



Oakdale Public School Board of Education Regular Meeting
Tuesday, October 13, 2020
6:00 PM

Fine Arts Building - Auditorium, 10901 N. Sooner, 5701 E Hefner, Edmond, Oklahoma 73013

1. **Routine Items:**
 - Call to Order
 - Roll Call
 - Establishment of a Quorum
 - Possible consideration and vote to approve Agenda
2. **Pledge of Allegiance, Moment of Silence, & Inspirational Thought**
3. **Public Comment:** See attachment
4. **Staff Reports, Presentations, and/or Recognitions**
 - Superintendent's Update: Dr. Joe Pierce
 - Director of Operations & Athletics: Mike Franz
 - Elementary School: Jenna Foster, Principal
 - Middle School: Jill Willhoite, Principal
 - Virtual Learning Update: Lynette Brown, Learning Coach
 - Gifted-Talented Committee Report, Lauren Branscum, Coordinator
 - Independent Committee / Organization Reports
5. **Consent Agenda:** The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:
 1. Approve minutes of the September 8, 2020 regular board meeting.
 2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments) for the month ending September 30, 2020.
 3. Approve Encumbrances
 4. General Fund Payments #562-#594
 5. Child Nutrition Payments are included with General Fund Payments
 6. Building Fund Payments #143-#163
 7. Activity Fund Payments #20-#54
 8. Bond 34 Payments #14-#20
 9. Declare district equipment, technology devices, furniture, fixtures and other materials (as listed and described in supporting document) as surplus and authorize administration to dispose of properly.
 10. Consideration, discussion, and possible action upon transfers of employees' children for 2020-21 as recommended by Superintendent.
6. **Business (Action) Items:** The following items will be considered, discussed, and possible action taken on each one separately.
 1. Consideration, discussion, and possible action upon 2020 Gifted-Talented District Plan.

2. Consideration, discussion, and possible action upon first reading of additions, revisions, edits, and proposed changes to board policies in sections A-C as recommended by OSSBA policy review.
3. Consideration, discussion, and possible action upon update to policy "CHD: District Credit Cards"
4. Consideration, discussion, and possible action upon new policy "FE: Open Transfers."
5. Consideration, discussion, and possible action upon update to policy "FEF: Student Transfer for Children of School District Employees."
6. Consideration, discussion, and possible action upon update to policy "GK: Use of District Facilities & Property"
7. Consideration, discussion and possible action approving labor costs to replace track/football field lights in the amount of \$4,844.57.
8. Consideration, discussion, and possible action upon agreement with Floor-Tech Janitorial to scrub and re-coat both gym floors in the amount of \$4,120.00.
9. Consideration, discussion, and possible action concerning payment to Oklahoma County for Oakdale's share cost of County Assessor's 2020-21 Revaluation budget in the amount of \$46,020.65.
7. **Discussion Item:** Discussion of completed previous work session tasks, possible dates for additional work sessions, and potential topics/guests/experts for future work sessions, bond issue planning, and master planning.
8. **New Business:** Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.
9. **Adjourn:** Possible consideration, discussion, and vote to adjourn.

Notice of this meeting was given to the Oklahoma County Clerk on November 13, 2019. This agenda was posted on the school web page, at the south (main) entrance of the school, and at the Kim Lanier Fine Arts Building on _____ at _____ PM by Marlene Martinez, Board Clerk.



All regular, special and emergency meetings of the Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. Constructive criticism of the school is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. The following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent. The superintendent must know the nature of the matter to be discussed and the name(s) of the person(s) making the request. The notification must be received by the superintendent at least twenty-four hours prior to the next regularly scheduled meeting in order to be placed on the agenda. The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. The board may waive the advance notice requirement and allow "new business" items to be placed on the agenda at the regular meeting time only if such "new business" was not known about prior to the posting of the agenda and could not have been reasonably known about prior to posting.
3. The board clerk shall record all names of the visitors at board meetings.
4. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any, established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individual will not be allowed.
5. Board members and administrative staff will not respond to questions or comments from the public. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
6. Members of the public shall not be recognized while the board is conducting its official business.
7. Since individual board members have no authority to resolve complaints, other than by formal board action, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will handle complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.
8. Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

9. Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc. Complaints should be resolved at the lowest possible level of authority. At the building level the principal will meet with persons who have a complaint and if necessary respond in writing within five working days of the meeting. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools. The superintendent will respond in writing within five working days to all parties and the building principal. If all other remedies have been exhausted and a complaint can not be satisfactorily resolved, the complaint may be appealed to the board of education.
10. The board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed. The board will not tolerate personal attacks on members of the board or the administrative staff. The board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. No appeal will be heard by the board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made,
2. The principal of the school involved,
3. The superintendent, and
4. The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues. The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. The board's decision is final.

GIFTED + TALENTED AT OAKDALE



GT COORDINATOR/TEACHER: LAUREN BRANSCUM

💡 Grades 3-5 will continue to be served through a traditional pull out program.

Each grade level will determine their unit focus with emphasis on critical thinking, collaboration, creativity, and grade level standards.

💡 Each grade level will be pulled for one quarter.

- **5th** - 1st QTR
- **4th** - 2nd QTR
- **3rd** - 3rd or 4th QTR
- **Clusters*** - 3rd or 4th QTR

*depending on school status

💡 The quarters that students are not seen, GT students will have accommodations for them in the general education setting + opportunities for mentorships and independent study + clusters (potentially)!

[GT Website](#)



OAKDALE VIRTUAL ACADEMY



...where every child has the opportunity to sit in the front, middle seat.

Oakdale Virtual Academy Students

**Elementary (K-5): 17
students enrolled**

**Middle School: 5 students
enrolled**

***Kindergarten - 4 students**

***7th Grade - 3 students**

***1st grade - 5 students**

***8th Grade - 2 students**

***2nd grade - 3 students**

***3rd grade - 3 students**

***5th grade - 2 students**

TOTAL STUDENTS: 22

Oakdale Virtual Academy

Google Site

EDMENTUM

Edmentum is the publisher of the *MAIN* curriculum we will be using.

COURSEWARE - Grades 6-8

CALVERT - Grade K-5

EXACT PATH - Grades K-8

*Purchase of mentor program for Oakdale.

COURSEWARE

*Grades 6-8

*Each student has 5 or 6 classes they are enrolled in.

*Assignments are self-paced and students know if they are working ahead of schedule, right on track, or getting behind. This platform has been very user-friendly.



CALVERT

***Grades K-5**

***Calvert is our main curriculum for our elementary students.**

***Calvert has four core areas: English Language Arts, Math, Science, and Social Studies.**

***Specials offered are PE, Health, and Art.**

EXACT PATH

- *All students will be using Exact Path.
- *Students should spend 15-30 minutes on each subject, each week for optimal growth.
- *As the students move through the assignments, Exact Path will adjust to their abilities for a complete individualized and differentiated plan.
- *This platform is user-friendly and an excellent resource for all of our students.

BOOK/READING RESOURCES

Grades K-3: Epic!

Destiny 5-8: Oakdale Online Library

Students are encouraged to use the public library, as well.

OTHER RESOURCES

- *IXL - Grades K-8 (math, reading, language arts)
- *Reflex - Grades 1-5 (math fact practice)
- *Study Island - Grades K-8 (reading/math)
- *STAR Diagnostic - Grades K-8 (reading/math)

Links for all of these resources
can be found on our website.

STAYING CONNECTED

- Zoom classes with Mrs. Foster, Mrs. Willhoite, and Mrs. Jones, MS librarian, and Mrs. Scott, Elementary librarian
- Mrs. McCarty, our school counselor, will meet with smaller groups once a month.
- We want these students to know that they are a valuable part of our school community!

“Once a Rocket, always a Rocket!”

OAKDALE VIRTUAL ACADEMY



...where every child has the opportunity to sit in the front, middle seat.



Operations and Athletics Report

Mike Franz
October 2020



Operations

- Our 250 Chromebooks arrived!
 - Thanks to Gary and Tandy Witherspoon for setup and inventory.
 - Thanks to Mandy Bray and Stacy Hensley for distribution.
- New floor scrubber machine and Gator ATV were delivered.
 - Kubota was picked up by PK Equipment.
 - Old floor scrubber was picked up by Great Plains Resource/Surplus.
- Oakdale received a check for \$1221.00 from previous surplused items.



Operations

- Cleanup and repairs complete from water damage except stairs in Science classroom. Work included the following:
 - New drywall
 - New paint
 - New baseboards
 - New ceiling tiles
 - New fire alarm strobe light
 - New carpet squares



Athletics

- Cross Country finished their season at the Edmond Meet. Thanks to Coach Cone for a great season!
- VB finished their season at the GMAC conference tournament. The JV took third, and the V took 1st. This is the third year in a row Oakdale has won the conference tournament. Thanks to Coach Andrews and Sadler for a great season!
- FB will finish their season on Tuesday, October 13th here at Oakdale. Thanks to Coach Booker and his staff for a great season!

Oklahoma State Department of Education
October 1 Overall Comparison Counts
 2020 - 2021

County: 55 - OKLAHOMA

District: C029 - OAKDALE

Site: 105 - OAKDALE PUBLIC SCHOOL

Previous Year Totals	Current Year Totals	Grade	Percentage Change
68	70	01	2.94%
83	64	02	-22.89%
71	76	03	7.04%
81	71	04	-12.35%
69	79	05	14.49%
66	73	06	10.61%
66	55	07	-16.67%
69	61	08	-11.59%
0	0	09	0.00%
0	0	10	0.00%
0	0	11	0.00%
0	0	12	0.00%
71	68	KG	-4.23%
40	35	PK	-12.50%

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- 652 October 1 Total Enrollment
- 75 Gifted/Talented Count (to be included on the GT Report)
- 14 LEP/ELL Count (for the LEP/Immigrant Survey)
- 2 Immigrant Count (for the LEP/Immigrant Survey)
- 18 Bilingual Count
- 44 Free Reduced Count
- 43 IEP Count
- 0 Migrant Count

Oklahoma State Department of Education
Student Enrollment Count
 2020 - 2021

County: 55 - OKLAHOMA

District: C029 - OAKDALE

Site: 105 - OAKDALE PUBLIC SCHOOL

United States Education Department Mandated Ethnicity and Race (E&R) Tabulation Categories

Race Ethnicity Columns are in a different order from the previous applications.

Non-Hispanics should be counted in race tabulation category.

GRADE	Hispanic		American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Other Pacific Islander		White		Two or More Races (Non Hispanic)		TOTAL
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Pre K 3 (1/2 day)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pre K 3 (full day)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Kindergarten (1/2 day)	1	3	0	1	0	1	0	1	0	0	6	22	0	0	35
Pre-Kindergarten (full day)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kindergarten (1/2 day)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kindergarten (full day)	5	2	2	0	2	2	3	2	0	0	27	18	3	2	68
1	0	9	0	2	1	0	0	1	0	0	24	31	2	0	70
2	5	5	2	1	4	1	2	1	0	0	19	22	0	2	64
3	2	5	1	1	2	0	0	1	0	0	35	27	2	0	76
4	1	3	1	1	0	1	0	3	0	1	34	24	1	1	71
5	6	1	1	0	1	2	1	2	0	0	34	30	0	1	79
6	2	4	1	1	0	1	2	1	0	0	30	30	0	1	73
7	3	4	1	0	1	3	1	1	0	0	23	12	5	1	55
8	2	1	1	1	1	2	1	1	0	0	34	15	1	1	61
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Oklahoma State Department of Education
Student Enrollment Count
 2020 - 2021

County: 55 - OKLAHOMA

District: C029 - OAKDALE

Site: 105 - OAKDALE PUBLIC SCHOOL

Out-of-Home Students+	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	27	37	10	8	12	13	10	14	0	1	266	231	14	9	652
BILINGUAL Total by Ethnicity++	6	9	0	0	0	3	0	0	0	0	0	0	0	0	18

Report#

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Privacy Level:



The City of
OKLAHOMA CITY
DEVELOPMENT SERVICES DEPT

DEVELOPMENT REVIEW FORM

DEVELOPMENT SERVICES DEPARTMENT
Subdivision and Zoning Division

TO: PLANNING COMMISSION DEVELOPMENT REVIEW GROUP

Oakdale School District
* Neighborhood Association
7 Ward

DATE: September 11, 2020

SUBJECT: Status of Necessary City Services Within Proximity of Property Outlined

CASE NO.: C-7220 Preliminary Plat of Oakdale Ridge Phase II

LOCATION: North of NE 122nd Street and east of Coltrane Road

LEGAL DESCRIPTION: Part of the SW/4 of Section 17, Township 13 North, Range 2 West

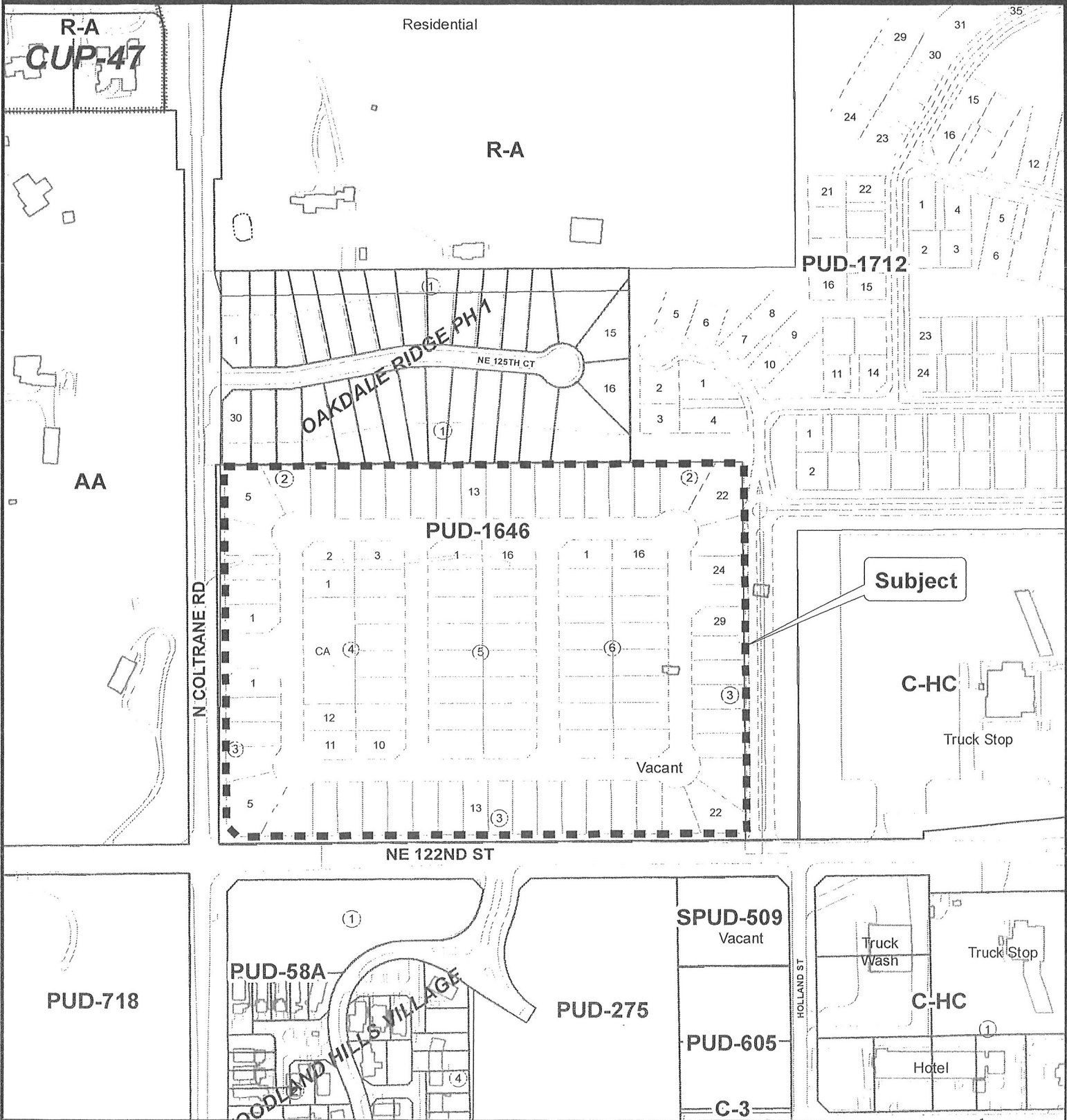
PROPOSED USE: Single Family Residential

Comments relevant to the work of your department are requested regarding the availability and/or need of water, drainage, sanitary and storm sewer, traffic facilities, fire protection facilities, street right-of-way or any public easements, soil conditions and any other pertinent information related to the development of this property.

A staff report will be forwarded to the Planning Commission and your response is needed before 9/25/20. For information or assistance, please contact the Development Services Department at 297-2623.

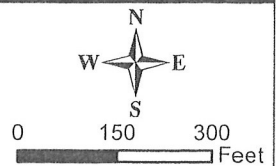
FOR PLANNING COMMISSION MEETING OF: October 22, 2020

Case No: C-7220 Preliminary Plat of Oakdale Ridge, Phase II
Developer: Meadows61, LLC
Engineer: Johnson & Associates, Inc.



The City of
OKLAHOMA CITY

**Preliminary Plat
 Application**





The City of
OKLAHOMA CITY
DEVELOPMENT SERVICES DEPARTMENT

DEVELOPMENT REVIEW FORM

Zoning Division

TO: PLANNING COMMISSION DEVELOPMENT REVIEW GROUP

Oakdale School District
Neighborhood Association
Ward 7

DATE: September 15, 2020

SUBJECT: Status of Necessary City Services Within Proximity of Property Outlined

CASE NO.: PC-10693

LOCATION: 12300 North Coltrane Road

PROPOSED ZONING DISTRICT: R-1 Single-Family Residential District

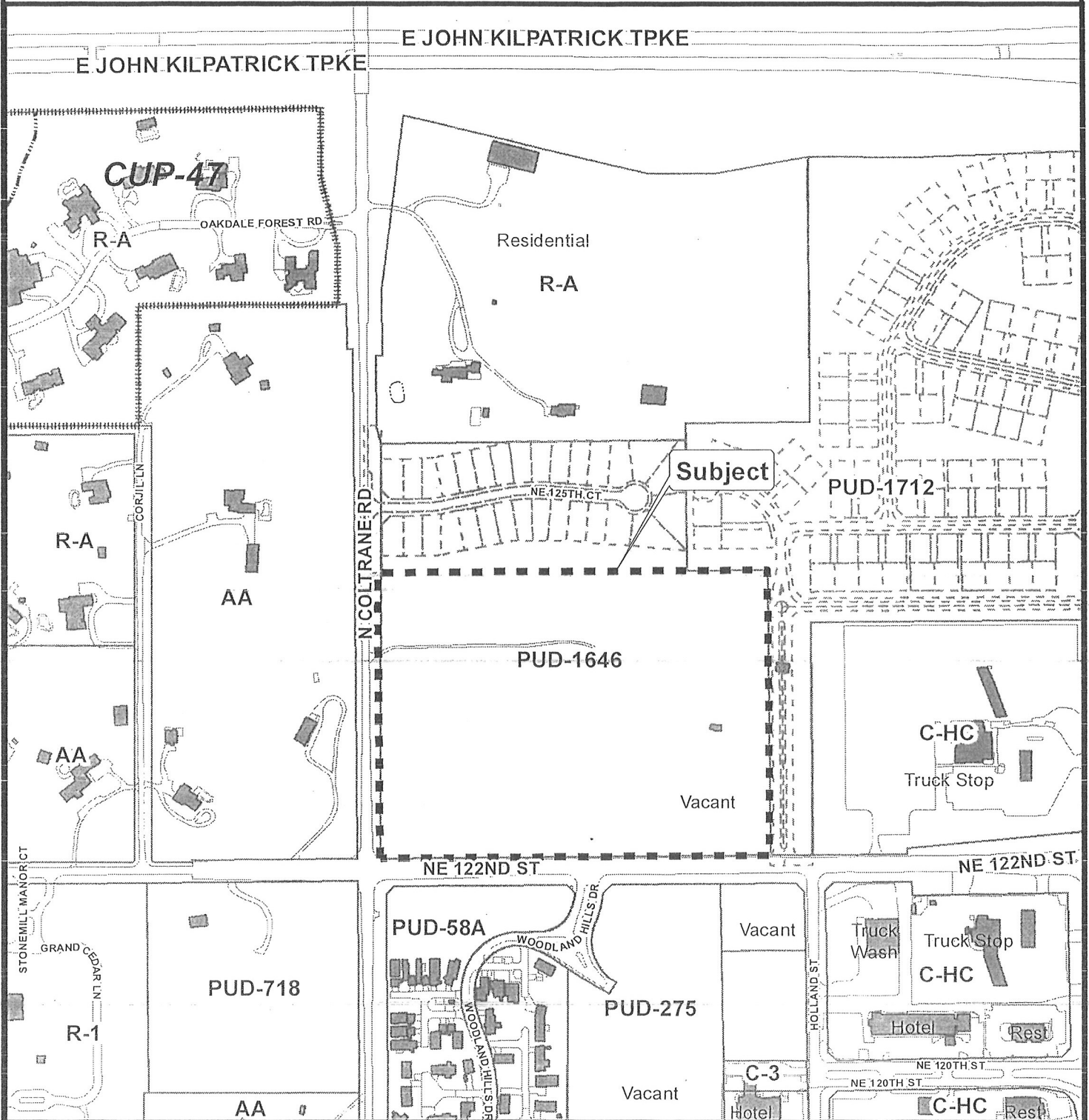
LEGAL DESCRIPTION: A tract of land being a part of the Southwest Quarter (SW/4) of Section Seventeen (17), Township Thirteen (13) North, Range Two (2) West of the Indian Meridian, Oklahoma City, Oklahoma County, Oklahoma, being more particularly described as follows: Beginning at the Southwest (SW) Corner of said Southwest Quarter (SW/4), said point being the POINT OF BEGINNING; THENCE North 00°23'28" West, along and with the West line of said Southwest Quarter (SW/4), a distance of 883.37 feet to the Southwest (SW) Corner of the proposed plat Oakdale Ridge Phase 1; THENCE North 89°30'05" East, along and with the South line of said proposed Oakdale Ridge Phase 1 extended, a distance of 1,194.31 feet; THENCE South 00°28'22" East, departing said extended South line, a distance of 883.91 feet to a point on the South line of said Southwest Quarter (SW/4); THENCE South 89°31'38" West, along and with the South line of said Southwest Quarter (SW/4), a distance of 1,195.57 feet to the POINT OF BEGINNING.

Comments relevant to the work of your department are requested regarding the availability and/or need of water, drainage, sanitary and storm sewer, traffic facilities, fire protection facilities, street right-of-way or any public easements, soil conditions and any other pertinent information related to the development of this property.

A staff report will be forwarded to the Planning Commission and your response is needed by **September 25, 2020**. For information or assistance, please contact the Development Services Department at 297-2623.

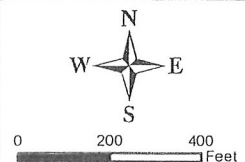
FOR PLANNING COMMISSION MEETING OF: October 22, 2020

Case No: PC-10693 Applicant: Johnson & Associates, inc. on behalf of Johnson 40 Acre Limited Partnership
 Existing Zoning: PUD-1646 Proposed zoning: R-1
 Location: 12300 N. Coltrane Rd.



