside within the boundaries of the school district. All Oklahoma State Board of Education Regulations regarding school bus routes shall be strictly adhered to.~~ Bus routes shall be determined as needed by the superintendent or superintendent's designee.
2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. When possible, a bus stop shall be located within one-half (½) mile of the home of each child being transported.
3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.
4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.
5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.
6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or the principal.

Auxiliary or Activity Transportation

1. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.
2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.
3. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.
4. All adults transported in connection with activity trips must be designated sponsors or appropriate school personnel such as the superintendent, principal, or sponsor.
5. All requests for auxiliary transportation must be made to the supervisor of transportation or principal prior to the trip.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)Student Discipline

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported.
2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules (see CN-A2).
3. Any violation of these rules could result in the following:
 - A. Two-day suspension of school bus riding privileges;
 - B. Two-day in-house suspension;
 - C. Suspension of bus riding privileges.
4. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.
5. All school bus riding rules and discipline policies shall apply both to school bus routes and to all activity trips.

School Bus Accidents and Emergencies

1. All students transported in school buses shall receive instructions in safe riding practices and will participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall be included. These drills shall be conducted on school grounds under the direction of the supervisor of transportation. Documentation of these drills shall be kept on file at the office of the supervisor of transportation and available to interested parties.
2. In the event of an accident, the following procedures shall be strictly followed by the bus driver:
 - A. The bus must be stopped and the driver should preserve the accident scene, evacuate the students from the school bus if necessary, and render first aid to the best of the driver's abilities to any injured children or parties.
 - B. The bus driver will notify the proper authorities and the supervisor of transportation.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

- C. The school bus driver shall make no comments to any party involved, witnesses, or students except to furnish proof of driver's license and school bus driver certification upon request. Any comments made to the investigating officer shall be contained to answering direct questions. At the accident scene, the school bus driver shall not submit to any media or press interviews unless approved by the superintendent. The school bus driver shall obtain the name and address of all witnesses to the accident.
3. The superintendent or designee shall be responsible for any communications with the various press or media outlets. A person shall be designated as spokesperson in the absence of the superintendent or designee.
 4. Upon request, in the event of serious injury or death of a student, the principal shall consider contacting the mental health authorities and/or the ministerial alliance to arrange counseling sessions for parents, students, and all school employees.
 5. All school bus accidents shall be investigated and the proper reports shall be submitted to the State Department of Public Safety and the State Department of Education as per state law and regulations.
 6. In the event of any serious school bus accident, especially any involving personal injury, the superintendent will inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier shall be made by the supervisor of transportation.

Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the principal.
2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian.
3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee.
4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation (see CN-A3).

REFERENCE: 47 O.S. §11-705

DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

The board of education has adopted this policy to provide disciplinary action for individuals who refuse to:

- A. Use the multiple occupancy restroom or changing area designed for their Sex;
- B. Designate multiple occupancy restrooms or changing areas for the exclusive use of one Sex; or
- C. Provide access to a single-occupancy restroom or changing area to an individual who does not wish to utilize the multiple occupancy restroom or changing area designed for their Sex; provided that such individual is authorized to be on the school premises.

All individuals are expected to comply with Oklahoma law. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

1. **Students.** Students may be subject to the disciplinary methods listed in the student discipline code.
2. **Staff.** Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
3. **Patrons.** Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

If a complaint is filed with the State Department of Education that the district or an employee is not complying with Oklahoma law on this topic, the board of education will have fifteen (15) days to request an opportunity to appear before the State Board of Education and/or submit a written response to address the allegations.

If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity: provided:

1. All students present are fully clothed;
2. The coach is accompanied by at least one additional adult at all times; and
3. If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present.

The adult addressed in enumerated items 2 and 3 shall not be a current high school student.

LEGAL REFERENCE: 70 O.S. Section 1-125.

DIABETES MEDICAL MANAGEMENT PLAN

This plan was created by the personal health care team of _____. This document sets out the health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student’s diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan. The specific person assigned to assist this student is:_____.

The parent or legal guardian has given written consent for a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant to provide diabetes care in accordance with state law requirements including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

In addition to the above, the following shall be included as a part of the student’s diabetes management plan:

Agreed this ____ day of _____, 20____.

Parent or Guardian of Student

Principal (or designee)

School Nurse

Physician of Student

REFERENCE: 70 O.S. §1210.196.1, et seq.