The City of OKLAHOMA CITY

Rezoning Application





The City of
OKLAHOMA CITY
DEVELOPMENT SERVICES DEPARTMENT

DEVELOPMENT REVIEW FORM

Zoning Division

TO: PLANNING COMMISSION DEVELOPMENT REVIEW GROUP

Oakdale School District
Neighborhood Association
Ward 7

DATE: October 02, 2020

SUBJECT: Status of Necessary City Services Within Proximity of Property Outlined

CASE NO.: SPUD -1264 Simplified Planned Unit Development District

LOCATION: 11712 N I-35 Service Road

PROPOSED DEVELOPMENT: Industrial and commercial mixed-use development.

LEGAL DESCRIPTION: A part of the northwest quarter of section 20, Township 13 North, Range 2 West of the Indian Meridian, Oklahoma County, Oklahoma, more particularly described as follows: Commencing at the southwest corner of said Section 20; Thence East along the south line of Section 20, a distance of 160.10 feet to a point of intersection of said south line and the centerline of the right-of-way of the Urban Highway; Thence North 27°35' East along the center line of said Urban Highway, a distance of 3631 feet, said point being further identified as Station 548.40 as shown by map of said Urban Highway F.I. 602 (2) Sheet No. 23, said point being also located 575 feet Southwest of a cross on the center line of the north paving curb return as shown at Station 554-15 on the plane of said Urban Highway; Thence South 62°25' East at right angles to center line of said Urban Highway, a distance of 125 feet to the easterly right-of-way line of said Urban Highway; Thence North 27°35' East along said right-of-way line a distance of 150 feet for a point or place of beginning; Thence continuing North 27°35' East along said right-of-way line a distance of 350 feet; Thence South 62°25' East at right angles to said right-of-way line a distance of 300 feet; Thence South 27°35' West a distance of 350 feet; Thence North 62°25' West a distance of 300 feet to the point or place of beginning.

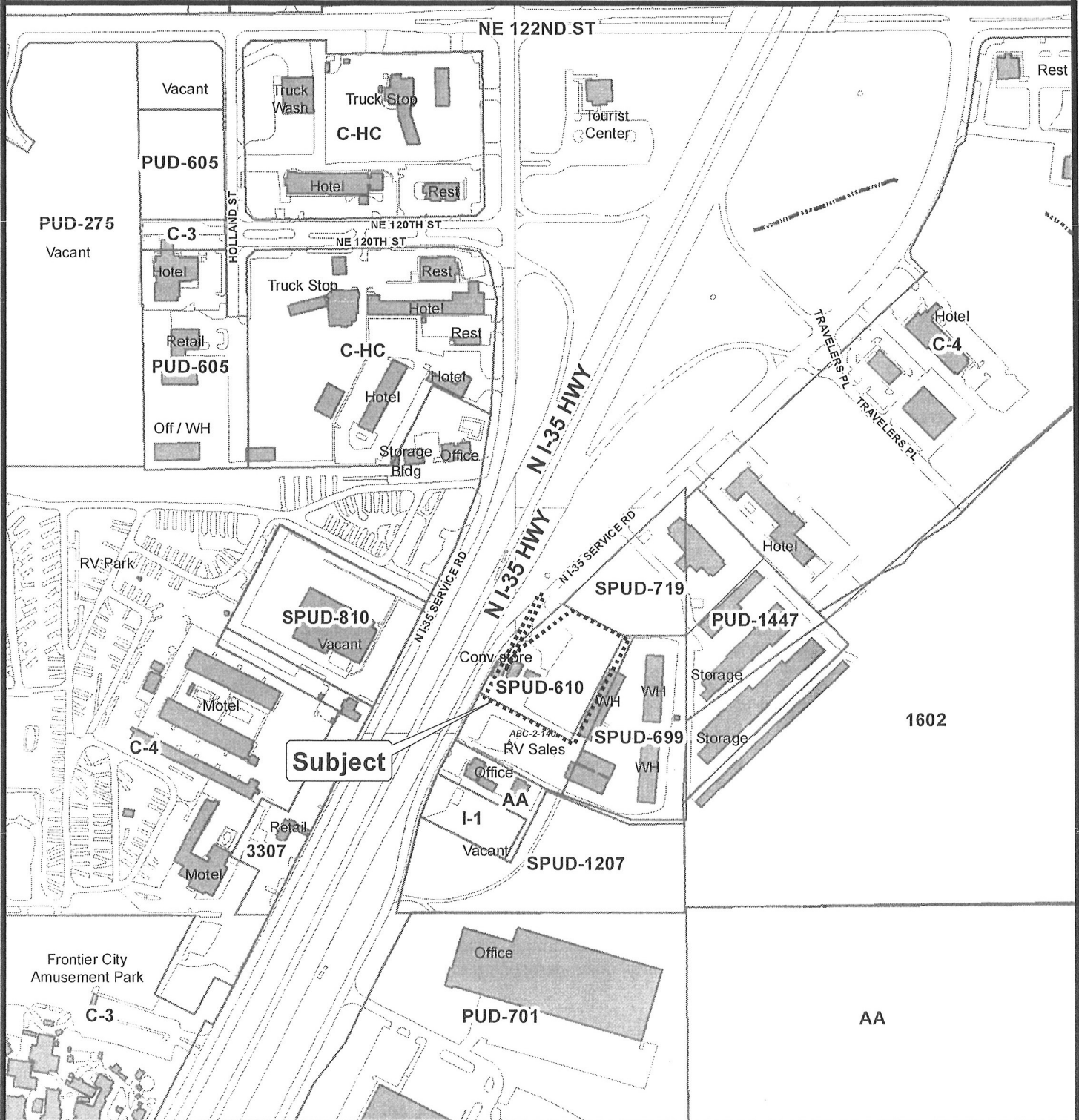
Less and except that portion to the State of Oklahoma, ex rel Department of Highways of the State of Oklahoma by Report of Commissioners in District Court of Oklahoma County Case No. 167524 filed November 17, 1965 and recorded in Book 3281, page 765 described as follows: A strip, piece or parcel of land lying in part of the northwest quarter of Section 20, Township 13 North, Range 2 West in Oklahoma County, Oklahoma. Said parcel of land being described by metes and bounds as follows: Beginning at a point on the present east right-of-way line of Interstate Highway No. 35, a distance of 953.82 feet North of the south line and 447.2 feet West of the East line of said northwest quarter; Thence South 27°14'08" West along said right-of-way line a distance of 250 feet; Thence North 32°56'46" East a distance of 75 feet; Thence North 53°34'35" East a distance of 195.69 feet; Thence North 62°45'52" West a distance of 94.29 feet to point of beginning.

Comments relevant to the work of your department are requested regarding the availability and/or need of water, drainage, sanitary and storm sewer, traffic facilities, fire protection facilities, street right-of-way or any public easements, soil conditions and any other pertinent information related to the development of this property.

A staff report will be forwarded to the Planning Commission and your response is needed by **October 23, 2020**. For information or assistance, please contact the Development Services Department at 297-2623.

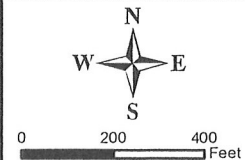
FOR PLANNING COMMISSION MEETING OF: November 12, 2020

Case No: SPUD-1264 Applicant: PDQ Thomas LLC
 Existing Zoning: SPUD-610
 Location: 11712 N. I-35 Service Rd.



The City of
OKLAHOMA CITY

Simplified Planned Unit Development





The City of
OKLAHOMA CITY
DEVELOPMENT SERVICES DEPARTMENT

DEVELOPMENT REVIEW FORM

Zoning Division

TO: PLANNING COMMISSION DEVELOPMENT REVIEW GROUP

Oakdale School District
Neighborhood Association
Ward 7

DATE: October 02, 2020

SUBJECT: Status of Necessary City Services Within Proximity of Property Outlined

CASE NO.: PUD -1787 Planned Unit Development District

LOCATION: 12266 Woodland Hills Drive

PROPOSED DEVELOPMENT: RV campground with amenities.

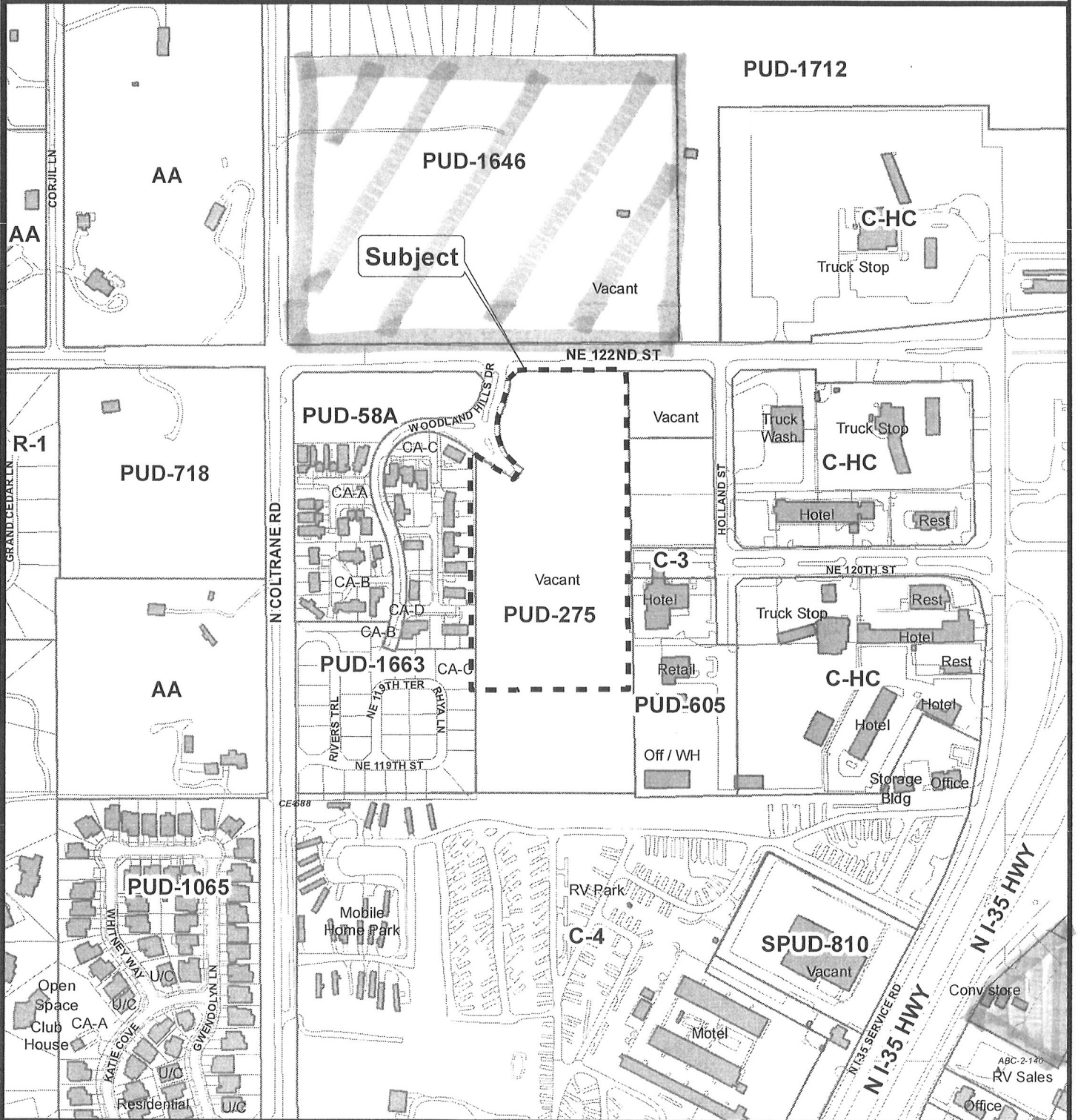
LEGAL DESCRIPTION: A part of the Northwest Quarter (NW/4) Section Twenty (20), Township Thirteen (13) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma being more particularly described as follows: Commencing at the Northwest Corner of said NW/4; Thence North 89°31'08" East along the North line of said NW/4 a distance of 718.36 feet; Thence South 00°28'56" East a distance of 50.00 feet to the Point of Beginning; Thence North 89°31'08" East a distance of 320.66; Thence South 00°28'56" East a distance of 952.00 feet; Thence South 89°27'56" West a distance of 464.02 feet; Thence North 00°28'56" West a distance of 712.17 feet; Thence along a curve to the left having a radius of 1332.41 feet and a chord bearing of South 56°43'20" East and a chord length of 105.08 feet for an arc length of 105.11 feet; Thence South 58°58'56" East a distance of 49.11 feet; Thence North 31°01'04" East a distance of 40.00 feet; Thence along a curve to the Right having a radius of 142.80 feet and a chord bearing of North 18°16'26" West and a chord length of 186.90 feet for an arc length of 203.75 feet; Thence along a curve to the Left having a radius of 307.35 feet and a chord bearing of North 14°20'04" East and a chord length of 90.15 feet for an arc length of 90.47 feet; Thence North 46°33'09" East a distance of 36.58 feet to the Point of Beginning

Comments relevant to the work of your department are requested regarding the availability and/or need of water, drainage, sanitary and storm sewer, traffic facilities, fire protection facilities, street right-of-way or any public easements, soil conditions and any other pertinent information related to the development of this property.

A staff report will be forwarded to the Planning Commission and your response is needed by **October 23, 2020**. For information or assistance, please contact the Development Services Department at 297-2623.

FOR PLANNING COMMISSION MEETING OF: November 12, 2020

Case No: PUD-1787 Applicant: Simons Investment Company LP
Existing Zoning: PUD-275
Location: 12266 Woodland Hills Dr.



The City of
OKLAHOMA CITY

Planned Unit Development



0 200 400 Feet

Board Minutes
Oakdale Public School Board of Education Regular Meeting
Tuesday, September 8, 2020 6:00 PM
Fine Arts Building - Auditorium

President – Jerome Loughridge

Vice President – Erin Hulsey

Clerk – Todd Corbin

Minutes Clerk - Marlene Martinez

1. Routine Items:

- **Call to Order**
- **Roll Call**
- **Establishment of a Quorum**
- **Possible consideration and vote to approve Agenda**

Attendance Taken at 6:00 PM.

Mr. Todd Corbin: Present

Erin Hulsey: Present

Jerome Loughridge: Present

Present: 3.

2. Pledge of Allegiance, Moment of Silence, & Inspirational Thought

3. Public Comment: See attachment

No comments were given

4. Staff Reports, Presentations, and/or Recognitions

- **Superintendent's Report: Dr. Joe Pierce**
- **Director of Operations & Athletics Report: Mike Franz**
- **Elementary School Principal Report: Jenna Foster**
- **Middle School Principal Report: Jill Willhoite**
- **Virtual Schooling Update: Lynette Brown, Learning Coach**
- **Independent Committee / Organization Reports**

- Current enrollment numbers 646 students with 22 students doing virtual.
- Reopening of school on August 20 was a success.
- Praise for the admin team, all the support staff, school nurse, counselor, and teaching faculty for their tireless efforts implementing so many changes laid out in our COVID mitigation plan.
- Update from Nurse....
- CarRiderPlus dismissal system is running smoothly now. Technical issues related to the company's server threw a few hiccups in our plan the first few days (over 200+ schools were also affected during the first few days of class).
- The school will continue operating on the Orange-1 level plan throughout the month of September, regardless of a potential lower county code level) in order to provide a sense of normalcy, stability and continuity for our students. Updates will go out to families if we change levels leading in to October.
- Crosswalk across Hefner Road to Oakdale Valley addition Planning continues but has slowed its pace due to some new information coming to light related to potentially using our school police officer to assist with supervision before/after school. Additionally, bugs are still being worked out in our new dismissal system and adding another new procedure to the plan would not be in the student's best interest at this time. Plans and talks are continuing in order to work out a plan this fall for offering walker/bike riders to/from Oakdale Valley only.
- 14 new outdoor "classrooms" with shade sails were installed all around campus this week. Special thanks to Greg Heitpas and his crew for providing the installation materials and labor! These outdoor areas will offer covered spaces for teachers to take their students outdoors for mask breaks and fresh air throughout the school day.

VIRTUAL UPDATE LINK:

https://docs.google.com/presentation/d/1LXg7sRXzjHMDtWj4F3pEhOQlx_Xfpv4Vs9wTbooRhFk/edit?usp=sharing

5. Consent Agenda: The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:

Consent agenda. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.

Mr. Todd Corbin: Yea

Erin Hulsey: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

1. Approve minutes of the August 11, 2020 Regular Board Meeting.
2. Approve minutes of the September 3, 2020 Special Board Meeting (Work Session).
3. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments) for the month ending August 31, 2020.
4. Approve Encumbrances
5. General Fund Payments #307 - #341
6. Child Nutrition Payments are included with General Fund Payments
7. Building Fund Payments #95 - #116
8. Activity Fund Payments #1 - #19
9. Bond 34 Payments # 5 - #12
10. Declare district equipment, technology devices, furniture, fixtures and other materials (as listed and described in supporting document) as surplus and authorize administration to dispose of properly.
11. Approve naming members to the 2020-21 the Gifted-Talented Committee:
Lauren Branscum, Lynette Brown, Jill Clark, Jenna Foster, Molly Goldsworthy (community member/consultant), Laura Heckenkemper, Jenny Jones, Gina McCarty, Sheila Scott, Jill Willhoite, and Erin Hulsey (parent).
12. Approve naming members to the 2020-21 Safe, Healthy & Fit School Committee.

6. Business (Action) Items: The following items will be considered, discussed, and possible action taken on each one separately.

1. Discussion, consideration, and possible action upon Estimate of Needs for 2020-21.
Estimate of Needs for 2020-2021. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.
Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0
2. Consideration, discussion, and possible action on certified & support personnel recommendations as listed in the attached Personnel Report.
certified & support personnel recommendations. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.
Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0
3. Consideration, discussion, and possible action upon student transfers for 2020-21 as recommended in attached document.
student transfers for 2020-21 as recommended by the Superintendent. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.
Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0
4. Consideration, discussion, and possible action upon sanctioning of Oakdale School Foundation (OSF) for 2020-21.
sanctioning of Oakdale School Foundation (OSF) for 2020-21. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.
Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0
5. Consideration, discussion, and possible action upon sanctioning of Parent-Teacher Club (PTC) for 2020-21.
sanctioning of Parent-Teacher Club (PTC) for 2020-21. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.
Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0
6. Consideration, discussion, and possible action upon purchase of new floor auto-scrubber machine in the amount of \$9503.07. (Bond 34 funds)
purchase of new floor auto-scrubber machine in the amount of \$9503.07. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.
Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0
7. Consideration, discussion, and possible action upon the purchase of new John Deere Utility Vehicle in the amount of \$7,900.79 with Kubota trade. (Bond 34 funds)
purchase of new John Deere Utility Vehicle in the amount of \$7,900.79 with Kubota trade. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.
Mr. Todd Corbin: Yea

Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0

8. Consideration, discussion and possible action approving labor costs to replace track/fb field lights in the amount of \$4,844.57.
This item was tabled, no action was taken.

9. Discussion, consideration, and possible action upon updates/revisions to *Policy FB: Sexual Harassment of Students*.
updates/revisions to Policy FB: Sexual Harassment of Students. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.

Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0

10. Discussion, consideration, and/ possible action upon updates/revisions to *Policy FD: Student Residency* including updates/revisions to its procedures as outlined in *FD-P: Student Residency Dispute Procedures*.
updates/revisions to Policy FD: Student Residency including updates/revisions to its procedures as outlined in *FD-P: Student Residency Dispute Procedures*. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.

Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0

11. Discussion, consideration, and possible action upon updates/revisions to *Policy FE: Open Transfer Policy*.
This item was tabled. No action taken.

12. Discussion, consideration, and possible action upon updates/revisions to *Policy FNCD: Bullying* including updates/revisions to its regulations and/or procedures as outlined in *FNCD-R & FNCD-P Prohibiting Harassment, Intimidation, and Bullying*.
updates/revisions to Policy FNCD: Bullying including updates/revisions to its regulations and/or procedures as outlined in *FNCD-R & FNCD-P Prohibiting Harassment, Intimidation, and Bullying*. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.

Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0

13. Discussion, consideration, and possible action upon updates and/or revisions to *Policy FO: Student Discipline* including updates/revisions to its regulations as outlined in *FO-R1: Control and Discipline Policy*.
updates and/or revisions to Policy FO: Student Discipline including updates/revisions to its regulations as outlined in *FO-R1: Control and Discipline Policy*. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.

Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea
Yea: 3, Nay: 0

14. Discussion, consideration, and possible action upon updates and/or revisions to *Policy FOD: Suspension of Students* including updates/revisions to its regulations as outlined in *FOD-R: Suspension of Students*.
updates and/or revisions to Policy FOD: Suspension of Students including updates/revisions to its regulations as outlined in *FOD-R: Suspension of Students Option 1*. This motion, made by Mr. Todd Corbin and seconded by Erin Hulsey, passed.

Mr. Todd Corbin: Yea
Erin Hulsey: Yea
Jerome Loughridge: Yea

Yea: 3, Nay: 0

7. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

No new business

8. Adjourn: Possible consideration, discussion, and vote to adjourn.

Adjourn meeting @ 7:39 p.m. This motion, made by Mr. Todd Corbin and seconded by Erin Hulseley, passed.

Mr. Todd Corbin: Yea

Erin Hulseley: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

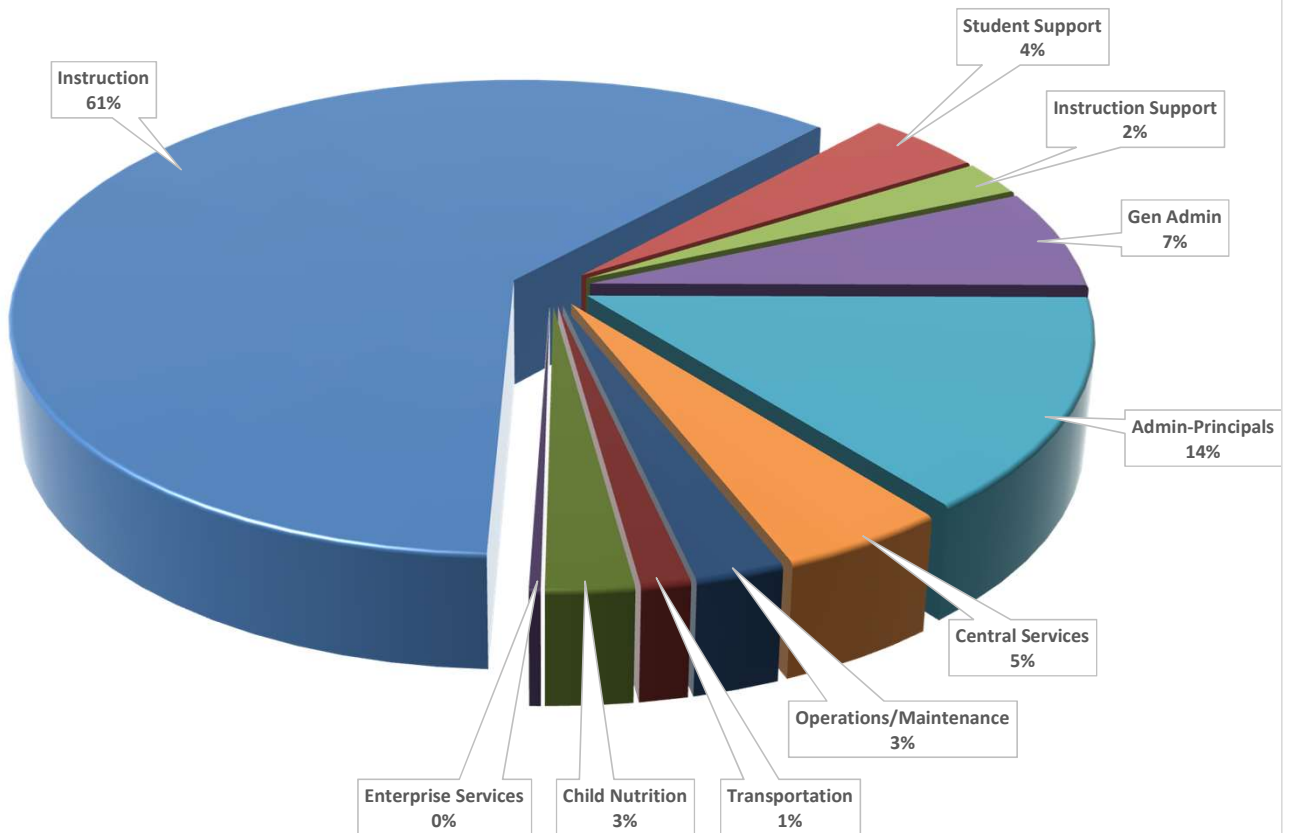


Oakdale School

55-C029

FY21 Financial Report
September 30, 2020

**General Fund Expenditures
as of September 30, 2020**



Oakdale Public Schools
Cash Balances - Appropriated Funds
September 30, 2020

	Balance 9/30/2020	Less: O/S Warrants 9/30/2020	Cash Balances 9/30/2020	Comparison 9/30/2019	Comparison 9/30/2018
General Fund					
2020-21 FY	603,949.50	4,354.71	599,594.79		
2019-20 FY	3,014.02	3,014.02	0.00		
Total	606,963.52	7,368.73	599,594.79	692,011.56	568,897.95
Building Fund					
2020-21 FY	(33,402.66)	6,883.93	(40,286.59)		
2019-20 FY	0.00	0.00	0.00		
Total	(33,402.66)	6,883.93	(40,286.59)	(70,887.19)	(99,085.75)
Building Bond Funds					
BBF (Fund 34)	310,157.89	52,024.55	258,133.34	-	-
BBF (Fund 35)	90,493.80	0.00	90,493.80	-	-
Total	400,651.69	52,024.55	348,627.14	2,327,600.14	4,341,647.92
Sinking Fund	1,105,592.97	0.00	1,105,592.97	1,224,080.60	430,049.07
Total Cash Balances	2,079,805.52	66,277.21	2,013,528.31	4,172,805.11	5,241,509.19

**OAKDALE SCHOOL
GENERAL FUND EXPENDITURES
September 30, 2020**

	FY19 Expenditures		FY20 Expenditures		FY21 Expenditures	
	Payroll	Non-Payroll	Payroll	Non-Payroll	Payroll	Non-Payroll
July	74,679.73	52,205.09	67,711.84	28,743.40	80,886.78	47,087.63
August	178,172.55	80,862.57	203,987.56	28,694.57	229,781.70	87,281.91
September	373,625.32	22,470.80	383,903.33	25,483.55	400,876.84	40,258.26
October	370,468.67	67,275.37	385,767.35	31,172.79		
November	372,992.56	30,423.88	384,402.08	74,003.92		
December	362,449.37	27,851.88	434,222.85	29,883.38		
January	361,243.27	15,996.44	385,115.27	30,328.66		
February	373,854.82	38,817.38	385,488.81	30,222.76		
March	388,987.79	17,226.09	412,295.02	36,019.84		
April	380,337.90	13,076.07	406,668.45	14,157.63		
May	1,110,612.81	34,387.69	1,247,218.61	11,703.68		
June	270,778.53	42,689.97	48,695.50	32,678.26		
TOTALS	4,618,203.32	443,283.23	4,745,476.67	373,092.44	711,545.32	174,627.80
		5,061,486.55		5,118,569.11		886,173.12

YTD Comparison

	FY19 Expenditures		FY20 Expenditures		FY21 Expenditures	
	Payroll	Non-Payroll	Payroll	Non-Payroll	Payroll	Non-Payroll
July	74,679.73	52,205.09	67,711.84	28,743.40	80,886.78	47,087.63
August	178,172.55	80,862.57	203,987.56	28,694.57	229,781.70	87,281.91
September	373,625.32	22,470.80	383,903.33	25,483.55	400,876.84	40,258.26
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTALS	626,477.60	155,538.46	655,602.73	82,921.52	711,545.32	174,627.80
		782,016.06		738,524.25		886,173.12

**OAKDALE SCHOOL
GENERAL FUND EXPENDITURES
September 30, 2020**

Personnel Expenses		2020-21	SEPTEMBER	2020-21	% of YTD
OBJECT	DESCRIPTION	BUDGET	2020	YEAR-TO-DATE	TO BUDGET
100-299	Personnel	4,800,000.00	400,876.84	711,545.32	14.82%
	Total Personnel	4,800,000.00	400,876.84	711,545.32	14.82%
Non-Personnel Expenses					
310	Administrative Services	40,939.00	5,000.00	15,939.00	38.9%
320	Professional Education Services	24,053.00	1,595.00	4,815.00	20.0%
321	Instructional Program Improvement	1,288.00	249.00	249.00	19.3%
331	Accounting & Audit Services	5,762.80	-	-	0.0%
336	Medical Services	43,442.00	870.00	870.00	2.0%
344	Game Security Services	5,280.00	2,030.00	2,030.00	38.4%
358	Legal Services	3,816.00	256.00	256.00	6.7%
359	Employee Training	5,365.50	520.50	520.50	9.7%
420	Cleaning Services	2,608.00	-	-	0.0%
430	Repairs and Maintenance	1,278.17	308.75	308.75	24.2%
431	Non-Tech Services	500.00	75.00	75.00	15.0%
440	Rentals	630.00	-	-	0.0%
450	Construction Services	6,598.80	-	-	0.0%
522	Liability Insurance	8,012.00	-	8,012.00	100.0%
524	Vehicle Insurance	6,676.00	-	6,676.00	100.0%
525	Surety Bonds	1,532.50	-	750.00	48.9%
530	Communication Services	31,976.02	3,323.53	15,129.75	47.3%
540	Advertising	2,213.61	-	-	0.0%
550	Printing and Binding	2,250.00	-	-	0.0%
580	Staff Travel	2,520.98	-	-	0.0%
611	Copy Supplies	14,305.05	-	361.40	2.5%
612	Automotive & Bus Supplies	40,729.12	1,322.35	2,670.54	6.6%
614	Testing Supplies	8,225.00	-	-	0.0%
616	First Aid	450.00	-	-	0.0%
617	Kitchen Supplies	7,001.95	761.62	761.62	10.9%
618	Maintenance Supplies	23,811.73	-	324.88	1.4%
619	Classroom/Office Supplies	76,779.78	6,134.45	13,191.38	17.2%
625	Gasoline	13,000.00	227.04	227.04	1.7%
630	Food and Milk	96,370.30	4,203.15	4,323.15	4.5%
639	Other Food Costs	3,642.85	-	-	0.0%
641	Books	955.30	-	-	0.0%
643	Textbooks	44,521.23	8,003.68	39,322.23	88.3%
646	Binding	1,000.00	-	-	0.0%
652	Audiovisual	14,334.34	-	1,095.00	7.6%
653	Technology Related Supplies	108,507.58	1,645.66	49,477.88	45.6%
654	Furniture and Fixtures	4,005.00	-	-	0.0%
657	Uniforms	200.00	-	-	0.0%
681	Co-curricular Activities	3,325.00	-	-	0.0%
682	Refreshments, Awards, Gifts	442.50	-	-	0.0%
733	Technology Software and Equipment	2,400.00	-	-	0.0%
763	Tractors	1,508.99	1,508.99	1,508.99	100.0%
810	Dues and Fees	20,338.85	127.90	3,604.55	17.7%
833	Interest on Non-Payable Warrants	2,285.55	-	-	0.0%
850	Game Contracts & Guarantees	6,025.00	-	-	0.0%
860	Staff Registration & Tuition	469.99	-	-	0.0%
870	County Assessments/Revaluation Fees	46,020.65	-	-	0.0%
930	Reimbursement	256.50	221.00	253.50	98.8%
	Total Non-Personnel	737,654.64	40,258.26	174,627.80	23.7%
TOTALS		5,537,654.64	441,135.10	886,173.12	16.0%

**Oakdale Public Schools
Summary of Monthly Revenue - By Fund
2020-21 FY**

Month	Total	General Fund	Building Fund	BBF (Fund 34)	BBF (Fund 35)	Sinking Fund
7-2020	18,374.87	18,374.87				
8	211,607.74	157,946.86	8,823.55			44,837.33
9	86,764.25	73,169.98	2,268.51			11,325.76
10	0.00					
11	0.00					
12	0.00					
1-2021	0.00					
2	0.00					
3	0.00					
4	0.00					
5	0.00					
6	0.00					
Total	316,746.86	249,491.71	11,092.06	0.00	0.00	56,163.09

**Oakdale Public Schools
Warrants Issued By Month - By Fund
2020-21 FY**

Month	Total	<u>General Fund</u>		<u>Building Fund</u>		(Fund 34)	(Fund 35)	Sinking
		2020-21 FY	2019-20 FY	2020-21 FY	2019-20 FY	BBF	BBF	Fund
7-2020	1,753,734.45	127,974.41		110,062.43		35,775.11		1,479,922.50
8	357,674.45	317,063.61		39,921.13		689.71		
9	566,256.00	441,135.10		42,545.22		82,575.68		
10	0.00							
11	0.00							
12	0.00							
1-2021	0.00							
2	0.00							
3	0.00							
4	0.00							
5	0.00							
6	0.00							
Totals	<u>2,677,664.90</u>	<u>886,173.12</u>	<u>0.00</u>	<u>192,528.78</u>	<u>0.00</u>	<u>119,040.50</u>	<u>0.00</u>	<u>1,479,922.50</u>

**Oakdale Public Schools
Warrants Paid By Month - By Fund
2020-21 FY**

Month	Total	<u>General Fund</u>		<u>Building Fund</u>		(Fund 34)	(Fund 35)	Sinking
		2020-21 FY	2019-20 FY	2020-21 FY	2019-20 FY	BBF	BBF	Fund
7-2020	1,889,407.08	117,870.43	97,964.29	109,462.43	12,770.82	71,416.61		1,479,922.50
8	339,538.58	292,944.34	7,721.96	37,617.57	565.00	689.71		
9	563,670.42	471,003.64	23,550.80	38,564.85		30,551.13		
10	0.00							
11	0.00							
12	0.00							
1-2021	0.00							
2	0.00							
3	0.00							
4	0.00							
5	0.00							
6	0.00							
Total	2,792,616.08	881,818.41	129,237.05	185,644.85	13,335.82	102,657.45	0.00	1,479,922.50

**Oakdale Public Schools
Warrant Accounts - By Funds
2020-21 FY**

<u>2020-21 FY</u>	Total	General	Building	BBF (34)	BBF (35)	Sinking (41)
O/S @ 7-01-20	0.00	0.00	0.00	0.00	0.00	0.00
Issued to Date	2,677,664.90	886,173.12	192,528.78	119,040.50	0.00	1,479,922.50
Less: Paid to Date	2,614,401.71	881,818.41	185,644.85	67,015.95	0.00	1,479,922.50
O/S @ 9/30/2020	63,263.19	4,354.71	6,883.93	52,024.55	0.00	0.00

<u>2019-20 FY</u>	Total	General	Building	BBF (34)	BBF (35)	Sinking (41)
O/S @ 7-01-20	181,228.39	132,251.07	13,335.82	35,641.50	0.00	0.00
Issued to Date	0.00	0.00	0.00	0.00	0.00	0.00
Less: Paid to Date	178,214.37	129,237.05	13,335.82	35,641.50	0.00	0.00
O/S @ 9/30/2020	3,014.02	3,014.02	0.00	0.00	0.00	0.00

<u>All Years</u>	Total	General	Building	BBF (34)	BBF (35)	Sinking (41)
O/S @ 7-01-20	181,228.39	132,251.07	13,335.82	35,641.50	0.00	0.00
Issued to Date	2,677,664.90	886,173.12	192,528.78	119,040.50	0.00	1,479,922.50
Less: Paid to Date	2,792,616.08	1,011,055.46	198,980.67	102,657.45	0.00	1,479,922.50
O/S @ 9/30/2020	66,277.21	7,368.73	6,883.93	52,024.55	0.00	0.00

**Oakdale Public Schools
Bank Summary
General Fund
2020-21 FY**

<u>Month</u>	<u>Beginning Balance</u>	<u>Deposits</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Disbursements</u>	<u>Ending Balance</u>
7-2020	3,076,133.76	18,374.87		GW 120.51 SC 35.00	409,484.58	2,685,093.54
			225.00	BC		
8	2,685,093.54	211,607.74		GW 118.78 SC 35.00	339,538.58	2,557,008.92
9	2,557,008.92	86,764.25		GW 312.23 SC 35.00	563,670.42	2,079,805.52
			50.00	AF		
10				GW		
				SC		
11				GW		
				SC		
12				GW		
				SC		
1-2021				GW		
				SC		
2				GW		
				SC		
				RC		
3				GW		
				SC		
4				GW		
				SC		
5				GW		
				SC		
6				GW		
				SC		
Total	<u>3,076,133.76</u>	<u>316,746.86</u>	<u>275.00</u>		<u>656.52</u>	<u>1,312,693.58</u>
					<u>1,312,693.58</u>	<u>2,079,805.52</u>

RC = Returned checks

SC = Bank service charges-ACH

SC1 = Reversed Bank Service Charge-ACH

GW = Gateway and Credit Card Processing

HL = Heartland Processing

BOND PRINCIPAL AND INTEREST SCHEDULE 9/30/2020

BUILDING BOND, SERIES B JULY 1, 2015 - \$4,520,000.00

Date	Principal	Interest	Total	Date Paid	Notes
7/1/2015	\$ -	\$ -	\$ -		
1/1/2016	\$ -	\$ -	\$ -		
7/1/2016	\$ -	\$ -	\$ -		
1/1/2017	\$ -	\$ -	\$ -		
7/1/2017	\$ 110,000.00	\$ 107,600.00	\$ 217,600.00	7/3/2017	
1/1/2018	\$ -	\$ 26,460.00	\$ 26,460.00	12/22/2017	
7/1/2018	\$ 1,470,000.00	\$ 26,460.00	\$ 1,496,460.00	7/1/2018	
1/1/2019	\$ -	\$ 18,742.50	\$ 18,742.50	12/28/2018	
7/1/2019	\$ 1,470,000.00	\$ 18,742.50	\$ 1,488,742.50	7/1/2019	
1/1/2020	\$ -	\$ 9,922.50	\$ 9,922.50	12/23/2019	
7/1/2020	\$ 1,470,000.00	\$ 9,922.50	\$ 1,479,922.50	7/1/2020	BOND RETIRED

BUILDING BONDS of 2015 NOVEMBER 1, 2015 - \$1,100,000.00

Date	Principal	Interest	Total	Date Paid	Notes
11/1/2015	\$ -	\$ -	\$ -		
5/1/2016	\$ -	\$ -	\$ -		
11/1/2016	\$ -	\$ -	\$ -		
5/1/2017	\$ -	\$ 18,825.00	\$ 18,825.00	4/24/2017	
11/1/2017	\$ 170,000.00	\$ 6,275.00	\$ 176,275.00	10/26/2017	
5/1/2018	\$ -	\$ 5,425.00	\$ 5,425.00	4/25/2018	
11/1/2018	\$ 310,000.00	\$ 5,425.00	\$ 315,425.00	10/30/2018	
5/1/2019	\$ -	\$ 3,875.00	\$ 3,875.00	4/26/2019	
11/1/2019	\$ 310,000.00	\$ 3,875.00	\$ 313,875.00	10/29/2019	
5/1/2020	\$ -	\$ 1,937.50	\$ 1,937.50	4/22/2020	
11/1/2020	\$ 310,000.00	\$ 1,937.50	\$ 311,937.50		RETIRES BOND

BUILDING BONDS of 2018 JUNE 1, 2018 - \$4,735,000.00

Date	Principal	Interest	Total	Date Paid	Notes
6/1/2019	\$ -	\$ 121,375.00	\$ 121,375.00	5/30/2019	
12/1/2019	\$ -	\$ 60,687.50	\$ 60,687.50	11/22/2019	
6/1/2020	\$ 1,135,000.00	\$ 60,687.50	\$ 1,195,687.50	5/28/2020	
12/1/2020	\$ -	\$ 46,500.00	\$ 46,500.00		
6/1/2021	\$ 1,200,000.00	\$ 46,500.00	\$ 1,246,500.00		
12/1/2021	\$ -	\$ 31,500.00	\$ 31,500.00		
6/1/2022	\$ 1,200,000.00	\$ 31,500.00	\$ 1,231,500.00		
12/1/2022	\$ -	\$ 15,750.00	\$ 15,750.00		
6/1/2023	\$ 1,200,000.00	\$ 15,750.00	\$ 1,215,750.00		RETIRES BOND

TRANSPORTATION BONDS JULY 2, 2019 - \$600,000

Date	Principal	Interest	Total	Date Paid	Notes
7/1/2021	\$ 600,000.00	\$ 24,000.00	\$ 624,000.00		RETIRES BOND

Payment Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 10/8/2020 - 10/13/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
562	10/08/2020	531	ALCOHOL & DRUG TESTING, INC.				\$211.70
563	10/08/2020	3380	APPLE INC. EDUCATION				\$10,913.00
564	10/08/2020	3243	ARCHWAY				\$66.26
565	10/08/2020	58	AT&T MOBILITY				\$1,473.04
566	10/08/2020	80735	JONATHAN T BARGAS				\$57.25
567	10/08/2020	3795	EARTHGRAINS BAKING				\$494.56
568	10/08/2020	80724	CHARLES G BURNS-LANKFORD				\$57.25
569	10/08/2020	80733	JEREMY J EVANS				\$57.25
570	10/08/2020	80662	MICHELLE R FETTERS				\$34.35
571	10/08/2020	4279	TULSA FRUIT COMPANY				\$748.59
572	10/08/2020	924	GUITAR CENTER, 451				\$279.98
573	10/08/2020	5	MUNICIPAL ACCOUNTING SYSTE				\$218.00
574	10/08/2020	3451	OKLAHOMA ASSOC. PUPIL TRAN				\$270.00
575	10/08/2020	3588	OK JUNIOR ACADEMIC BOWL AS				\$150.00
576	10/08/2020	206	OKLAHOMA COUNTY CLERK				\$46,020.65
577	10/08/2020	702	ORES				\$725.00
578	10/08/2020	3289	TEEL OSWALD, M.ED				\$950.00
579	10/08/2020	941	OKLAHOMA TURNPIKE AUTHORI				\$6.60
580	10/08/2020	80423	PAULA PARROTT				\$480.00
581	10/08/2020	80717	JOSEPH M PIERCE				\$206.97
582	10/08/2020	4042	EAST SIDE JERSEY DAIRY				\$1,983.66
583	10/08/2020	1038	PRECISION BUSINESS MACHINES,				\$1,964.20
584	10/08/2020	3693	PROSPERITY BANK				\$4,395.39
585	10/08/2020	204	QUILL CORPORATION				\$46.57
586	10/08/2020	649	RAINBOW PENNANT, INC.				\$150.00
587	10/08/2020	3637	SHELLEY RYLAND				\$6,060.00
588	10/08/2020	119	SAM'S WHOLESALE CLUB				\$866.84
589	10/08/2020	80731	YURRY H STRATTON				\$57.25
590	10/08/2020	70017	SYSCO OKLAHOMA LLC				\$6,646.07
591	10/13/2020	3045	AT&T				\$8.12
592	10/13/2020	4079	ON BROADWAY PIZZA CO				\$781.75
593	10/13/2020	204	QUILL CORPORATION				\$63.43
594	10/13/2020	4306	GATEHOUSE OKLAHOMA-ADVER				\$441.00

Non-Payroll Total:	\$86,884.73
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Payroll Total:	\$0.00
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Balance Foward:	\$1,094,640.37
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Total:	\$1,181,525.10
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Important Messages

THANK YOU FOR CHOOSING PROSPERITY BANK FOR YOUR CREDIT CARD NEEDS.

Activity Fund 826.89

General Fund \$4,395.39

Foundation 2,047.07

Building Fund \$631.82

Bond 34 \$749.99

TRANSACTIONS THIS BILLING PERIOD

Transaction Date	Posting Date	Reference Number	0 * * 6	\$ Amount
Account Level				
09/18	09/18	0000000000918000820061	<i>Act. Fund 826.89+</i>	\$565.16-
09/18	09/18	0000000000918000820079	<i>826.89*</i>	\$10,569.08-
09/18	09/18	0000000000918000820087		\$3,416.14-
09/18	09/18	0000000000918000820095	0 * * 6	\$3,498.81-
Card #3741-JOSEPH PIERCE				
08/31	09/01	VT202452566000010000448		bill WA \$21.99+
09/01	09/03	VT202472566000010002843	<i>Foundation 2,047.07+</i>	< \$749.99+
09/02	09/03	VT202472566000010000999	<i>2,047.07*</i>	'bill WA \$37.58+
09/02	09/03	VT202472566000010001001		bill WA \$475.00+
09/02	09/03	VT202472566000010001015		'bill WA \$42.99+
09/02	09/03	VT202472566000010001026		bill WA \$99.95+
09/02	09/03	VT202472566000010001093	0 * * 6	'/bill WA \$479.89+
09/03	09/04	VT202482566000010001321		Refund \$99.95-
09/04	09/04	VT202482566000010001363		Refund \$42.99-
09/04	09/06	VT202502566000010000625	<i>Gen. Fund 4,395.39+</i>	WA \$439.99+
09/05	09/06	VT202503305000010000215	<i>4,395.39*</i>	\$195.00+
09/05	09/06	VT202503305000010000548		\$9.98+
09/07	09/08	VT202522566000010001028		M/BILL WA \$8.90+
09/07	09/08	VT202522566000010001029		M/BILL WA \$27.52+
09/07	09/08	VT202522566000010000125	0 * * 6	I WA \$79.99+
09/07	09/08	VT202522566000010001178		M/BILL WA \$34.95+
09/07	09/08	VT202522566000010000602		'bill WA \$64.69+
09/09	09/10	VT202542566000010000716		'R \$290.00+
09/09	09/11	VT202552566000010001724	<i>Old. Fund 631.82+</i>	A \$200.00+
09/10	09/11	VT202552566000010000142	<i>631.82*</i>	'/bill WA \$195.80+
09/10	09/10	VT202542566000010001209		'bill WA \$9.99+
09/10	09/10	VT202542566000010001674		'bill WA \$85.00+
09/12	09/13	VT202573305000010000545	0 * * 6	'bill WA \$45.99+
09/13	09/14	VT202582566000010000149		'bill WA \$23.96+
09/14	09/15	VT202592566000010001091		'bill WA \$119.00+
09/16	09/17	VT202612566000010002241	<i>Bond Fund 749.99+</i>	\$206.96+
09/16	09/17	VT202612566000010000272	<i>749.99*</i>	'bill WA \$15.99+
09/16	09/16	VT202602566000010001360		bill WA \$17.48+
09/16	09/17	VT202612566000010002671		M/BILL WA \$124.88+
09/16	09/17	VT202612566000010000923		CO DE \$12.95+
09/19	09/20	VT202643305000010000366	0 * * 6) WA \$84.68+
09/21	09/22	VT202662566000010001282		\$559.80+
09/21	09/22	VT202662566000010000508		R \$37.76+
09/22	09/23	VT202672565000010000457	826.89+	'/bill WA \$119.99+
09/22	09/23	VT202672565000010000721		'bill WA \$9.89+
09/22	09/23	VT202672565000010000911	<i>2,047.07+</i>	OO IN \$40.00+
09/23	09/24	VT202682565000010002440	<i>4,395.39+</i>	M/BILL WA \$51.90+
09/23	09/24	VT202682565000010000766		II WA \$176.39+
Total For JOSEPH PIERCE			<i>631.82+</i>	\$6,799.82+
			<i>749.99+</i>	
			<i>Total Due 8,651.16*</i>	
			0 * * 6	

81020-36-00 81020-78-03

00350 5049495 000701 001401 0002/0002



Important Messages

THANK YOU FOR CHOOSING PROSPERITY BANK FOR YOUR CREDIT CARD NEEDS.

TRANSACTIONS THIS BILLING PERIOD

Transaction Date	Posting Date	Reference Number	Transaction Description	\$ Amount
TRANSACTIONS				
Card #3741-JOSEPH PIERCE				
09/24	09/25	VT202692565000010002617	AMAZON.COM*M49XJ46D2 A AMZN.COM/BILL WA	\$51.90+
09/25	09/27	VT202712565000010002117	DNH*GODADDY.COM 480-5058855 AZ	\$31.16+
09/25	09/27	VT202712565000010002354	B&H PHOTO 800-606-6969 800-2215743 NY	\$699.95+
09/28	09/29	VT202732565000010000670	AMZN Mktp US*M45DN0IV2 Amzn.com/bill WA	\$75.85+
09/29	09/29	VT202732565000010001077	AMZN Mktp US*M49XG7S90 Amzn.com/bill WA	\$326.76+
09/29	09/29	VT202732565000010001078	Amazon.com*MK8Z38FX1 Amzn.com/bill WA	\$39.80+
09/29	09/30	VT202742565000010000088	Amazon.com*MK0LK14M1 Amzn.com/bill WA	\$413.94+
09/29	09/30	VT202742565000010000140	AMZN Mktp US*M49OJ02D0 Amzn.com/bill WA	\$34.56+
09/29	09/29	VT202732565000010001447	Amazon.com*M48EE4SS0 Amzn.com/bill WA	\$72.02+
Total For JOSEPH PIERCE				\$6,799.82+
Card #4392-MARLENE MARTINEZ				
09/10	09/11	VT202552566000010002629	DOMINO'S 9650 OKLAHOMA CITY OK	\$46.17+
09/13	09/14	VT202582566000010001712	BEST BUY MHT 00006460 OKLAHOMA CITY OK	\$704.87+
09/21	09/22	VT202662566000010001339	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
09/22	09/23	VT202672565000010001445	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
09/29	09/30	VT202742565000010000562	AMZN Mktp US*MK0KG04B1 Amzn.com/bill WA	\$985.80+
Total For MARLENE MARTINEZ				\$1,851.34+

2020 Total Year-to-Date

Total fees charged in 2020	\$0.00
Total interest charged in 2020	\$0.00

Payment Register

Options: Year: 2020-2021, Fund: Building, Date Range: 10/8/2020 - 10/13/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
143	10/08/2020	70038	CITY OF OKLAHOMA CITY				\$1,435.35
144	10/08/2020	538	EAGLE MECHANICAL, INC.				\$2,290.00
145	10/08/2020	4196	EDGE COMMUNICATIONS				\$205.50
146	10/08/2020	3823	FER WASTE SERVICES LLC				\$404.50
147	10/08/2020	3932	GREEN COUNTRY ELECTRIC AND				\$2,243.18
148	10/08/2020	4000	GREENTURF INC				\$1,675.79
149	10/08/2020	494	THE HOME DEPOT				\$37.75
150	10/08/2020	4288	METRO MOWING SERVICE				\$1,430.00
151	10/08/2020	4030	MOTHER NATURES PEST				\$550.00
152	10/08/2020	3	OKLAHOMA GAS& ELECTRIC				\$13,815.38
153	10/08/2020	4	OKLAHOMA NATURAL GAS				\$399.75
154	10/08/2020	3693	PROSPERITY BANK				\$631.82
155	10/08/2020	119	SAM'S WHOLESALE CLUB				\$89.98
156	10/08/2020	3644	SUPERIOR LINEN				\$172.81
157	10/08/2020	3554	TLC ENTERPRISES LLC				\$2,858.82
158	10/08/2020	3148	TREATS SOLUTIONS				\$2,201.57
159	10/08/2020	3333	WINDSTREAM NUVOX, LLC				\$46.80
160	10/13/2020	538	EAGLE MECHANICAL, INC.				\$2,225.00
161	10/13/2020	4288	METRO MOWING SERVICE				\$890.00
162	10/13/2020	3333	WINDSTREAM NUVOX, LLC				\$93.60
163	10/13/2020	4308	ZOGICS, LLC				\$559.80
Non-Payroll Total:							\$34,257.40
Payroll Total:							\$0.00
Balance Foward:							\$199,984.94
Total:							\$234,242.34

Payment Register

Options: Year: 2020-2021, Fund: ACTIVITY FUND, Date Range: 9/1/2020 - 9/30/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
20	09/04/2020	4281	CERENA MERCY ANN CHANEY				\$257.25
21	09/04/2020	4207	ISABELLA PICA				\$200.00
22	09/04/2020	4059	KAREN PICA				\$300.00
23	09/04/2020	4063	MOORE HIGH SCHOOL				\$120.00
24	09/04/2020	4206	NICOLAS PICA				\$80.00
25	09/04/2020	3632	MALISA RADDATZ				\$300.00
26	09/04/2020	3964	SUMMER WRAY				\$200.00
27	09/04/2020	4282	TACK DESIGNS LLC				\$381.95
28	09/04/2020	3961	VARSITY SPIRIT FASHIONS				\$2,209.20
29	09/04/2020	690	WAL MART COMMUNITY/SYNCB				\$95.66
30	09/08/2020	4289	DAVIS DUNKLEBERGER				\$80.00
31	09/09/2020	3693	PROSPERITY BANK				\$565.16
32	09/10/2020	4265	THE SCHOOL PLANNER COMPAN				\$2,136.22
33	09/11/2020	4207	ISABELLA PICA				\$200.00
34	09/11/2020	4059	KAREN PICA				\$300.00
35	09/11/2020	4206	NICOLAS PICA				\$80.00
36	09/11/2020	3632	MALISA RADDATZ				\$300.00
37	09/11/2020	119	SAM'S WHOLESALE CLUB		09/11/2020	\$954.64	\$0.00
38	09/14/2020	3948	DANIEL PALMER				\$80.00
39	09/14/2020	4302	HENNESSEY XC BOOSTER CLUB				\$120.00
40	09/14/2020	3675	LARRY TAYLOR				\$55.00
41	09/16/2020	4207	ISABELLA PICA				\$200.00
42	09/16/2020	4059	KAREN PICA				\$300.00
43	09/16/2020	3632	MALISA RADDATZ				\$300.00
44	09/23/2020	4221	COMMUNITY CHRISTIAN SCHOO				\$100.00
45	09/23/2020	4069	CRAIG YOUNG				\$45.00
46	09/23/2020	3363	KEVIN ELLIS				\$45.00
47	09/23/2020	4207	ISABELLA PICA				\$200.00
48	09/23/2020	4059	KAREN PICA				\$300.00
49	09/23/2020	4141	LUTHER PUBLIC SCHOOLS				\$60.00
50	09/23/2020	4061	MICHAEL PAUL WALLACE				\$45.00
51	09/23/2020	4206	NICOLAS PICA				\$80.00
52	09/23/2020	4304	PHILLIP WOLFE				\$45.00
53	09/23/2020	3632	MALISA RADDATZ				\$300.00
54	09/28/2020	4307	SIMON STOITZEV				\$40.00
Non-Payroll Total:							\$10,120.44
Payroll Total:							\$0.00
Balance Foward:							\$3,418.88
Total:							\$13,539.32

Oakdale Public School

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 7/1/2020 - 10/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 SPORTS	\$0.00	\$3,980.11	\$19,084.27	\$3,661.64	\$19,402.74	\$2,215.58	\$17,187.16
810 CHEER	\$0.00	\$3,352.65	\$82.97	\$2,266.45	\$1,169.17	\$0.00	\$1,169.17
831 CONCESSIONS	\$0.00	\$0.00	\$11,436.14	\$0.00	\$11,436.14	\$0.00	\$11,436.14
901 CLASS PROJECTS	\$0.00	\$100.00	\$778.56	\$14.00	\$864.56	\$0.00	\$864.56
930 DAYCARE	\$0.00	\$8,680.15	\$1,383.29	\$5,857.58	\$4,205.86	\$0.00	\$4,205.86
940 BOX TOPS/TARGET	\$0.00	\$0.00	\$1,490.95	\$0.00	\$1,490.95	\$0.00	\$1,490.95
950 BAND - STUDENTS	\$0.00	\$240.00	\$5,504.09	\$0.00	\$5,744.09	\$290.00	\$5,454.09
960 STEM PROGRAM	\$0.00	\$0.00	\$1,748.03	\$0.00	\$1,748.03	\$0.00	\$1,748.03
980 YEARBOOK	\$0.00	\$0.00	\$2,012.18	\$149.99	\$1,862.19	\$0.00	\$1,862.19
988 ADMINISTRATION	\$0.00	\$4,837.75	\$4,354.30	\$3,294.27	\$5,897.78	\$0.00	\$5,897.78
990 LIBRARY	\$0.00	\$680.32	\$11,137.20	\$160.75	\$11,656.77	\$0.00	\$11,656.77
991 BUILDERS CLUB	\$0.00	\$0.00	\$3,940.22	\$600.00	\$3,340.22	\$0.00	\$3,340.22
992 LEADERSHIP	\$0.00	\$0.00	\$1,451.37	\$0.00	\$1,451.37	\$0.00	\$1,451.37
995 ART CLASS	\$0.00	\$0.00	\$265.86	\$0.00	\$265.86	\$0.00	\$265.86
Total	\$0.00	\$21,870.98	\$64,669.43	\$16,004.68	\$70,535.73	\$2,505.58	\$68,030.15

Payment Register

Options: Year: 2020-2021, Fund: BOND FUND #34, Date Range: 10/8/2020 - 10/13/2020, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
14	10/08/2020	4117	CTL CORPORATION				\$81,500.00
15	10/08/2020	3693	PROSPERITY BANK				\$749.99
16	10/08/2020	119	SAM'S WHOLESALE CLUB				\$628.98
17	10/08/2020	4080	SHI INTERNATIONAL				\$398.27
18	10/08/2020	3148	TREATS SOLUTIONS				\$9,512.57
19	10/13/2020	4277	LIBERTON INC				\$5,674.00
20	10/13/2020	3805	DEERE & COMPANY				\$7,900.79
Non-Payroll Total:							\$106,364.60
Payroll Total:							\$0.00
Balance Foward:							\$119,040.50
Total:							\$225,405.10

October Surplus



Old stage lighting (1 large set)



Additional Red Cat Classroom Sound Systems (2)

GIFTED + TALENTED AT OAKDALE



GT COORDINATOR/TEACHER: LAUREN BRANSCUM

💡 Grades 3-5 will continue to be served through a traditional pull out program.

Each grade level will determine their unit focus with emphasis on critical thinking, collaboration, creativity, and grade level standards.

💡 Each grade level will be pulled for one quarter.

- **5th** - 1st QTR
- **4th** - 2nd QTR
- **3rd** - 3rd or 4th QTR
- **Clusters*** - 3rd or 4th QTR

*depending on school status

💡 The quarters that students are not seen, GT students will have accommodations for them in the general education setting + opportunities for mentorships and independent study + clusters (potentially)!

[GT Website](#)



PHILOSOPHY OF OAKDALE PUBLIC SCHOOLS

Part One

Oakdale School has the responsibility of meeting the educational needs of all students. It is the right of each child to receive the best education society can provide. It is also our responsibility to provide equitable educational opportunities and foster lifelong learning as our students prepare to participate in a democratic society. In all things we must be thorough and consistent in making children our number one concern.

- A. In order to meet the educational needs of all students we must develop certain criteria and establish priorities.
1. We must develop a continuing process of seeking explanations and understanding to increase students storehouse of knowledge.
 2. We must understand that education is both a process and a product. Knowledge of structure is irrelevant without understanding the process.
 3. We must assure that students develop competencies in the basic skills and higher order thinking skills. These skills include reading, writing, speaking, computing, and critical thinking. They must also learn about cultures and environments-their own and those of others with whom they share the earth. Students must study social studies, literature, languages, the arts, mathematics, and science. Such curriculum shall provide for the teaching of hands-on career and technological exploration programs. All skills should be directed primarily toward the problem-solving capacity of the student.
 4. Curriculum will be interdisciplinary, spiraling when appropriate, and evaluated based on proficiencies of student outcomes.
 5. Parental involvement in school affairs and extracurricular activities is a necessity. The acquiring of skills is not the exclusive responsibility of the school but is a joint effort of the school, home, and community.
- B. In order to provide equitable educational opportunities, we must develop certain criteria and establish priorities.
1. Personal attention to each student's needs is more important than statistics.
 2. We must develop the philosophy that all students can learn if given curriculum appropriate to their level of understanding.
 3. Children with special needs and abilities should have every opportunity to overcome, compensate, or develop them. Special education, Title I, Title II, speech/language, and gifted programs are highly promoted. Individualized instruction is a constant goal.
- C. In order to prepare students to participate in a democratic society we must develop certain criteria and establish priorities. Families work together for the good of the other members and that is Oakdale's goal, "Quality through Cooperation".

Part Two

- A. Make sure basic needs are met. We care about students first and schoolwork second.
- B. If students drop-out of education in the eighth grade, make sure they have the skills of functional literacy.
- C. "Learning is FUNdamental". Education does not necessarily all come from books. Quality experiences can be a very effective teacher, but we must first provide opportunities of which students will take advantage. Therefore, we must emphasize the electives and "specials"
- D. What we can do well, the home can make great. Parent involvement makes a difference. Parents should be informed and updated on student progress at intervals which enable them to have an influence on student achievement levels.
- E. Change or expansion is good only when there are proven needs and only to soundly based programs. We look at other districts and educational literature to find quality programs and trends in education.
- F. The negative must be addressed sometimes, the positive must be highlighted always.

MISSION STATEMENT

Oakdale School District's vision of success is to provide each student the opportunity to excel, to provide each educator the tools necessary to enable excellence, and to partner with our community to develop responsible citizens who have the ability to positively impact their world now and in the future.

SUPPORT SERVICES GOALS

The Oakdale Board of Education recognizes that support services are essential to the successful functioning of a school system and that management of the support services is an important responsibility of the district's administration. However, it should be remembered that education is the district's central function, and all support services shall be provided, guided, and evaluated by this requirement. In order to provide services that are truly supportive of the educational program, the board establishes the following general goals:

1. To provide a physical environment for teaching and learning that is safe, pleasant, and clean for students, staff, and public.
2. To provide an efficient and friendly business environment for students, staff, and public.
3. To provide safe transportation for students to and from school.
4. To provide nutritious meals for students.

BOARD OF EDUCATION
POWERS AND DUTIES

The Oakdale Board of Education shall have the power to:

1. Elect its own officers: President, Vice-President, Clerk, and shall appoint an Encumbrance Clerk and a Minutes Clerk and in its discretion, a Deputy Clerk. The board may appoint one person as Encumbrance/Minutes Clerk.
2. Make rules, not inconsistent with the law or rules of the State Board of Education, governing the board and the school system of this district.
3. Maintain and operate a complete public school system of such character as the board of education shall deem best suited to the needs of the school district.
4. Designate the schools to be attended by the children of the district.
5. Provide and operate, when deemed advisable, cafeterias or other eating accommodations, thrift banks or other facilities for the teaching and practice of thrift and economy, book stores, print shops, and vocational and other shops.
6. Provide informational material concerning school bond elections and millage elections, including but not limited to all pertinent financial information relative to the bond issue, a statement of revenue sources necessary to retire proposed bonds, a statement of current bonded indebtedness of the school district, and a statement of proposed use of funds to be generated by the proposed bond issue. The informational material shall not contain the words "vote yes" or "vote no" or any similar words or statement any place on such informational material.
7. Purchase, construct or rent, and operate and maintain classrooms, libraries, auditoriums, gymnasiums, stadiums, recreation places and playgrounds, teacherages, school bus garages, laboratories, administration buildings and other schoolhouses and school buildings, and acquire sites and equipment therefor.
8. Have school district or its employees' property insured.
9. Acquire property by condemnation proceedings in the same manner as land is condemned for railroad purposes. School district funds may be used to erect buildings on leased land on which other buildings have been erected prior to April 3, 1969, or on land which is leased from a governmental entity.
10. Lease real or personal property to the state or any political subdivision thereof or a not-for-profit entity operating pursuant to state law for nominal cash consideration for so long as the use of the property by the lessee substantially benefits, in whole or in part, the same public served by the school district.
11. Dispose of personal or real property no longer needed by the district by sale, exchange, lease, lease-purchase, and partial lease back, or otherwise as prescribed by state law.
12. Purchase necessary property, equipment, furniture, and supplies necessary to maintain and operate an adequate school system.

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BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

13. Incur all expenses, within the limitations provided for by law, necessary to perform all powers granted by law.
14. Contract with and fix the duties and compensation of physicians, dentists, optometrists, nurses, attorneys, superintendents, principals, teachers, bus drivers, janitors, and other necessary employees of the district.
15. Establish a written policy for reimbursement of necessary travel expenses of employees and members of the board. The policy may include in-district travel from the site of employment assignment which is necessary in the performance of employment duties. The written policy shall specify procedures, contain documentation requirements, and may include payment of meal expenses during authorized travel on a per diem allowance basis rather than itemized documentation.
16. Pay necessary travel expenses and other related expenses of prospective employees for sponsored visits to the school district pursuant to a written policy specifying procedures containing documentation requirements equal to or greater than the requirements specified by law for state employees in the State Travel Reimbursement Act.
17. Provide for employees' leaves of absence without pay.
18. Exercise sole control over all of the schools and property of this district, subject to other provisions of the Oklahoma School Code.
19. Allow district-owned school buses to be used for transportation of students from other districts or educational institutions while within the district on educational tours. This shall not restrict the authority of the board to authorize any other use of such buses which may now be permitted by law or rule of the State Board of Education.
20. Enter into contractual agreements with the board of trustees of a multicounty library system, a city-county library commission, or a rural single county library system, as defined by state law, on such terms as may be mutually agreed, except no district board of education may enter into any agreement under which the library services for the school would be provided at any site other than the school site or which would result in library services that do not meet accreditation standards as required by law or rule.
21. Perform all functions necessary to the administration of a school district in Oklahoma as specified in the Oklahoma School Code, in addition to those powers necessarily implied but not delegated by law to any other agency or official.
22. Prepare and distribute at the expense of the school district any and all material which has the purpose of informing the public about district activities.
23. Solicit and accept any gift, grant, or donation of money or property for the use of the school district. Any gift, grant, or donation of money may be deposited in the general fund or building fund of the school district.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

- 24. Pay necessary meal and lodging expenses of school district students and sponsors involved in authorized school-sponsored cocurricular activities. The board shall establish a written policy for reimbursement of necessary meal and lodging expenses of school district students and sponsors. The written policy shall specify procedures, contain documentation requirements, and designate the funds from which reimbursement may be made. Reimbursement may be made from the general fund.
- 25. Adopt and maintain on file in the office of the superintendent of schools an appropriate personnel policy and sick leave guide for all teachers employed. The guide shall be made available to the public.
- 26. Exercise complete control over all funds on hand or hereafter received or collected from all school activities conducted in this school district.
- 27. Provide for an annual audit of all such school activity funds. The original reports of such audit shall be delivered to the board, and a copy thereof shall be furnished to the treasurer of the school district.
- 28. Rent the gymnasium, auditorium, or cafeteria. *and other areas?*
- 29. Cause all school funds to be audited annually.

A board member shall not be considered to be directly or indirectly interested in any contract with a company, individual, or business concern that employs such board member or the spouse of the board member if the board member or the spouse of the board member has an interest of five percent (5%) or less in the company, individual, or business concern.

The superintendent of schools is the executive officer of the board and shall carry out all policies adopted by the board.

On or before the thirty-first day of December each year, the board of education shall prepare an estimate of the funds needed for support and maintenance of the schools for the ensuing year. If the assessed valuation of the school district for the current fiscal year is not sufficient by a levy of five mills to provide such funds, the board shall determine the additional amount of an excess levy above the five mills that shall be required. The board shall make an itemized statement showing:

- 1. The funds estimated to be on hand at the end of the current fiscal year;
- 2. The estimated income from sources other than ad valorem taxation, including the apportionment of income from the common school fund based upon the distribution of the next preceding year; and
- 3. The sinking fund sufficient to pay at maturity any bonded indebtedness coming due on any bonds issued by the school district, and the amount necessary to pay the interest coupons falling due on such bonded indebtedness and the amount necessary to pay installments on judgments.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

Such estimate shall be posted in five public places in the district, or published in one issue of a newspaper of general circulation in the district. The notice shall contain the number of mills exceeding five. At the time said notice is published or posted, the board of education may issue a call for an election to be held on the second Tuesday in February to vote upon the amount of excess levy needed to finance the school district for the ensuing fiscal year. Such election shall immediately follow the regular school district election and shall be conducted by the county election officials.

REFERENCE: 21 O.S. §355

26 O.S. §13A-105

62 O.S. §371

70 O.S. §1-117, §5-105, §5-107B, §5-117, §5-119, §5-124, §5-134

NEPOTISM

This school district will not consider for employment any relative of a board member who is related within the second degree by affinity or consanguinity to the board member. Such relatives include the following persons:

Board Member's:

- spouse
- child
- child's spouse
- parent
- parent's spouse
- grandchild
- grandchild's spouse
- grandparent
- grandparent's spouse
- brother
- brother's spouse/half-brother's spouse
- sister
- sister's spouse/half-sister's spouse

Spouse's:

- child
- parents
- grandchild
- grandparents
- brother/step-brother
- sister/step-sister

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply. The board member may not participate in any regular or executive session of the board held to consider any personnel matter or litigation relating to said relative except that the board member may vote on collective bargaining agreements for the renewal of contracts as a group if the vote is necessary to establish a quorum. If more than one board member is related to a teacher or employee, only the minimum number of board members necessary to establish a quorum may vote. Length of service on the board of education shall be used in order to determine which of these board members shall be allowed to vote when necessary to establish a quorum.

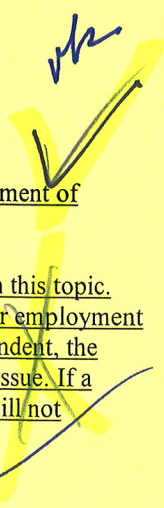
The following relatives of a board member may be employed by the school district:

- Aunt/Uncle (third degree)
- Niece/Nephew (third degree)
- Great-grandparent (third degree)
- Great-grandchild (third degree)
- Cousin (fourth degree)

(Optional language if the district has an ADM of less than 5,000)

The prohibitions in this policy shall not apply to the employment of substitute teachers or to the employment of temporary substitute support employees, as long as the district's ADM is less than 5,000 students.

(Optional language only if the district has an ADM of less than 400) This would be entirety of policy on this topic. Relatives of board members within the second degree by affinity or consanguinity may be candidates for employment in the school district. If a relative of a board member is recommended for employment by the superintendent, the board member may not participate in any regular or executive session of the board held to consider the issue. If a relative of a board member within the second degree is hired by the school district, the board member will not participate in any regular or executive session held to discuss the employee.



NEPOTISM (Cont.)

This school district may consider for employment any relative of a district employee who is related within the second degree by affinity or consanguinity to the existing employee. The school administration is responsible to help ensure that related employees are not placed in direct supervisory positions over one another. This statement of intent is not a legal requirement but a Board policy to avoid any conflict of interest. The Board understands that there are times when it is in the best interest of the district to make exceptions to this policy. The administration will recommend or those exceptions to the Board for approval.

REFERENCE: 70 O.S. §5-113, 5-113.1

BOARD MEMBERSHIP QUALIFICATIONS

A school district elector, qualified to vote in any school district election, is any person who is registered with the county election board within the school district. A candidate for a board of education vacancy must have been a resident of, and a registered voter of, the school district and the election district (or ward) for at least six months immediately preceding the filing period. No person can file for school board election unless the person has been awarded a high school diploma or a certificate of high school equivalency. A person who has been convicted of a misdemeanor involving embezzlement or of a felony or who has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to a school board position for a period of 15 years following completion of the sentence or during the pendency of an appeal.

No person can be a candidate for or serve as a board member if the person is currently employed by this school district or is related within the second degree by affinity or consanguinity to any other member of the board or to an employee of this school district.

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply. The board member may not participate in any regular or executive session of the board held to consider any personnel matter or litigation relating to said relative except that the board member may vote on collective bargaining agreements for the renewal of contracts as a group if the vote is necessary to establish a quorum.

- REFERENCE:** 26 O.S. §5-105a
26 O.S. §13A-101, et seq.
70 O.S. §5-107A, et seq.
70 O.S. §5-113; §5-113.1

SCHOOL BOARD MEMBERS
TERM OF OFFICE

It is the policy of the Oakdale Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, a general election, held for the purpose of electing a member or members of the board of education, shall be held on the first Tuesday in April unless another date is established by the state legislature. Every candidate for a position on the board shall file a notification and declaration for that office with the Cleveland County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday. A primary election shall be held if more than two candidates file for a board seat on the second Tuesday in February. A candidate receiving more than fifty percent of the votes cast in the primary election will be elected to the office. If no candidate receives more than fifty percent of the votes cast in the primary election, then the two candidates with the highest number of votes shall appear on the ballot at the general election.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for at least six months immediately preceding the filing period. No person is eligible to be a candidate or to be elected to a board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Board members shall be elected to serve a term of ^{three} ~~option: pick the applicable term for your school board as set by statute: three, four, or five~~ years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the board each year.

A vacancy on the board of education will occur by law when a board member:

1. Dies;
2. Resigns;
3. Moves out of the school district;
4. Fails to timely complete required workshop hours;
5. Is convicted of any felony or any offense involving a violation of the member's official oath;
6. Pleads guilty or nolo contendere to a felony or any offense involving a violation of the member's oath;
7. Abandons the office; or,
8. Assumes the duty of a second public office when the holding of such office and being a board member violates the dual office-holding provisions of the law. This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department; and directors or officers of a rural water district, chiefs of municipal fire departments or rural fire districts who are appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.
9. Ceases to be a resident of the board district or ward for which the person was elected.

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

SCHOOL BOARD MEMBERS, TERM OF OFFICE (Cont.)

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. 3 (number) or more consecutive unexcused absences from board meetings may constitute abandonment of office and the board may declare the position vacant and fill the vacancy as prescribed by law.

- REFERENCE:** 26 O.S. §13A-103, §13A-110
51 O.S. §6
70 O.S. §5-107A
70 O.S. §13A-105, §13A-110

OSSBA POLICY SERVICES REVIEW NOTES:

The board should be aware that a decision to declare a seat vacant, based on a certain number of unexcused absences, may be contested in a court of law by the person whose seat is declared to be vacated.

BOARD OF EDUCATION
OATHS OF OFFICE

Each member of the board of education and the treasurer and assistant treasurer shall take and subscribe to the following oath:

I, _____ (name of officer), hereby declare under oath that I will faithfully perform the duties of _____ (name of position) of the Oakdale Public Schools to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma.

REFERENCE: 70 O.S. §5-116

CODE OF ETHICS FOR BOARD MEMBERS

The Oakdale Board of Education will be guided by the following Code of Ethics.

As a member of the board of education I will:

1. Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district, and ensuring that they have the opportunity to reach their highest potential;
2. Strive to improve boardsmanship by studying educational issues and participating in board training opportunities;
3. Respect and obey the laws of Oklahoma and the United States, working to bring about desired changes through policies adopted by the board of education and through legal and ethical procedures;
4. Formulate legislative goals, policies, and strategic plans for the district, delegating to administrators the administrative functions of the school(s);
5. Recognize that I, as an individual board member, have no legal authority outside the meeting of the board and will take no private action that will compromise the board or administration;
6. Refrain from local board actions locally that would substantially interfere with or injure the program of education elsewhere;
7. Make every effort to be prepared, punctual, and in attendance at every board meeting;
8. Respect the confidentiality of privileged information and refrain from disclosing information that may be injurious to individuals or the school(s);
9. Encourage the free expression of opinion by all board members and staff, seeking systematic communications between board members and the public inside and outside the school district;
10. Be committed to promoting a cooperative atmosphere in order for the board to effectively serve the students;
11. Recognize and reward excellence in student achievement, teacher performance, and administrative leadership;
12. Refrain from using my board position for personal or partisan gain.

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS

Board members are required by state law and by board policy to complete new, incumbent, and continuing education of at least 9 hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties, and responsibilities of district board of education members. Board members may attend a two---day workshop to be held within the state by the State Department of Education, or other workshops, seminars, or classes presented by any SDE approved organization, including institutes of higher education. New school board members are required to earn twelve (12) credits in the first fifteen (15 months) following election or appointment. Three of these credits are mandated by statute as follows: one (1) hour of ethics, one (1) hours of school finance, and one (1) hour of open meeting/open records laws, the remaining nine (9) hours must be in new board member training credit categories. Incumbent board members are required to earn six (6) incumbent credits in the first fifteen (15) months following reelection. Three of these credits are mandated by statute as follows: one (1) hour of ethics, one (1) hours of school finance, and one (1) hour of open meeting/open records laws, the remaining nine (9) hours must be in new board member training credit categories. Six hours of attendance must be accomplished during the first 15 months of the board members' tenure whether the board member is a newly elected or re-elected member. The board will declare vacant the position of any board member who fails to complete the six hours. Such vacancy will be filled as prescribed by law. The administrator will insure that members are notified of the date and time of such workshops.

The Superintendent shall provide information to the full school board as to the status of school board member training credits under an appropriately worded agenda item. The report shall include the number of new or incumbent credits, as well as the number of continuing education credits each board member has earned. This report shall be provided to the members of the board of education at the August, November, February, and May regular meetings of the board of education.

By March 1, the Oklahoma State Department of Education will notify school board members who have not yet completed training requirements that they are required to do so. If the board member fails to earn training credits in the timeline set by statute, the Oklahoma State Department of Education will notify by certified mail the school boards and the superintendent that a board member has failed to earn the required training credits. The board of education will then have sixty (60) days from the final date that the member has to complete the requirements as indicated by receipt of the certified notice from the State Board of Education to declare the seat vacant.

The board shall plan specific in-service activities designed to

- assist board members in their efforts to improve their skills as members of the policy---making body;
- to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools;
- and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the board's continuing in-service education.

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

OSSEA of OARZC links/calendars.

- 2. District---sponsored training sessions for board members.
- 3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidelines:

- 1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
- 2. Reimbursement to board members for their travel expenses will be in accordance with the travel expense policy for staff members.
- 3. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

REQ?!

School board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member.

When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1

REVIEW NOTE: Please see modifications throughout. The information regarding training in the existing policy did not accurately reflect Oklahoma's legal requirements for school board training.

NEW BOARD MEMBER WORKSHOP

The board of education will assist newly elected board members to become familiar with their duties and responsibilities as quickly as possible. All board members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise.

A school board member who is elected or appointed to be a member of the board of education shall be required to earn twelve (12) new board member credits within the first fifteen (15) months of office. These twelve (12) credits shall include at least one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act, and one (1) hour of instruction in ethics. The remaining nine (9) hours may be in legal issues, due process, new laws, the Oklahoma Open Records Act and the Open Meeting Act, duties and responsibilities, which include but are not limited to special education and ethics of district board of education members.

Board members who attend and successfully complete such workshops as required by state law, which are presented by the OSSBA, the State Board of Education, or an organization or association approved by the SDE, shall be reimbursed for expenses incurred in accordance with the district's travel reimbursement policy.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

REFERENCE: 70 O.S. §5-110

**SCHOOL BOARD MEMBER
CONTINUING EDUCATION**

It is the policy of this board of education that its members shall attend workshops and seminars designed to increase their knowledge and abilities of good boardsmanship.

Newly elected board members are required by law to attend a minimum of 12 hours of school law within 15 months following the board member's election. Each re-elected board member is required by law to attend a minimum of six (6) hours of school law workshops within 15 months following the board member's election. The board will declare vacant the position of any board member who fails to complete the six hours. Such vacancy will be filled as prescribed by law.

In addition to the above requirements, each board member elected to a full term of office will obtain additional hours of continuing education as required by law. Any board member who fails to complete the required hours of training will not be eligible to file for re-election to the school board upon completion of the current term.

3-year term of office ----- 9 continuing education hours required

Announcements of seminars and workshops by the Oklahoma State School Boards Association, the State Department of Education or the State Department of Career and Technology Education will be provided to each board member as received by the school administration.

Any board member of this school district who attends and completes a course which satisfies this policy shall be reimbursed by the school district for expenses incurred. The board may also reimburse expenses incurred in registering for and attending board member training programs approved by the board, which are in addition to the minimum training requirements established by law.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1

SCHOOL BOARD
INTERNAL ORGANIZATION

The Oakdale Board of Education shall be reorganized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected board members shall begin at the first regular, special, or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership, at the first meeting, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, and each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow.

Board President

The president of the board of education serves as the presiding officer, appoints all committees, and performs other duties that are delegated to him or her by state law or by order of the board of education.

Board Vice-president

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

REFERENCE: 70 O.S. §5-107A

- 70 O.S. §5-119
- 70 O.S. §5-120
- 70 O.S. §5-121

we've also had "clerk" but we also have Marlene as board clerk. \$

BOARD OF EDUCATION
CLERK
(REGULATION)

The board of education has established the following duties for the clerk of the board of education:

1. It shall be the duty of the clerk of the board of education to attend all meetings of the board and to countersign all warrants for school moneys drawn upon the treasurer by the board; and perform such other duties as the board may direct.
2. The clerk shall, in addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer, the minutes clerk, and the encumbrance clerk in the management of the business affairs of the school.
3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the board of education.
4. The clerk shall furnish, whenever requested, any and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of such district for a period of longer than five (5) years.
6. Performs such other duties as are required by the board of education.

REFERENCE: 70 O.S. §5-119, §5-122

BOARD OF EDUCATION
MINUTES CLERK
(REGULATION)

The board of education has established the following duties for the minutes clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting media outlets ~~newspapers~~ in the county with copies of tentative minutes;
4. Perform such other duties as required by the board of education.

← encumbrance posted on website?

The minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.

REFERENCE: 70 O.S. §5-119

NOTE: Board of education members cannot serve as minutes clerk. Superintendents, principals, instructors, or teachers employed by the board may not serve as minutes clerk.

BOARD OF EDUCATION
ENCUMBRANCE CLERK
(REGULATION)

The board of education has established the following duties for the encumbrance clerk:

1. Keep all books and documents of this school district;
2. Enter the authorized amounts of appropriations in the various appropriations accounts;
3. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
5. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
6. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
7. Perform such other duties as directed by the board of education.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

Before July 1, 2007, Within nine (9) months of employment, the district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk. A district encumbrance clerk hired after July 1, 2007, must complete this training within nine (9) months after employment as a district encumbrance clerk. In addition to these requirements, the district encumbrance clerk is required to complete a minimum of twelve (12) hours of continuing education every three (3) years. Any instruction completed by the encumbrance clerk within three (3) years prior to employment in the position shall count towards satisfying the requirements of this section.

REFERENCE: 70 O.S. §5-119, §5-190

NOTE: The encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not serve as the encumbrance clerk.

BOARD OF EDUCATION OFFICERS
TREASURER

It is the policy of the Oakdale Board of Education to employ a treasurer for the district. The treasurer shall serve at the pleasure of the board and for such compensation as the board may determine, and shall perform those duties previously performed by the county treasurer of Cleveland County, and any other duties as the board may in its discretion confer upon said treasurer including the following:

The treasurer shall maintain the following records:

1. SEI 208 Treasurer's General Ledger
2. SEI 2061 Treasurer's Cash Ledger
3. SEI 2062 Treasurer's Investment Ledger
4. SEI 207 Treasurer's Warrant Register
5. SEI 411 Treasurer's Receipt
6. SEI 410 Treasurer's Check
7. SEI 1141 Bond Register
8. Deposit Books
9. Such other books or records as may be deemed advisable or useful.

The treasurer shall maintain adjunct files of:

1. Paid warrants.
2. Voided warrants.
3. Paid bonds and coupons.
4. Canceled bonds and coupons.
5. Bank and fiscal agency statements, including deposit tickets and paid checks.
6. County Clerk's remittance advices.
7. Copies of any directive from the County Clerk or County Excise Board supplementing, changing, or transferring appropriation balances.
8. State Board of Education notices and allocation of state and federal aid.
9. School board resolutions pertinent to the conduct of the treasurer's office and duties.
10. A copy of the claim and encumbrance clerk's certificate to substantiate the registration of a warrant or warrants.
11. Letters, memos, and other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.
13. The board of education shall require a minimum bonding capacity of \$50,000.00 when using an independent treasurer and may increase that amount as circumstances warrant.

When deposits are made for the district in accordance with the Security for Local Public Deposits Act, the treasurer shall not be liable for any loss resulting from the default or insolvency of a public depository in the absence of negligence, malfeasance, misfeasance, or nonfeasance on the part of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

BOARD OF EDUCATION OFFICERS, TREASURER (Cont.)

Before July 1, 2007, Within nine (9) months of employment, the district treasurer shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district treasurer. A district treasurer hired after July 1, 2007, must complete this training within nine (9) months after employment as a district treasurer. In addition to these requirements, the district treasurer is required to complete a minimum of twelve (12) hours of continuing education every three (3) years. Any instruction completed by the treasurer within three (3) years prior to employment in the position shall count towards satisfying the requirements of this section. The requirements of this paragraph shall not apply to any county treasurer who also acts as a school district treasurer.

NOTE: Standard forms for the treasurer's General Ledger, Cash Ledger, Investment Ledgers, Warrant Registers, Bond Registers, Receipt Books, and Check Books have been designed to facilitate and standardize the treasurer's bookkeeping system.

REFERENCE: 51 O.S. §8
62 O.S. §517.1, et seq.
70 O.S. §5-114, §5-190
Atty. Gen. Op. No. 80-292 (January 19, 1981)

BOARD OF EDUCATION
OFFICER DUTIES - TREASURER
(REGULATION)

The board of education has established the following duties for the office of the treasurer:

1. The treasurer shall execute a surety bond in an amount equal to the largest estimated account balance that will be on hand at any one time during the current year. However, the bond shall not, in any event, be required to be in an amount greater than that of the county treasurer of the county. The bond must be approved by the board of education.
2. The treasurer shall receive all state appropriations, district school taxes, and all other funds belonging to the school district, and report same to the clerk to be reported to the board of education.
3. The treasurer shall promptly pay, out of funds belonging to the school district and on proper orders approved by the board, all bills according to the provisions of the school code.
4. The treasurer shall deposit the funds belonging to the school district in the school accounts as provided by law and make available to the members of the board of education such information.
5. The treasurer shall perform such other acts and duties pertaining to the district as the board of education may direct or be required by law to perform.
6. The treasurer shall, at the end of his/her term in office, pay over to his/her successor the balance of any and all money remaining in the treasurer's hands and shall deliver to the successor all books, accounts, and other property of the district.
7. The treasurer shall submit his/her accounts for the audit of the finances of the school district.
8. The treasurer shall keep general accounts showing all of the receipts, appropriations and expenditures of the district, and have the same available for inspection by members of the board of education and the superintendent of schools.

REFERENCE: 70 O.S. §5-115

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE

In accordance with state law, the Oakdale Board of Education has established that each school site shall select a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee. The committee will be composed of at least seven members. The committee will include an equal number of teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior and may also include administrators, health care professionals, and business community representatives. The committee will be selected not later than October 1 of each school year.

The committee shall be involved in the monitoring, implementation, and evaluation of 70 O.S. § 5-147 which limits access to foods of minimal nutritional value.

The committee will study and make recommendations to the school principal regarding:

- 1. Health Issues
 - A. Health education
 - B. Physical education and physical activity
 - C. Nutrition and health services
- 2. Safety Issues
 - A. Unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and other issues that prohibit the maintenance of a safe school;
 - B. Student harassment, intimidation, and bullying at school;
 - C. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
 - D. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams and resources that include counselors and other behavior health and suicide prevention resources within or outside the school system.
 - E. Policies and regulations to be revised in light of the Department of Homeland Security’s threat assessment guidelines.
 - F. Professional development needs of faculty and staff to recognize and report suspected human trafficking.

The committee shall meet ~~on the 1st Monday~~ *on the 1st Monday* each semester ~~on a specified date~~ *on a specified date*

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE (Cont.)

Responsibilities of the committee include, but are not limited to, the following:

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.
2. Make recommendations to the principal regarding health issues and services, possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety and student health, and methods to encourage the involvement of the community members and students
3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.
4. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.
5. (Optional language) Study and make recommendations to the school district board of education regarding the development of a rape or sexual assault response program that may be implemented at the school site.

The principal shall give consideration to recommendations of the committee.

REFERENCE: 70 O.S. § 24-100.5
70 O.S. § 24-100a
70 O.S. § 24-100b

NOTE 1: District boards of education should establish the appropriate reporting procedures following the presentation of recommendations to the principal or other school administrator. These procedures may include preparation of a report to be presented to the board of education.

Principals report to board 1x term after mtg

**BOARD OF EDUCATION MEETINGS
AND NOTIFICATION PROCEDURES**

The Oakdale Board of Education shall transact all business at official meetings of the board. A "meeting" is defined as the gathering of a majority of members of a public body to discuss school business. Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. These may be either regular, special, or emergency meetings, defined as follows:

Regular Meeting - the usual, official legal action meeting held regularly.

The regular meeting of the Oakdale Board of Education shall be the _____ (first, second, etc.)
(Monday, Tuesday, etc.) of each month at _____ (time) in the _____
Kim Lamer Fine Arts Building (place). 6pm

Special Meeting - an official legal action meeting called between scheduled regular meetings to consider specific topics as listed on the agenda.

Special meetings of the board may be called by the board president at any time.

Emergency Meeting - an official legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

Notification of Meetings

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a board of education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the board meets for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.
2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.
3. At least 24 hours prior to a regular or special meeting, a paper copy of the an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting. Or at least 24 hours prior to a regular or special meeting an agenda shall be posted electronically on the school website. For districts choosing only to do an electronic posting, the district will be required to provide an email distribution system for delivery of the agenda to those who have requested email delivery. Those wishing to receive advance copies of the agenda in compliance with the Oklahoma Open Meeting Act will submit a written request to the superintendent at least three (3) days in advance of the meeting. The school

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES (Cont.)

_____ shall distribute the agenda for regular meetings via email delivery at least 24 hours in advance of a regular meeting and at least 48 hours in advance of a special meeting.

- 4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours, excluding weekends and state holidays, prior to the meeting.
- 5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

(Option 1)

- 6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually and an annual fee of \$ _____ will be charged each person or entity who requests written notification. (Note: Fee cannot exceed \$18.00 per year.)

(Option 2)

- 6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meetings of the board of education. Such requests must be renewed annually. Persons or entities requesting written notification will not be charged a notification fee.

**REFERENCE: 70 O.S. §5-118
25 O.S. §302, §303, §304, §307.1, §311**

*electronic/digital
→ can subscribe to notifications thru "Assemble".*

SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION

As executive officer of the Oakdale Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the

superintendent of schools.

If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known 24 business hours prior to the meeting, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, the names of school employees (if any) to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the board as far in advance of the meeting date as possible, but not less than 2 calendar days. Copies of the agenda will be made available to the media and the public upon request. The school district will offer and consistently maintain an email system for distribution of the agenda and a process for people to obtain a copy of the agenda at the school district during normal business hours at least twenty-four hours prior to the meeting. Those interested in receiving a copy of the agenda via email should contact the business office of the school district during normal business hours. In addition, a copy of the agenda will be posted on the school district's Internet web site located at

www.oakdale.org

REFERENCE: 25 O.S. §311
74 O.S. §3106.2

EXECUTIVE SESSIONS

The Oakdale Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be discussed in executive session.

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. 25 O.S. §307 (B) (1) [including the appointment of an individual to fill a board vacancy pursuant to 70 O.S. §5-118]
2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)
3. To discuss the purchase or appraisal of real property. 25 O.S. §307 (B) (3)
4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest 25 O.S. §307 (B) (4)
5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)
6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)
7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)
8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures. 25 O.S. §307 (B) (8)
9. Discussing matters involving safety and security at state penal institutions or correctional facilities used to house state inmates. 25 O.S. §307 (B) (9)
10. Discussing contract negotiations involving contracts requiring approval of the Board of Corrections, which shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No person who may profit directly or indirectly by a proposed transaction which is under consideration may be present or participate in the executive session. 25 O.S. §307 (B) (10)
11. To discuss the following, all of which should be cited 25 O.S. §307 (B) (11):
 - A. The investigation of a plan or scheme to commit an act of terrorism;
 - B. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;
 - C. Plans for deterrence or prevention of or protection from an act of terrorism;

EXECUTIVE SESSIONS (Cont.)

- D. Plans for response or remediation after an act of terrorism;
- E. Information technology of the public body but only if the discussion specifically identifies:
1. design or functional schematics that demonstrate the relationship or connections between devices or systems;
 2. system configuration information;
 3. security monitoring and response equipment placement and configuration;
 4. specific location or placement of systems, components, or devices;
 5. system identification numbers, names, or connecting circuits;
 6. business continuity and disaster planning, or response plans; or
 7. investigation information directly related to security penetrations or denial of services; or
- F. The investigation of an act of terrorism that has already been committed.

The term "terrorism" means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into granting illegal political or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism (21 O.S. §1268. 1).

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session, unless they are operating under an existing agreement to represent the public body.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session unless there is a legitimate reason of personal health or safety involved.

REFERENCE: 25 O.S. §307
70 O.S. §5-118
Atty. Gen. Op. 82-114 (April 12, 1982)

BOARD OF EDUCATION MEETING PUBLIC PARTICIPATION

Time Limit =

All regular, special, and emergency meetings of the Oakdale Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. Constructive criticism of the school is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. The following regulation shall govern visitors attending board meetings.

1. Any individual wishing to address the board of education shall communicate such wish to the superintendent. The superintendent must know the nature of the matter to be discussed and the name(s) of the person(s) making the request. The notification must be received by the superintendent at least _____ ~~twenty-four~~ hours prior to the next regularly scheduled meeting in order to be placed on the agenda. The superintendent must inform the board president of any individual or organization denied the opportunity to address the board of education.
2. ~~The board may waive the advance notice requirement and allow other business items to be placed on the agenda at the regular meeting time only if such other business items were not known about prior to the posting of the agenda and could not have been reasonably known about prior to posting.~~
3. The board clerk shall record all names of the visitors at board meetings.
4. The president of the board shall recognize speakers, maintain proper order, and adhere to time limits, if any, established by the board. Specifically, the president may require all proponents of one side of an issue to elect one spokesperson. Repetitive comments by consecutive individual will not be allowed.
5. Board members and administrative staff will not respond to questions or comments from the public. Proper questions from members of the public may be referred to the superintendent for later report to the board. The board will not be able to vote on matters brought forward by the public during public participation time if such matters are not specific agenda items. Such items may be placed on the agenda for the next meeting.
6. Members of the public shall not be recognized while the board is conducting its official business.
7. ~~Since individual board members have no authority to resolve complaints, other than by formal board action, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will handle complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.~~
8. ~~Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.~~

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made,
2. The principal of the school involved,
3. The superintendent, and
4. The complainant

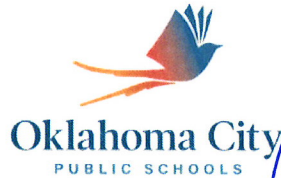
Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues. The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. The board's decision is final.

REFERENCE: 70 O.S. §5-118

REVIEW NOTE: In paragraph one, the existing policy provides that an individual may request to be on the agenda twenty-four hours in advance of the meeting. This timeline would not be practical as the Oklahoma Open Meeting Act requires the agenda be posted twenty-four hours in advance of the meeting excluding weekends and state holidays. The timeline for individuals to request to be on the agenda should be farther out, not closer than, the deadline set for posting the agenda.

Enumerated paragraph was struck through as members of the public cannot bring "new business" to the board of education. The definition of new business is set forth in law at 25 O.S. Section 311. This should not be a part of a public participation policy.

We have struck through paragraphs that do not relate to public participation at school board meetings.



CONSIDER SIMILAR

Agenda Item Details

Meeting Feb 10, 2020 - Regular Meeting of the Board of Education (Business Mtg.)

Category 3. Public Comments

Subject 3.01 Public Comments

Type Procedural

BACKGROUND OF AGENDA ITEM:

In order to maintain open lines of communication, the Board provides time for public comments during regular business meetings. **Public comments** will be heard only during the designated Public Comments portion of the Agenda at regularly scheduled business meetings of the Oklahoma City Public Schools (OKCPS) Board of Education (hereafter referred to as "Board"). Public Comments shall not be heard at work sessions, emergency, or special meetings of the Board.

Any person who is a student, parent, resident, employee, citizen, patron, stakeholder, or official representative of a recognized group or organization of this school district may address the Board for a maximum of three (3) minutes, when granted permission by the Board Chairperson. Where several people and/or delegations wish to address the same subject, a spokesperson must be selected. Unless otherwise provided for, Public Comments will only be allowed during periods specifically allotted for that purpose. Citizens of the district, including delegations or individuals, have the right, and are encouraged, to attend meetings of the Board and to listen to and observe its deliberations. In the interest of orderly conduct of Board meetings, spontaneous discussion from the floor shall not be permitted. The individual dignity of Board members, district employees, students, and all persons in attendance at Board meetings shall be respected; accordingly, no persons in attendance at Board meetings shall be subjected to abuse through these proceedings.

Individuals are requested to seek resolution of specific problems at the school site or most appropriate central office level. Persons are encouraged to write to the Board or the superintendent with general questions, concerns, suggestions or to obtain information about the district. Each person will receive notice of the receipt of his or her written correspondence, which may include a response.

Individuals who wish to address an agenda-related topic at a regularly scheduled business meeting are required to complete a Public Comments Sign-up Form before the Board meeting convenes. An OKCPS staff member will be at a table in the foyer outside the meeting auditorium with Public Comment Sign-up Forms between 5:00 p.m. and 5:30 p.m. on the day of the meeting. This is the only time forms may be submitted to request to make public comments at Board meetings. Public comments must pertain to a topic listed on the agenda for the meeting when comments are made.

All persons who speak at Board meetings are to meet all provisions of this policy. School Board policies, state law and federal law have established separate and distinct procedures and forums for collective bargaining issues, and for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, pupil suspensions and appeals, political campaigns, and litigation. To avoid circumvention of those separate proceedings and ensure fairness to all parties concerned, no person will be allowed to speak regarding the following: (1) an issue subject to collective bargaining; (2) an issue in a pending lawsuit, complaint or investigation filed with an outside agency, wherein the school district, employee(s) or the Board is party; (3) a pending grievance; (4) a pending complaint filed with the school district; (5) any grievance or complaint should first be filed with District Administration prior to being submitted to the Board of Education; (6) a complaint against individual employee(s); (7) an employee disciplinary action, suspension, or termination; (8) a pupil suspension or appeal which may ultimately reach the Board of Education; (9) a solicitation for business for the District to buy a product or service; and, (10) disparaging comments about any individual, by name, shall not be permitted.

15
prior to mtg.

Handwritten signature/initials with an arrow pointing right.

BOARD POLICIES

The Oakdale Board of Education believes that the formulation of school policy is its primary function and responsibility.

School policies are statements that set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program.

Policies may be cooperatively formulated by the board of education working with students, teachers, and parents, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff.

A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

REFERENCE: 70 O.S. §5-105, et seq.

**BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT**

The Oakdale Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools:

1. The renewal of the superintendent's contract shall be considered by the board in accordance with the superintendent's contract and announced or tabled annually. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.
2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
3. The superintendent shall attend all meetings of the board, be a nonvoting member, and advise the board on all school matters.
4. The superintendent shall make recommendations to the board of candidates for principal, teacher, and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
5. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, within the limits established by the board.
7. Responsibility for the operation and maintenance of the child nutrition program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.
8. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the board of education.
9. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district and for the transfer of children who apply to attend schools in other districts.
10. The superintendent shall be responsible for the supervision of student disciplinary actions.
11. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the board of education.

BOARD OF EDUCATION, EXECUTIVE OFFICER - SUPERINTENDENT (Cont.)

12. The superintendent shall administer a complete curriculum as adopted by the board of education, in conformity with the regulations established by the State Department of Education.
13. The superintendent shall have all school accounts audited each year and a copy of it filed with the secretary of the board of education.
14. The superintendent shall visit personally all the schools sites of the district as often as practical in order to carefully observe the methods of instruction and the classroom management of teachers; suggest improvements; provide remediation of professional skills, if necessary; advise as to the best methods of instruction and classroom management; and pay special attention to the classification of students, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.
15. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
16. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.
17. The superintendent shall have the authority to close any of the public schools in case of emergency.

REFERENCE: 70 O.S. §1-115, §116, §5-106

EVALUATION OF THE SUPERINTENDENT

The Oakdale Public School Board, in recognition of its accountability to the people of Oakdale School District and its obligations under the statutes of the State of Oklahoma shall conduct annual formal evaluations of the Superintendent of Oakdale Public School. Said evaluations shall be conducted toward the goal of improving Oakdale Public School through an improving superintendency.

Members of the Board will first evaluate the Superintendent independently, using a written form adopted for this purpose by the Board. The Board will convene to discuss the assessments and prepare a composite evaluation which will be discussed by the ^{AP}fill Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.

Evaluation of the Superintendent shall be conducted in such manner as to:

- 1. Provide positive and constructive feedback to the Superintendent that will support and promote his/her professional growth and development.
- 2. Help the Board evaluate their work in planning the educational program in this community.
- 3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication.

The Superintendent's evaluation will take place during a special session of the Board of Education prior to February 15 of each year. The Board may choose to renew the Superintendent's contract at the time of the evaluation.

REFERENCE: 70 O.S. §6-101.10

*Feb. = Supt.
March = Admin
April = Faculty / Staff
Returning
May - July = New Staff*

**POLICY FORBIDDING THE SUPPLANTING OF FEDERAL FUNDS
AND GRANT MONIES FOR LOCAL REVENUE**

The Oakdale Board of Education assures the federal government that payments received from the federal government in the nature of grant programs shall be used solely for such programs and in accordance with the applicable grant regulations. The district will restrict fund uses to the purposes provided in the federal legislation creating the grant. Federal funds received will be used to supplement and, to the extent practical, increase the level of funds that would, in the absence of such federal funds, be made available from non-federal sources for the education of students participating in programs and projects assisted by the federal grants. In no case shall federal grant funds be used to supplant funds received by the district from non-federal sources. State and local funds will be used to provide services in federal grant projects and such services, taken as a whole, will be at least comparable to services provided in district projects that are not receiving federal grant program funds.

The board delegates to the central administration the authority to sign federal grant "assurance statements" that are required for the receipt of federal funds.

As a condition of receiving federal funding, the school district must ensure that state and local funds are used to provide services that as a whole, are comparable between Title I and non-Title I schools. Comparability applies to schools with more than one building for each grade span.

GRANT POLICIES AND PROCEDURES

GRANT SUBMISSIONS

A grant offer and acceptance constitutes a contractual agreement between the grantor (funding source) and the grantee (teacher, school, department, or district). This agreement should not be entered into without appropriate approval.

Applicants must obtain approval from the Superintendent prior to submitting a grant proposal or application to any funding source. To ensure that each proposal from the school district represents the highest quality possible, the final draft of each grant application will be reviewed by the Superintendent or designee. Proposals requiring approval or signature of the Board of Education must be submitted a minimum of 1 week prior to a board meeting.

NOTICE OF GRANT AWARD OR REJECTION

Upon receipt of a notice of grant award or rejection from the funding agency, the applicant will send a copy to the Superintendent. Applicants are also encouraged to send a thank you letter to the funding source even if funding is not awarded during this grant cycle.

If the grant is awarded, the superintendent or designee will meet with the applicant to establish a grant budget. Grant funds cannot be expended until a budget has been established. Grant recipients will adhere to all fiscal and programmatic reporting requirements imposed by the funding source.

The superintendent will establish and maintain the official files for all grant awards. Files must be kept for five years after the conclusion of the grant.

After the Board of Education accepts grant funding from governmental agencies, private companies, organizations, and foundations for various educational programs or projects, the funds will be budgeted for each program or project according to the amount and regulations of the grant awarded.

This district will have internal control systems to provide reasonable assurance that it is managing federal financial assistance programs in compliance with applicable laws and regulations as directed by the State Department of Education. Methods and procedures will be in place to minimize the time elapsed between the transfer of funds from the State and the disbursement of these funds by the district.

Whenever possible the superintendent will provide a formal request for quotes or accept bids for goods or services that will be purchased with the grant funds. Goods and services received in consideration for grant funds will be monitored and careful consideration will be provided as to the quality of the goods received and/or the performance of services rendered prior to the district entering into future contracts for goods and services.

The district will maintain financial records of all expenditures made from the grant funds and such records will be available for inspection and will be deemed to be public records. These records, whenever practicable, shall be collected, transmitted and stored electronically.

LEGAL REFERENCE: 2 C.F.R. 200.302

INTERNAL CONTROLS

The Board of Education directs all school district personnel to maintain appropriate internal controls in accordance with this policy. Internal Controls are to be an integral part of the school district's financial and business policies and procedures. The objectives of internal controls are:

- Protecting resources against waste, fraud, and inefficiency;
- Ensuring accuracy and reliability in accounting and operating data;
- Securing compliance with the policies of the organization;
- Ensuring compliance with applicable laws and regulations;
- Evaluating the level of performance in all organizational units of the organization;
- Providing management with reasonable assurance that all leave and payroll transactions are authorized, valid, complete and accurate;
- Safeguarding leave and payroll documents from theft, loss and destruction; and
- Internal controls are simply good business practices.

Internal controls are the practices performed by employees to provide the board of education with reasonable assurance that assets are safeguarded and transactions are authorized, valid, complete and accurate.

Internal control systems operate at different levels of effectiveness. Determining whether a particular internal control system is effective is a judgment resulting from an assessment of whether the five components – Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring – are present and functioning. Effective controls provide reasonable assurance regarding the accomplishments of established objectives.

Control Environment

The control environment, as established by the organization's administration, sets the tone of an institution and influences the control consciousness of its people. Leaders of each department, area or activity establish a local control environment.

Risk Assessment

Every entity faces a variety of risks from external and internal sources that must be assessed. A precondition to risk assessment is the establishment of objectives, linked at different levels and internally consistent. Risk assessment is the identification and analysis of relevant risks to achievement of the objectives, forming a basis for determining how the risks should be managed. Because economic, regulatory and operating conditions will continue to change, mechanisms are needed to identify and deal with the special risks associated with change.

The process of identifying and analyzing risk is an ongoing process and is a critical component of an effective internal control system. Attention must be focused on risks at all levels and necessary actions must be taken to manage. Risks can pertain to internal and external factors. After risks have been identified, they must be evaluated.

Managing change requires a constant assessment of risk and the impact on internal controls. Economic, industry and regulatory environments change and entities' activities evolve. Mechanisms are needed to identify and react to changing conditions.

Control Activities

Control activities are the policies and procedures that help ensure management directives are carried out. They help ensure that necessary actions are taken to address risks to achievement of the entity's objectives. Control activities occur throughout the organization, at all levels, and in all functions. They include a range of activities as diverse as

INTERNAL CONTROLS, (Cont.)

approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

Control activities usually involve two elements: a policy establishing what should be done and procedures to effect the policy. All policies must be implemented thoughtfully, conscientiously and consistently.

Information and Communication

Pertinent information must be identified, captured and communicated in a form and time frame that enables people to carry out their responsibilities. Effective communication must occur in a broad sense, flowing down, across and up the organization. All personnel must receive a clear message from top management that control responsibilities must be taken seriously. They must understand their own role in the internal control system, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream.

Monitoring

Internal control systems need to be monitored – a process that assesses the quality of the system’s performance over time. Ongoing monitoring occurs in the ordinary course of operations, and includes regular management and supervisory activities, and other actions personnel take in performing their duties that assess the quality of internal control system performance.

The scope and frequency of separate evaluations depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top administration and governing boards.

Internal control systems change over time. The way controls are applied may evolve. Once effective procedures can become less effective due to the arrival of new personnel, varying effectiveness of training and supervision, time and resources constraints, or additional pressures. Furthermore, circumstances for which the internal control system was originally designed also may change. Because of changing conditions, management needs to determine whether the internal control system continues to be relevant and able to address new risks.

Responsibility

It is the responsibility of the superintendent and board of education to work together to develop and implement a system of internal controls. However, everyone within the school district has some role in internal controls. The roles vary depending upon the level of responsibility and the nature of involvement by the individual. The Board of Education, Superintendent, and administrative staff establish the presence of integrity, ethics, competence and a positive control environment. The employees of the district have oversight responsibility for internal controls within their areas. Each employee is to be cognizant of proper internal control procedures associated with their specific job responsibilities and is responsible for complying with internal controls.

Components of the Control Activity

Internal controls rely on the principle of checks and balances in the workplace. The following components focus on the control activity:

Personnel need to be competent and trustworthy, with clearly established lines of authority and responsibility documented in written job descriptions and procedure manuals. Organizational charts provide a visual presentation of

INTERNAL CONTROLS, (Cont.)

lines of authority and periodic updates of job descriptions ensures that employees are aware of the duties they are expected to perform.

Authorization Procedures need to include a thorough review of supporting information to verify the propriety and validity of transactions. Approval authority is to be commensurate with the nature and significance of the transactions and in compliance with School District policy.

Transactions should be authorized and executed by persons acting within the range of their authority.

- Policies and procedures should clearly identify which individuals have authority to approve different types of transactions.
- Authority comes with accountability and responsibility.
- Individuals should understand what they are approving. Individuals should have firsthand knowledge of transactions being approved, or they should review supporting information to verify the propriety and validity of transactions.
- Authorization of adjustments should be timely.
- Authorization for leave, overtime and change of work schedule should be obtained in advance and in writing.
- Authorization should be from at least one level above.
- Employees should not authorize their own transactions.
- Adjustment documents should proceed directly for processing after approval by a supervisor and not return to the employee where it can be falsified. Many frauds occur after approval.
- Supervisors should not sign blank forms.
- The supervisor and employee should initial corrections or adjustments.
- Delegation of authority in writing is required for grants and recommended for other budgets.
- Leave and payroll documents should proceed directly for processing after approval by a supervisor and not returned to the employee where they can be falsified. Many frauds (i.e. unauthorized or excessive overtime hours charged) occur after approval.
- Supervisors should not sign blank timesheets or leave request forms.
- Corrections or adjustments should be initialed by the supervisor and employee.

Segregation of Duties reduce the likelihood of errors and irregularities. An individual is not to have responsibility for more than one of the three transaction components: authorization, custody, and record keeping. When the work of one employee is checked by another, and when the responsibility for custody for assets is separate from the responsibility for maintaining the records relating to those assets, there is appropriate segregation of duties. This helps detect errors in a timely manner and deter improper activities; and at the same time, it should be devised to prompt operational efficiency and allow for effective communications.

Physical Restrictions are the most important type of protective measures for safeguarding school district assets, processes and data.

Documentation and Record Retention is to provide reasonable assurance that all information and transactions of value are clearly, thoroughly, and accurately recorded and retained. Records are to be maintained and controlled in accordance with the established retention period and properly disposed of in accordance with established procedures.

INTERNAL CONTROLS, (Cont.)

Monitoring Operations is essential to verify that controls are operating properly. Reconciliations, confirmations, and exception reports can provide this type of information.

Reconciliation is the process of comparing the entries in the general ledger to supporting documentation and resolving any discrepancies or differences. Accounts Payable, Accounts Receivable, and Cash, Property depreciation, Interest Income and other.

An independent person should perform a reconciliation of the district financial records at least annually and when an employee transfers, requests extended leave without pay, or separates employment from the school district.

Risk Assessment

The process of assessing risk is an opportunity for management and directors to look at their operations, determine the areas of significant risk, and evaluate what actions can be taken to minimize the risk and enhance the effectiveness and efficiency of the operation, while following applicable laws and regulations. The risk assessment and internal control evaluation can be integrated into the strategic planning process and program review.

All levels of the organization should participate in an annual risk assessment. The process of assessing risk is an opportunity for review of operations, determination of the areas of significant risk, and evaluation of what actions can be taken to minimize the risk and enhance internal controls.

Determination of an effective means of managing the risks, determining the likelihood of occurrence, minimizing the risks, and providing compensating controls is management's responsibility.

Managing an Audit

These are suggestions when interacting with auditors, to expedite the audit process while minimizing disruptions to day-to-day departmental operations. It is important to both the auditors and the departments to have accurate and objective audit results.

- Designate an audit liaison person (Department manager).
- Clarify the audit object and scope (areas to be tested and period covered by the audit).
- Determine auditor needs (records, workspace, and resources).
- Consider giving the auditor a general tour of your facilities.

Access to Records by Auditor

Ensure original documents do not leave department premises without prior approval. If a request is ambiguous, ask the auditor for the purpose of reviewing the document. Be prepared to recommend alternate documents that would achieve the auditor's purpose. Unless absolutely necessary, do not allow full access to your file drawers, storerooms, etc. Auditors are expected to obtain permission and state their objective for accessing these areas. Have documents available upon their arrival. Maintain a list of records provided to the auditor. Review records you are providing to anticipate questions. If records will hurt the School District's interest, notify department management of the issue.

Responding to Audit Findings

Keep informed of issues throughout the audit. Ensure an exit interview is held. Use it to verify facts and respond to the audit. Ask a representative from the Treasurer's Office to attend if there are questioned or disputed findings.

INTERNAL CONTROLS, (Cont.)

Ask for time to review findings, and then re-verify calculations and source data. Concede valid findings, but do not speculate on whether they apply to other areas on campus. Discuss with the auditor the dispositions of audit issues, i.e. verbal comment, exit item, management summary or report item. If necessary, appeal the auditor's conclusion with their supervisors.

"Must Do" Management Actions**'Hard' Controls (Mandatory Internal Control and Checks and Balances)**

1. Use only original signatures to approve documents.
2. Provide departmental reports
 - a. Review and document the reconciliations of the monthly department financial statements to the appropriate supporting documents to assure all items are authorized School District purchases/charges.
 - b. Budget the best annual estimate of the department's earnings and expenditures.
 - c. Compare actual results to the budget and follow up significant variances.
3. Issue Payroll
 - a. Reconcile labor distribution reports to timesheets/exception reports (including reconciling leave accrual amounts to leave slips).
 - b. Collect from Staff & Administration a signed Attendance Calendar for each pay period.
 - c. Collect from nonexempt and exempt staff a signed Attendance Calendar for each pay period.
 - d. Collect from hourly classified and student employees a signed positive timesheet for each pay period.
 - e. Have supervisors with direct knowledge of the actual time worked sign Attendance Calendars and positive timesheets.
 - f. Review the monthly departmental labor distribution report and reconciliation.
 - g. Budget the best annual estimate of the department's labor expenses.
4. Separate incompatible duties (e.g. pro-card holder/approval authority, cash receipts handling/accounts receivable posting, payroll preparation/verification, etc.) among different department staff members.
5. Identify active/inactive research accounts used by departmental faculty, and assure/implement a process through which the activity (including personnel requisitions, expenditures, and document retention) is approved by the Principle Investigator (PI) and periodically reviewed by the department chair and that this process is in accordance with School District and funding source (grant, department program, etc.) requirements (capital equipment approval, contract approval, etc.). Ensure that inactive project grants are closed according to School District procedures.
6. Count and balance your petty cash/change fund as determined necessary, and reconcile (by another person) as appropriate.
7. Issue Cash Receipts
 - a. Deposit daily or periodically with the Cashier's Office any cash/checks received in your department as authorized in the policy and procedures manual.
 - b. Issue a pre-numbered receipt for all cash transactions.
 - c. Collect sales tax when taxable goods are sold.
 - d. Use a cash receipts form for all checks and cash and submit them to the cashier's office in the Pendleton Business Building for deposit.
 - e. Safeguard cash and checks against theft or loss.
8. Review purchases
 - a. Review in detail the supporting documentation for any action that you authorize, approve, review, or sign.
 - b. Use the School District account with _____ for as much of the departmental purchasing needs as possible.

INTERNAL CONTROLS, (Cont.)

- c. Establish a mechanism for ensuring that all departmental purchases are appropriate.
- d. All contracts and credit applications require Treasurer's Office approval.
- e. **Always submit original receipts as proof of payment.**
- 9. List and account for each equipment asset and its location valued at less than \$25,000 (assets not included on the School District's inventory listing).
- 10. Reconcile external bank accounts and credit card transactions (if applicable) at least monthly.
- a. Establish procedures to ensure that cardholders comply with the reimbursable business expense policy.

'Soft' Controls (Internal Controls to Strengthen Oversight and Encourage Compliance)

- 1. Complete an Annual Risk Assessment and/or Internal Control Review at least annually.
- 2. Be familiar with the Policies and Procedures of the School District.
- 3. Avoid circumventing any established internal controls over department operations.
- 4. Review operational processes on a continuous basis for duplication of effort.
- 5. Identify strengths/weaknesses within your employee pool and re-organize duties accordingly to develop a stronger team. Encourage employees to participate in professional development activities.
- 6. Be alert to fraud risks and 'red flags' for fraud occurring in your unit's operations.
- 7. On a regular basis compare/analyze the actual revenue and expenditures to the amount of budgeted revenue/expenditures (i.e. financial analysis).
- 8. Provide relevant financial reports/status updates to appropriate Dean/Director on a regular basis.
- 9. Document all reconciliation's, verifications, approvals, etc. to assure a defined audit trail of all transactions exit.

Financial
procedures

~~CREDIT CARDS~~
create policy!

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the Oakdale Board of Education that all general fund receipts shall be transmitted to the treasurer of the board of education. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of legal warrants, bonds, or interest coupons.

The board of education, at its regularly scheduled meeting, shall set aside funds to an operating account and to an investment account. The board may direct the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Career and Technology Education. The treasurer shall invest the full amount of the investment account in:

1. Direct obligations of the United States government to the payment of which the full faith and credit of the Government of the United States is pledged; provided, a treasurer of a school district who has completed the appropriate training offered by the State Department of Education may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposit of banks when such certificates of deposit are secured by acceptable collateral;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;
6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof;
7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6;
8. Warrants, bonds, or judgments of the school district; or
9. Qualified pooled investment programs, the investment of which consist of those items specified in paragraphs 1 through 8 as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an interlocal cooperative agreement formed pursuant to 70 O.S. § 5-117b and the program must competitively select its investment advisors and other professionals. Any pooled investment program must be approved by the board of education.

MANAGEMENT AND INVESTMENT OF FUNDS (Cont.)

Any interest received from investments shall be placed in the fund from which the investment was made as approved by the board of education at a lawfully convened board meeting.

The treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities, the school district shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested.

To determine that school funds are properly secured, the treasurer shall, on a monthly basis, obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral. The board shall utilize said documents in reviewing the investment performance of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

**REFERENCE: 62 O.S. §471
70 O.S. §5-115**

THIS POLICY REQUIRED BY LAW.

ANNUAL BUDGET

The Oakdale Board of Education shall prepare a budget that shall represent a complete plan for the school district and shall present information necessary and proper to disclose the financial position and condition of the school district. It shall contain a budget summary in tabular form for each fund:

1. Actual revenues and expenditures for the immediate prior fiscal year;
2. Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended;
3. Estimates of revenues and expenditures for the budget year.

On or before October 1, each year, the board of education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on the preceding June 30 after the financial activity has been recorded, the annual Foundation and Salary Incentive Aid Allocations have been released, and the property tax valuation has been certified. The amended budget shall contain all of the following information, if applicable:

1. Valuation of the school district by county and classification, excluding homestead exemptions;
2. Bonded debt and judgments outstanding, including interest rates by maturity;
3. Matured debt and judgments;
4. Sinking fund balance, including cash and investments;
5. Sinking fund levy calculations, including surplus/deficit, principal accrual, annual interest, judgment installment and interest, total net levy and delinquency;
6. Levies in millage for general fund, building fund and sinking fund;
7. Millage adjustment factor, if applicable;
8. Previous year sinking fund collections, including total proceeds as certified, additions or deductions, reserve for delinquent tax, reserve for protest pending, tax apportioned, net balance in process of collection, and excess collections; and
9. Surplus analysis, including itemized sources of excess and deductions.

The board will post a copy of the statement in the administrative office of the board in an area accessible to the public and in at least one public library within the district within five (5) days after the statement is prepared.

No later than September 1, each year, the district shall transmit a copy of the required income and expenditures data to the State Department of Education for posting on the Department's Internet web site in a form that is accessible to the public.

Prior to October 1, each year, the board shall submit the statement of income and expenditures to the county excise board and shall file the itemized expenditure budget and request for state appropriated funds for the ensuing fiscal year, and an estimate of revenues to be received by the district with the State Board of Education.

ANNUAL BUDGET (Cont.)

Not later than 45 days after the estimate of needs is approved by the county excise board, the board of education shall adopt a final budget for the current fiscal year.

The final budget may be revised by the board in open meeting.

REFERENCE: 68 O.S. §3002

70 O.S. §5-114, §5-129, §5-133, §5-134.1, §5-135, §5-154, §5-155

70 O.S. §5-128, §5-128.1

ACTIVITY FUNDS

The Oakdale Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. The board will approve any activity fund raising events during the fiscal year. This includes any fundraiser that an employee wishes to create utilizing online services. Prior to creating an online fundraiser at sites such as "GoFundMe" or similar websites, an employee shall make a formal request to the superintendent or superintendent's designee. The superintendent shall process the request and make a determination as to whether the request will be submitted to the board of education for approval. If approved by the board of education, the employee in consultation with the administration of the school district, shall create an online fundraiser which will be subject to all state laws and district policies.

The school activity fund custodian will be appointed by the board of education. The board shall review on an annual basis the surety bond for the activity fund custodian, which shall be in no case less than one thousand dollars (\$1,000), and such bond shall be filed with the clerk of the board of education.

Annually, the board shall approve the various activity funds, beginning balances, depository bank for fund, authorized signers on the account, and location where interest will be placed.

The superintendent shall cause the activity account to be audited annually by a certified public accountant who will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by a person designated by the board.

All activity monies shall be deposited with the office of the superintendent. The custodian of such funds shall cause the funds to be deposited by the close of the next business day following receipt of the funds.

The custodian of a school activity fund may provide cash advances to sponsors for travel expenses on behalf of school district students and sponsors of certain school activities. The cash advances may come only from the school activity subaccount directly involved in the travel of such students or sponsor and only if the travel is one of the stated functions or purposes for the establishment of the subaccount. Receipts must be turned in to the custodian.

The principal shall cause to be kept complete and accurate accounts of all activity funds, and shall see that monthly reports are made to appropriate parties.

The board of education shall establish a petty cash account to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges; provided that no single expenditure from the petty cash account will be made in excess of seventy-five dollars (\$75.00), and the total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500.00) per school building.

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning

ACTIVITY FUNDS (Cont.)

of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish a regulation governing activity funds. Such regulation, when approved by the board of education, shall be incorporated into this policy and shall become a part hereof.

The board alone has the authority to approve the establishment of accounts by whatever name or style it deems best suited to its needs for the revenue collected.

The board shall prohibit purchases from the activity fund for materials or equipment unless invoices or delivery tickets are furnished.

The board shall require that receipts for collections by the custodian be given proper internal control by using pre-numbered tickets for admission and providing written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents will be filed and kept as documentation for the activity fund by the duly appointed activity fund custodian.

The board shall evaluate and adopt standard forms for the documentation of cash receipts.

The board shall require the custodian to deposit receipts in the local bank in a timely manner as proscribed by statute.

Recognizing that students will also be involved in the collecting and accounting of funds through fund-raising and student activities, the board encourages student participation and instruction in proper accounting procedures.

The board further requires the following procedures for the activity fund account:

1. The accounting system will be under the direction of one individual (activity fund custodian), who is responsible for keeping all accounts and preparing all financial reports. The activity fund custodian may delegate some of these duties to a central bookkeeper.
2. Records will be maintained and will include books of original entry, a general ledger, cash receipts records, expenditure records, and subsidiary ledgers.
3. Summary financial reports will be prepared on a monthly and annual basis.
4. Records will reflect that the budget has been planned and adopted cooperatively by students, sponsors, and school officials.
5. A centralized system of accounting and uniform method of handling funds shall be used.
6. Pre-numbered receipts for all money received will be utilized.
7. All money received will be deposited in the bank in a single account, in the name of Oakdale School Activity Fund.

ACTIVITY FUNDS (Cont.)

- 8. All expenditures will be substantiated by an invoice or a signed receipt.
- 9. Pre-numbered checks will be used for all disbursements.
- 10. Two designated signatures will be required to authorize each expenditure.
- 11. All spoiled pre-numbered receipts will be marked void and will be retained.

REFERENCE: 70 O.S. §5-129, §5-129.1
70 O.S. §22-103

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Oakdale Board of Education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
 - A. Officers and their duties;
 - B. Election of officers and term limits;
 - C. Purpose and goals;
 - D. Dues structure, if any;
 - E. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board. (See policy GK.)
4. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
5. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
8. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (Cont.)

9. The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

REFERENCE: 70 O.S. §5-129.1
Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

THIS POLICY REQUIRED BY LAW.

SALARY DEDUCTIONS

Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. The school district is required to make payroll deductions for professional organization dues and political contributions upon the request of any employee. Such deductions shall be on a ten-month basis unless otherwise designated by the employee organization. Other deductions may be authorized by the Oakdale Board of Education upon request and authorization of the employee.

However, a school employee may request in writing at any time for the district to immediately terminate or initiate payroll deductions to a professional organization. Within five (5) business days of receipt of a request or by the next pay period, whichever is earlier, the district shall terminate or initiate any future payroll deductions of the requesting employee to a professional organization. Within fifteen (15) business days of receipt of a request, the district shall notify the professional organization of the initiation or termination of payroll deductions. If the request is to terminate a deduction, the district shall not make any advance payments to any professional organization of any future dues on behalf of the employee.

The board shall require a minimum of ? employees to request deductions for any other specific payee.

REFERENCE: 70 O.S. §5-139
70 O.S. §6-101.1

PURCHASING AND DISTRIBUTION

It is the policy of the Oakdale Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization. Such purchases shall be limited to those in the amount of \$ or less.

repermentation?

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so. However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best bid.

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with a written contract or purchase order.

- REFERENCE:**
- 21 O.S. §355
 - 57 O.S. §549.1
 - 62 O.S. §371
 - 70 O.S. §5-123
 - 70 O.S. §5-124
 - 70 O.S. §5-129
 - 70 O.S. §5-135

*ADD:
STEPS to Follow
for purchasing*

↓

see memo to teachers

BIDS AND QUOTATIONS

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts less than \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. Public construction contracts for less than \$5,000 may be negotiated with a qualified contractor. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building.

For minor maintenance or minor repair work to public school district property, contracts between \$25,000 and \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. If a public construction contract for minor maintenance or minor repair work to district property is less than \$25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The school board may provide for a local bid preference of not more than five percent of the bid price if the board determines that there is an economic benefit to the local area or economy. The determination as to whether there is an economic benefit to the local area or economy will be based upon whether the local bidder employs residents of the school district as employees or independent contractors and whether such employment will benefit the school district. The local bidder must be the second lowest qualified bid on the contract and must agree to perform the contract for the same price and terms as the bid proposed by the nonlocal bidder or contractor. Within the bid specifications the district must clearly state that the bid is subject to a local bidder preference law.

"Local bidder" means the bidding person is authorized to transact business in Oklahoma and maintains a bone fide establishment for transacting business within the state.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Roofs placed over existing roof structures; and
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed \$50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

REFERENCE: 61 O.S. §102, §103, §107, §131

62 O.S. §430.1

70 O.S. §5-123

SUSPENSION AND DEBARMENT COMPLIANCE

It is the policy of the Oakdale Board of Education that all contracts and purchase orders reimbursed using federal funds need to include suspension and debarment language. The purpose of this certification is to protect the government from entering into business relations with unethical or otherwise irresponsible companies and individuals.

The following language shall be included within the terms of any contract for goods and services that will be paid for using federal funding:

Certification Regarding Debarment, Suspension and Ineligibility

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

THE SCHOOL DISTRICT IS REQUIRED BY FEDERAL LAW TO HAVE A POLICY FOR DEBARMENT AND SUSPENSION FROM PROGRAMS AND ACTIVITIES INVOLVING FEDERAL FINANCIAL BENEFITS. IF THE DISTRICT ELECTS NOT TO UTILIZE THIS POLICY, A POLICY ON THIS TOPIC WILL BE REQUIRED TO ENSURE THAT EITHER THE VENDOR OR THE SCHOOL DISTRICT IS VERIFYING THAT THE VENDORS ARE NOT LISTED ON THE EXCLUDED PARTIES LISTING SYSTEM ON THE FEDERAL WEBSITE OF THE SAME NAME.

DISPOSAL OF SURPLUS SCHOOL PROPERTY

Certain school-owned equipment, furniture, and other personal property may be declared surplus by the Oakdale Board of Education and disposed of by public sale or discarded if determined to be of no value.

Computers declared as surplus property may contain such information as social security numbers, staff/student identification numbers, credit card numbers, bank account numbers, passwords, medical records, photographs, addresses, telephone numbers, student records, and other information that should not be released to the public. The district has an obligation to ensure that all school information has been deleted from surplus computers' files and hardware. Specialized software will be used to ensure the complete deletion of information from surplus computers prior to their sale or disposal.

Surplus personal property that has a saleable value shall be sold by [redacted]. As the Oklahoma Constitution clearly prohibits gifts with public funds, the school district must receive reasonable compensation in exchange for any surplus personal property. School board members and relatives of school board members within the second degree are prohibited from purchasing property from the school.

REFERENCE: 70 O.S. §5-117(A)(11)
Oklahoma Constitution, Article 10, Section 15

Great Plains Power

SAFETY PROGRAM

It is the policy of the Oakdale Board of Education to develop rules and procedures which will promote safety in the workplace and which will establish and maintain conditions of work that are reasonably safe and healthful for district employees. Therefore, the superintendent is directed to develop such rules and procedures in accordance with Oklahoma law and the rules of the Oklahoma Department of Labor. The superintendent will designate himself/herself or other person as a district safety coordinator. The rules and procedures developed by the superintendent and approved by this board shall be incorporated into this policy and become a part hereof.

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events. Written plans and procedures will be prepared for the protection of students, faculty, administrators, and visitors from both natural and man-made disasters and emergencies. The written plans and procedures will be reviewed and revised as needed at the meeting of the board of education. A copy of the district's disaster/emergency plan will be provided to appropriate local emergency management officials.

Sept.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least seven members. The committee will include an equal number of teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.
5. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet ~~(annually)~~ ~~(as needed)~~ (each semester) ~~(by a specified date)~~. The principal shall give consideration to recommendations of the committee.

no less than once
Dec 31 June 30

SAFETY PROGRAM (Cont.)

REFERENCE: 63 O.S. §681
70 O.S. §1-107
70 O.S. §24-100

NOTE: Burning candles on school property may lead to a potentially dangerous situation. As a result, the State Fire Marshal and the State Department of Education are encouraging school districts to prohibit the burning of candles on school property.

WARNING SYSTEMS
INCLEMENT WEATHER

It is policy of the Oakdale Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. A tornado watch is issued by the weather bureau when conditions are favorable for the development of tornadoes. School will not be dismissed because of a tornado watch. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. A tornado warning is issued by the weather bureau when a tornado has been sighted. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken.

Should the superintendent or, in the superintendent's absence, the principal decide to dismiss school because of weather conditions, the following media sources should be requested to make appropriate announcements: Radio station [redacted]. Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, [redacted] radio and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once buses have arrived.

*oklahomacls.org.com
(to 24 TV stations)*

?

- 1) TV
- 2) 87.5 media
- 3) TeacherEase

BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. Immediate evacuation of the school or buildings.*
2. If the call was not received originally by the fire and police departments, immediate notification is required.
3. A search of the building or premises should be conducted by the police and/or fire department.
4. If a thorough search has been conducted and nothing found, the principal of the building should be notified by the police and/or fire department that reentry will be permitted.
5. A request for investigation of the incident should be made to the local police department.

Any decision concerning the dismissal of school students and subsequent action after the above procedures have been followed is the prerogative of the superintendent.

*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.

BOMB THREAT PROCEDURES
(EXHIBIT)

Stay calm.

- 1. Keep the caller talking for as long as possible
- 2. Ask the caller to speak louder, slower, etc.
- 3. Ask caller to repeat

CHARACTERISTICS NOTED (Please complete as much of the following as possible)

1. CALLER'S EXACT WORDS

(Use reverse of this paper if necessary)

2. WHAT BUILDING IS THE BOMB IN

EXACT LOCATION

3. WHAT TIME IS THE BOMB SET TO EXPLODE

4. BACKGROUND SOUNDS

5. CALLER'S DESCRIPTION

Time and date

a. age

b. sex

c. race

d. accent

e. speech impediments

f. attitude

g. when bomb is to explode

Person receiving call

BOMB THREAT PROCEDURES, EXHIBIT (Cont.)

6. PLEASE CIRCLE APPROPRIATE RESPONSE:

<u>TONE</u>	<u>SPEECH</u>	<u>LANGUAGE</u>	<u>ACCENT</u>	<u>MANNER</u>
Loud	Fast	Excellent	Local	Calm
Soft	Slow	Good	Not local	Angry
High Pitch	Distinct	Fair	Foreign	Coherent
Low Pitch	Distorted	Poor	Caucasian	Incoherent
Raspy	Stutter	Cursing	Black	Righteous
Pleasant	Nasal		Latin American	Emotional
				Rational
				Irrational
				Deliberate
				Laughing

ADDITIONAL COMMENTS:

TOBACCO USE PROHIBITED

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

- 1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
- 2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
- 3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
- 4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
- 5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof. Tobacco product will also include any vaping product.
- 6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Kevin's suggestion is new

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

- REFERENCE:** 21 O.S. §1247
63 O.S. §1-1522, et seq.
70 O.S. § 1210.212
20 U.S.C. §6083

BUILDINGS, EQUIPMENT, AND GROUNDS

The Oakdale Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property is the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

Citizens of the district, students, and members of the police department are encouraged to cooperate in reporting to the chief of security any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school - and the principal in turn to the chief of security - any incident of vandalism known to them, and, if known, the names of those responsible.

Director of Operations

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property. The superintendent is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

The superintendent shall have authority to let contracts for minor repair work not exceeding \$ [redacted] . Contracts beyond minor repair shall require board approval.

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2500? 5000?

For public use of school property, see the policy on the community use of school property located elsewhere in this manual (see policy GK).

The school district shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under 18 years of age, living with the parents at the time of the act, who commits any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the school district. The amount of damages awarded shall not exceed \$2,500.00.

REFERENCE: 23 O.S. §10

EQUIPMENT ACCOUNTABILITY

It is the policy of the Oakdale Board of Education that each teacher shall be charged with the responsibility of accounting for equipment or supplies used by the teacher.

Inventories will be made of all equipment, books, furniture, computing devices and supplies at the beginning and close of the school year. The inventory will be filed in the office of the superintendent, *or designee.*

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

Equipment purchased with federal funds shall be utilized in the program or project for which it was acquired as long as needed. When no longer needed for the original program or project, the equipment can be utilized in other programs or projects which are approved by the superintendent or designee. Prior to any sale of property, the board of education will need to vote to declare the property as surplus. When acquiring replacement property, the school district may utilize the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Any property that is purchased with federal funding is the property of the school district and should be identified on inventory lists with a description of the property, a serial number or other identification number, the source of funding for the property, the acquisition date, and the cost of the property, the location, use and condition of the property, any ultimate disposition information including the date of disposal and sale price of the property. Any sale of property that was purchased with federal funding must ensure the highest possible return for the school district and adhere to district policy regarding sale of personal property.

REFERENCE: 70 O.S. §5-130
2 C.F.R. §§ 200.33, 200.94, 200.20 and 200.313.
Department of Education, Administrator's Handbook

SCHOOL TRANSPORTATION

The Oakdale school district recognizes that in Oklahoma, student transportation is a service that may be provided for its students by the school district. The school district wishes to assure its citizens that any transportation services provided by the district are to accomplish three goals:

- 1. To ensure that children of our district school are transported in the safest manner possible (see also policy CNAB);
- 2. To ensure that the transportation services provided are cost effective to our district's taxpayers;
- 3. To ensure that all transportation services are rendered in an equitable manner.

The school district will accomplish these goals through strict enforcement of its school transportation policies.

Definitions: For the purposes of clarification, the following terms are defined.

- 1. Supervisor of Transportation--the person appointed by the board of education responsible for the operation of student transportation services.
- 2. School bus driver--any person who operates a vehicle transporting school children under the direct auspices of the board of education.
- 3. School bus, transportation equipment--any vehicle or conveyance used to transport school children from their homes to school and from school to their homes.
- 4. Auxiliary transportation equipment--includes, but is not limited to, equipment used for transporting students to and from extracurricular activities, but does not include transportation equipment used for transporting students from their homes to school and from school to their homes.

Drivers of all school transportation equipment will abide by state laws, rules, and regulations and shall make appropriate reports as required.

(Optional language) The school district will install and operate a video-monitoring system in or on the school buses or the bus stop-arms operated by the school district or may contract with a private vendor to do so for the purpose of recording violations of state law related to drivers overtaking school buses that are stopped to take on or discharge school children and the red loading signals are in operation.

we have cameras.

REFERENCE: 70 O.S. §9-104
47 O.S. § 11-705

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 highways, except on the state highway system, the interstate highway system and the turnpike system and interstate highways 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.
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 (1/2) 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.

*dummy Trip Day?
St. Handbook?*

D) Out of school suspension

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

BUS DRIVERS AND USE OF TECHNOLOGY

School bus drivers are prohibited from text messaging and/or using cell phones while driving a school bus or school owned vehicle. If an emergency situation arises, the bus driver shall remove the bus from the roadway and place an emergency call to the appropriate legal authorities. Any bus driver found to have engaged in text messaging or the nonschool emergency use of a cell phone while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment.

It is not illegal for a school bus driver to utilize a hand-held device when necessary to communicate with the central dispatch school transportation department or its equivalent.

REFERENCE: 47 O.S. § 11-901C

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM

The Oakdale Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:

1. Provide students access to nutritious food;
2. Provide opportunities for physical activity and developmentally appropriate exercise; and
3. Provide accurate information related to these topics.

It is the intent of the board of education that parents, students, child nutrition employees, teachers of physical education, school health professionals, and the general public participate in the development, implementation, and periodic review and updating of this policy. It is expected that the school district's Healthy and Fit Kids Advisory Committee will participate in the process and assist the referenced individuals in preparing written recommendations to the administration and the board to adopt as a part of the school district's local school wellness policy. Specific information regarding these recommendations and the wellness policy are as follows:

Insert here the local school nutrition and physical fitness (wellness) policy developed with the involvement of the school board, school administrators, school food service representatives, students, parents, and the public. The local policy must include the following provisions:

The plan must include measureable goals for nutrition promotion and education, physical activity, and other school-based activities that are designed to promote student school wellness in a manner that the district determines is appropriate. In developing these goals, school must review and consider evidence based strategies and techniques.

Nutrition guidelines selected by the district for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity. This would include guidelines for food not sold at school but provided in classroom parties or school celebrations. The non-sold foods do not have to meet school meal requirements or competitive food guidelines.

The plan must include language that allows the marketing of only those foods and beverages that may be sold on the school campus during the school day that meet the competitive food guidelines.

Assurances that guidelines for reimbursable school meals are not less restrictive than the regulations and guidance issued by the U. S. Department of Agriculture (USDA).

A plan for measuring how effectively the school wellness policy is being implemented, including designation of one or more persons at the district level or at each school with operational responsibility for ensuring that the school is meeting the policy.

Referenced location on website?

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in developing the wellness policy.

Curriculum

The Oakdale Board of Education recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well being. To ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and/or the School Breakfast Program. To implement the program, the Superintendent shall adopt and implement a comprehensive curriculum on health, fitness, and nutrition that will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents, and public health professionals in the development of the curriculum will be encouraged.

Nutrition, health, and fitness topics shall be integrated within the sequential comprehensive health education curriculum taught at every grade level, K-12, and coordinated with the district's nutrition and food services operation.

The district shall take a proactive effort to encourage students to make nutritious food choices. The superintendent shall ensure that:

1. A variety of healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;
2. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium, or added sugars; and
3. Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

Child Nutrition Program

The Oakdale Public Schools will operate a school lunch program that will include lunch, and may include breakfast, through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the board prescribes that:

School lunch is to be made available to all students.

Free and reduced price lunches are to be made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

The district shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the superintendent any decision with respect to his/her application for free or reduced price food services.

The district's child nutrition program shall reflect the board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

It is the intent of the board of education that district schools take a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U. S. Dietary Guidelines for Americans. Food and beverages sold or served on district grounds or at district-sponsored events shall meet requirements for nutritional standards and/or other guidelines as may be recommended by the district and school health and nutrition committees. The superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district-sponsored events.

The superintendent is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fund raising activities and refreshments that are made available at school parties, celebrations, and meetings), including provisions for staff development, family and community involvement, and program evaluation. The board of education designates the Superintendent as the school official who shall be responsible for oversight of this policy to ensure compliance for the school district.

The content of this policy and any updates are to be provided to the public on an annual basis. The district may do this electronically or through the media.

REFERENCE: 70 O.S. §1-107
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

THIS POLICY REQUIRED BY
PUBLIC LAW 108-265, SECTION 204
AND PUBLIC LAW 111-296.

Adoption Date:

Revision Date(s):

Page 3 of 3

PROCUREMENT

It is the policy of the Oakdale Board of Education to follow acceptable practices in the procurement of food, products, supplies, or equipment with state and federal funds for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes, and Department of Education regulations.

No employee, officer, or agent of this school district shall participate in the selection of or in the award or administration of a contract for food procurement if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

- The employee, officer, or agent;
- Any member of his/her immediate family;
- His/her partner;
- An organization which employs or is about to employ any of the above.

Officers, employees, and agents of this school district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Prohibited favors include purchasing food-items for personal use at cost or at retail value from a vendor.

Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

The superintendent is directed to establish a regulation setting forth acceptable procurement procedures for this district.

REFERENCE Oklahoma Department of Education Directive, dated June 6, 1988

- 74 O.S. §3401, et seq.
- 7 CFR § 3016
- 2 CFR § 200.318

**PROCUREMENT
(REGULATION)**

SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS

The Oakdale Public Schools plan for procuring items for use in the Child Nutrition Program is as follows:

1. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.
2. The following Code of Conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
 - a. No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - 1) The employee, officer, or agent;
 - 2) Any member of the immediate family;
 - 3) His or her partner;
 - 4) An organization which employs or is about to employ one of the above.
 - b. Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
 - c. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
 - d. No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
 - e. Penalties for violation of the standards of code of conduct of the SFA School Child Nutrition Program (CNP) should be:
 - 1) Reprimand by Board of Education
 - 2) Dismissal by Board of Education
 - 3) Any legal action necessary
3. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:
 - a. Be necessary and reasonable for proper and efficient administration of the program(s)
 - b. Be allocable to federal awards applicable to the administration of the programs(s)
 - c. Be authorized and not prohibited under state and local laws
4. Purchasing will be conducted at the most restrictive procurement threshold:

	<u>Federal Procurement Thresholds</u>	<u>SFA/Sponsor Procurement Thresholds (input)</u>
<u>Micro-purchasing</u>	<u>Less than \$10,000</u>	<u>Less than \$10,000</u>
<u>Equipment</u>	<u>Over \$5,000</u>	<u>Over \$5,000</u>
<u>Small/Informal</u>	<u>Less than \$250,000</u>	<u>Less than \$250,000</u>
<u>Formal</u>	<u>Greater than \$250,000 or any total Food Service Management Contract</u>	<u>\$250,000 or greater</u>

PROCUREMENT, REGULATION (Cont.)

5. All staff conducting purchasing will be trained on the procurement procedures.
6. All purchasing records will be maintained no less than the current year plus 3 additional years.
7. **Buy American Provision**
Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S. 1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products. For purposes of this provision, the term domestic food commodity or product means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States SUBSTANTIALLY using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term SUBSTANTIALLY means that over 51 percent of the processed food comes from American produced products. (SD-24-2016)
8. **Geographical Preference**
The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110-246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.
- When geographic preference is used, an SFA must still get quotes from several farmers when procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid.
9. **Protest procedures** are required. SFAs will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06)
- Violations of federal law or regulations and the standard of 7 CFR §3016 (violations of state or local law will be under the jurisdiction of state or local authorities).
AND
 - Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.
10. **Beverage and Snack Agreements** (Reference USDA Policy Memo 99-SP-09)
In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal FNS procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all federal procurement requirements must be met. If small purchase procedures are used for a procurement of \$250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund

PROCUREMENT, REGULATION (Cont.)

contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

- a. No federal prohibition on multiyear contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multiyear contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.
 - b. Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.
 - c. Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard to understand. Look for the term *Exclusive Pouring Rights*. Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.
11. The SFA will take all necessary affirmative steps to assure that **minority firms, women's business enterprises, and labor surplus area firms** are used when possible. Affirmative steps shall include:
- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
 - e. Using the services and assistance of the Small Business Administration (SBA), and the Minority Business Development Agency of the Department of Commerce.
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Certifications

1. **Nonkickback Affidavit** - Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of \$25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.
2. Lobbying Certification (Reference 200.326[1])
 - a. Lobbying certification must be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$250,000 must complete a Certification Regarding Lobbying form. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

PROCUREMENT, REGULATION (Cont.)

- b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.
3. **Debarment or Suspension.** An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under \$25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount. (FORMAL CONTRACTS)
4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the nonfederal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a halftimes the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.
5. **Equal Opportunity and Discrimination.** The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant. (FORMAL CONTRACTS OF \$10,000 OR MORE)
6. Contracts in excess of \$150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857[h]), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) Regulation (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

SECTION II - MICRO PURCHASING

If the amount of purchases for items is less than \$10,000 and less than the SFA/Sponsors' small purchase threshold, the following procedure will be used.

Adoption Date:

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PROCUREMENT, REGULATION (Cont.)

1. Purchases will not be separated into 2 or more purchases to meet or be below the \$10,000 threshold.
2. The price quotes will not be required. Competition is not required.
3. When practicable, micro-purchases will be distributed equitably among qualified suppliers.
4. Documentation of purchases will be kept and maintained for 3 years plus the current year.
5. The Superintendent or Designee will be responsible for documentation of purchase.

Note: Federal threshold of \$2,000 is applicable in the case of acquisitions for construction subject to the Davis Bacon Act

SECTION III - PURCHASING EQUIPMENT

If the amount of purchases for equipment is greater than \$5,000, the following procedure will be used.

1. Written specifications will be prepared and provided to vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. The price quotes will receive appropriate confidentiality before award.
4. If using USDA funding for the purchase, the SFA/Sponsor will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual.
5. Quotes will be awarded by the Superintendent or Designee. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price.
6. The SFA will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and *written specifications*.
7. The SFA will be responsible for documentation that the actual product specified is received.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

PROCUREMENT, REGULATION (Cont.)

SECTION IV - SMALL PROCUREMENT

If the amount of purchases for items is greater than \$10,000 and less than \$250,000 (or the SFA/Sponsor's small purchase threshold), Small Purchase Procedures must be followed. There are two methods of Small Purchasing allowed, either Quotes and/or a Market Basket Study. Quotes documented from an adequate number of qualified sources will be required.

Select one

- Purchases over \$10,000 but below \$250,000
- Purchases over \$10,000 but below _____ (Sponsor input if threshold is below federal limit of \$250,000, must use most restrictive)

Method 1: Quotes

1. Written specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
3. The SFA will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes will be awarded by the Superintendent. Quotes awarded will be to the lowest and best quote based upon quality, service availability, and price.
6. The SFA will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The SFA will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the SFA will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.
9. Purchasing will be based on the following criteria:
 - a) Quality
 - b) Service Availability
 - c) Price

PROCUREMENT, REGULATION (Cont.)

SECTION V - FORMAL PROCUREMENT (N/A)

Select one or more as applicable

- Purchases over \$250,000 (*Sponsor input if threshold is below federal limit of \$250, 000, must use most restrictive*)
- Food Service Management Contracts at any total cost (*does not include vended meal agreements*) n/a, no purchases over \$250,000 or Food Service Management Contracts

1. If the amount of purchases is \$250,000 (or SFW Sponsor approved threshold if less), or for a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326, formerly 7 CFR §3016.36.
2. Formal bid procedures will be applied on the basis of:

<u>Category</u>	<u>Procurement Method</u>	<u>Evaluation Used</u>	<u>Contract Award Type</u>	<u>Contract Duration/Frequency</u>
<u>Frozen Foods (Meats, Fruits, Vegetable); Canned Foods (same as above)</u>	<u>Formal</u>	<u>Bottom line</u>	<u>Fixed price</u>	<u>Bi-annual (August 1-January 31; February 1-June 15)</u>
<u>Fresh Fruits and Vegetables</u>	<u>Formal</u>	<u>Bottom line</u>	<u>Cost reimbursable plus fixed-fee</u>	<u>Bi-annual, same as above.</u>
<u>Dish Machine Chemicals</u>	<u>Formal</u>	<u>Bottom line</u>	<u>Fixed price with price adjustment</u>	<u>August 1-June 15</u>
<u>Fresh Bread</u>	<u>Formal</u>	<u>Bottom line</u>	<u>Fixed price with price adjustment</u>	<u>Annual by SY</u>
<u>Milk and Dairy Products</u>	<u>Formal</u>	<u>Bottom line</u>	<u>Fixed price with price adjustment</u>	<u>Annual by SY</u>
<u>Office Supplies</u>	<u>District contract</u>	<u>Bottom line</u>	<u>Cost reimbursable plus fixed-fee</u>	<u>Annual July 1-June 30</u>

3. Formal bid procedures will be applied on the basis of a:
_____ Centralized System
_____ Individual Site
_____ Multi-Sponsor Systems
_____ State Contract
_____ Combination of above (specify): _____
4. Because of the potential for purchasing more than \$250,000, it will be the responsibility of the SFA to document the amounts to be purchased so the correct method of procurement will be followed.

PROCUREMENT, REGULATION (Cont.)

When a formal procurement method is required, the following **COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)** procedures will apply:

- An announcement of an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed in the (Newspaper/media, IPS Website, other internet source) to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for (2 weeks).
- An advertisement is required for all purchases over the districts shall purchase threshold of \$150,000 or greater. The announcement will contain a:
 - general description of items to be purchased
 - deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
 - date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
 - deadline for submission of sealed bids or proposals, and
 - address of location where complete specifications and bid forms may be obtained.
- In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
- The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - Contract period
 - SFA/Sponsor is responsible for all contracts awarded (statement)
 - Date, time, and location of bid opening
 - How vendor is to be informed of bid acceptance or rejection
 - Delivery schedule
 - Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
 - Benefits to be entitled if the contractor cannot or will not perform as required
 - Statement assuring positive efforts will be made to involve minority and small business
 - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the nonprofit Child Nutrition account
 - Contract provisions as required in Appendix II for 2 CFR Part 200, formerly 7 CFR Part 3016.36(i)
 - Contract provisions as required in 7 CFR Part 210.21 (f) for all cost reimbursable contracts
 - Contract provisions as required in 7 CFR Part 210.16(a)(1-10) for Food Service Management Company contracts
 - Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
 - Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
 - Method of evaluation and type of contract to be awarded
 - Method of award announcement and effective date (if intent to award is required by State or local procurement requirements)

PROCUREMENT, REGULATION (Cont.)

- Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
- Provision requiring access by duly authorized representatives of the SFA/Sponsor, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
- Method of shipment or delivery upon contract award
- Provision requiring contractor to maintain all required records for *three* years after final payment and all other pending matters (audits) are closed for all negotiated contracts
- Description of process for enabling vendors to receive or pick up orders upon contract award
- Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
- Signed statement of non-collusion
- Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
- Specifications and estimated quantities of products and services prepared by SFA/Sponsor and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
- If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the Superintendent or Designee and date specified.
- The Superintendent or Designee will be responsible for securing all bids or proposals.
- The Superintendent or Designee will be responsible to ensure all SFA/Sponsor procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
- The following criteria will be used in awarding contracts as a result of bids/proposals.
 - Quality
 - Service Availability
 - Price

In awarding a competitive negotiation (RFP), a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA/Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
- The Superintendent is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- The Superintendent reviewing the procurement system to ensure compliance with applicable laws.
- The Superintendent or Designee will be responsible for documentation the actual product specified is received.
- Any time an accepted item is not available, the Superintendent or Designee will select the acceptable alternate. The contractor must inform Superintendent within 10 days a product is not available. In the event a non-domestic agricultural product is to be provided to the SFA/Sponsor, the contractor must obtain, in advance, the written approval of the product. The SFA must comply with the Buy American Provision.

PROCUREMENT, REGULATION (Cont.)

- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Superintendent or Designee.
- The Superintendent is responsible for maintaining all procurement documentation.

SECTION VI - NON-COMPETITIVE NEGOTIATION

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, NON-COMPETITIVE NEGOTIATION procedures will be used:

1. Written Specifications will be prepared and provided to the vendor.
2. The SFA will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
3. The SFA will be responsible for documentation that the actual product or service specified was received.
4. The Superintendent or Designee will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.
5. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Superintendent or Designee. The record of non-competitive purchases shall include, at a minimum, the following:
 - item name
 - dollar amount
 - vendor, and
 - reason for non-competitive procurement

**** Due to the rural location of the district, it is feasible the school will only receive one responsible response.**

SECTION VII - EMERGENCY PURCHASING

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the SFA. The following emergency procedures shall be followed. All emergency procurements shall be approved by the SFA/ Superintendent. At a minimum, the following emergency procurement procedures shall be documented:
 - item name
 - dollar amount
 - vendor, and
 - reason for emergency

PROCUREMENT, REGULATION (Cont.)

2. If the emergency purchasing need requires a contract, all books, records and other documents relative to the award of the contract must be retained for three (3) years after final payment. Specifically the SFA/Sponsor shall maintain, at a minimum, the following documents:
- Written rationale for the method of procurement;
 - A copy of the original solicitation;
 - The selection of contract type;
 - The bidding and negotiation history and working papers;
 - The basis for contractor selection;
 - Approval from the State agency to support a tack of competition when competitive bids or offers are not obtained;
 - The basis for award cost or price;
 - The terms and conditions of the contract;
 - Any changes to the contract and negotiation history;
 - Billing and payment records;
 - A history of any contractor claims; and
 - A history of any contractor breaches.

INFORMAL PROCUREMENT LOG
TO BE USED FOR PURCHASES OF \$250,000 OR LESS

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet. Document contact with 2 or more vendors.

Items to be purchased and specifications:

	<u>Date & Method of Contact</u>	<u>Bid Price</u>	<u>Negotiated Price</u>	<u>Notes</u>
<u>Supplier #1</u>				
<u>Supplier #2</u>				
<u>Supplier #3</u>				

PROCUREMENT, REGULATION (Cont.)

CHART OF PROCEDURES

The SFA will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. Price quote time frame period is defined as the time frame for which bids or quotes are obtained and awarded.

<u>PRODUCT</u>	<u>HOW OFTEN ARE PRICE QUOTES OBTAINED</u>	<u>PROCUREMENT METHOD USED</u>
Groceries	Annually	Small/Micro Purchase
Paper products	Annually	Small/Micro Purchase
Chemicals	As needed	Small/Micro Purchase
Small equipment	As needed	Small/Micro Purchase
Large equipment	As needed	Small/Micro Purchase
	Quick need basis	Micro Purchase
	Quick need basis	Micro Purchase

PROCUREMENT PROTEST PROCEDURES

Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Oakdale Public School District may formally protest to the _____ (responsible person) of Oakdale Public School District. Such protests must be made in writing and received by the _____ (responsible person) of Oakdale Public School District at _____ (insert mailing address) within _____ days of the awarding of the bid. The protesting party must mail or deliver copies of the protest to the Oakdale Public School District, the State Agency, and other interested parties.

In the event of a timely protest, the Oakdale Public School District shall not proceed further with the solicitation or award of the contract.

A. A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
2. A specific description of each action by Oakdale Public School District that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
3. A precise statement of the relevant facts.
4. A statement of any issues of law or fact that the protesting party contends must be resolved.
5. A statement of the argument and authorities that the protesting party offers in support of the protest.
6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interest parties.

The Oakdale Public School District may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The Oakdale Public School District may solicit written responses to the protest from other interested parties.

If the protest is not resolved by mutual agreement, the Oakdale Public School District shall issue a written determination that resolves the protest.

If the Oakdale Public School District determines that no violation of statutory or regulatory provisions has occurred, then the Oakdale Public School District shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.

If the Oakdale Public School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Oakdale Public School District shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.

If the Oakdale Public School District determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the Oakdale Public School District shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

The Oakdale Public School District shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Oakdale Public School District.

CHILD NUTRITION MEAL CHARGE POLICY

LOCAL MEAL PROGRAM CONSIDERATIONS (Breakfast and Lunch)

- All money received from a student for the purpose of purchasing a student meal will be credited to his/her meal account. Whenever the student receives a meal, the price of the meal will be deducted from his/her account.
- Payments for meals
 - We prefer students to pay weekly or by the month. This makes bookkeeping for the parent and the school much easier.
 - Oakdale provides a method for on-line payment of lunch bills.
 - Oakdale provides a method for payment at the school site by cash, check, ~~credit card~~.
 - Meal balance statements will be emailed weekly by the school.
- Students will be allowed to charge meals at their parents (guardians) discretion until the end of the school year.
 - By June 30 of the current school / fiscal year all meal balances must be paid in full
 - Households with negative balances to start a school year will not be allowed to charge until the balances are paid in full.

May be checked at any time on TeacherEase.

meals.

FREE /REDUCED MEAL APPLICATION: Every household at Oakdale School will receive an "Application for Free and Reduced-Priced Meals" at the beginning of each school year. Parents are encouraged to complete the application for the benefit of Oakdale School. Being approved for free/reduced meals is more than just help for the families that qualify; it also enables Oakdale School to reap the benefits of other federal programs.

be provided access to

throughout the year on the school's website.

MEAL PRICES

- Student cost per lunch: \$3.00
- Adult lunch: \$5.25
- Student Breakfast: \$2.00
- Adult Breakfast: \$2.50
- Ala carte milk/water \$.50

determined annually - approved by board - parents notified before start of school.

LOCAL MEAL CHARGE POLICY COMMUNICATION REQUIREMENTS

- Households will be notified of the charge policy at the beginning of the school year;
- Transfer students will be notified of the charge policy during enrollment;
- Parents will be notified immediately of any changes to the charge policy;
- Staff will be trained annually on the lunch charge policy.

ALTERNATE MEAL POLICY CONSIDERATIONS

- If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.
- Students who have a negative balance for meals will not be allowed to purchase a la carte items.

additional food items.

DELINQUENT/BAD DEBT PRACTICES

- Households will be notified of delinquent debt at least on a monthly basis;
- Households who are delinquent more than \$200 will be assigned an administrator who will provide assistance in submitting an Application for Free and Reduced-Priced Meals or other methods to ensure payment;

\$200

Adoption Date:

Revision Date(s):

Page 1 of 2

3. The Superintendent will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
 - a. Households will be notified ~~by mail~~ of unpaid meal charges, expected payment dates, and collection efforts;
 - b. The district reserves the right to pursue legal efforts to collect outstanding debt.
4. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy. If a staff member fails to adhere to the policy, disciplinary action shall be taken.

FAIR LABOR STANDARDS ACT

The Oakdale Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this board.

REFERENCE: Fair Labor Standards Act
State Department of Education, Outline for FLSA Policies

FAIR LABOR STANDARDS ACT
(REGULATION)

In accordance with the policy of the board of education, the following regulation shall ensure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and one-half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours of duty for each overtime hour worked. However, any overtime hours to be credited for overtime pay must be approved in advance by that employee's designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping which complies with the Act.

FAIR LABOR STANDARDS ACT
PROCEDURES

It is the intent of this school district to fully comply with the Fair Labor Standards Act (FLSA), its regulations, and relevant court decisions and to cooperate with state agencies in an effort to maintain compliance with the FLSA.

The following procedures and guidelines are to be followed in each department to ensure employees are properly compensated for approved hours worked in excess of the established work week as required by the provisions of the FLSA.

Definitions

"Overtime" is defined as authorized, compensable work time in excess of forty (40) hours per work week.

A "work week" for full-time nonexempt employees is forty (40) hours during one consecutive seven-day period beginning at 12:00:01 a.m. on Saturday and ending at 12:00 midnight on the following Friday.

"Non-covered employees" are those who are excluded from the definition of "employee" within the meaning of 29 USCA §203(e) (Supp. 1990).

"Covered employees" are those who meet the definition of "employee" within the meaning of 29 USCA §203(e) (Supp. 1990). Covered employees will be either exempt or nonexempt employees.

An "exempt employee" is a covered employee who is exempt from FLSA by virtue of meeting one of the tests for exemption.

A "nonexempt employee" is a covered employee who does not meet one of the tests for exemption.

Exemptions

The FLSA exempts certain groups of covered employees from coverage. The following categories of exemptions are established:

1. Executives
2. Administrators; e.g., superintendents, principals
3. Professionals; e.g., teachers, special education skilled service providers, attorneys, auditors, nurses, counselors

We use an APP

TIMEKEEPING
NON-EXEMPT EMPLOYEES



The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on sign-in/sign-out records. Whichever method is used, employees will be required to sign the time card/sheet to indicate knowledge of recorded work time.

The following are samples of timekeeping formats that may be used by the district to meet record keeping requirements. These formats may be substituted by the district's current format if the same information requirements are met.

Option 1:

Day/Date:

Employee Name	Time In	Time Out	Time In	Time Out	Total Hours	Employee Signature
<i>John Doe</i>	<i>8:00</i>	<i>12:03</i>	<i>1:00</i>	<i>5:01</i>	<i>8</i>	

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Timekeeper's Signature: _____

Option 2:

Employee Name:

Day	Date	Time In	Time Out	Total Hours
<i>Sunday</i>	<i>5/2/93</i>	-----		
<i>Monday</i>	<i>5/3/93</i>	<i>8:00</i>	<i>12:03</i>	
		<i>1:00</i>	<i>5:02</i>	<i>8</i>
<i>Tuesday</i>	<i>5/4/93</i>			

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Employee Verification Signature: _____

OPEN TRANSFER POLICY TRANSFERS AND ASSIGNMENTS

It is the policy of the Oakdale School Board of Education that any legally transferring student shall be accepted by the district on an emergency basis only (see below) unless, in the opinion of the board and the administration, it would be in the best interest of the school or the student not to accept the transfer. Requests for transfer will be evaluated on an annual basis.

A student granted a transfer may continue to attend school in this district unless the transfer is subsequently canceled by the board of education. Notice of such cancellation shall be given on or before July 15, provided the student shall be entitled to continue attending school in this district until the end of the school year.

The State Board of Education shall establish the necessary and appropriate application forms sufficient to enable school districts to accomplish transfers. The application form shall be obtained from and filed with the superintendent during regular business hours of the school district.

On or before September 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having custody of the student or a competent student having reached the age of majority. On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three school years; or
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
 - (i) The student has been the victim of harassment, intimidation, or bullying; and

(ii) The sending school district was notified of the incident or incidents prior to the filing of the application for transfer.

The district may accept or refuse the transfer request based on the following criteria and standards for approval or denial of transfers of students who do not reside in the district:

1. Provisions relating to the availability of programs, staff, or space.
2. Provisions relating to each student's behavior and attendance at his/her previous school.

The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for the district's early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he/she is entitled to pursue. Such transfer shall be automatically approved.

No student shall be permitted an open transfer more than once in any school year. Any brother or sister of such transferred student may apply to attend the same said school system. Discipline records of students transferring to this school will be requested as part of the student's records.

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by June 1 prior to the school year for which the cancellation is applicable.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

**CROSS-REFERENCE: Policy FDA, Students: Enrollment Requirements
Policy FEE, Student Transfers From Dependent School Districts
Policy FOD, Suspension of Students**

Accepted By

Accepted Date

There will be a 5% fee for credit card payments over \$500.

Oakdale School District
10901 N Sooner Rd
Edmond, OK 73013

Mike Franz

RE: Quote for Gym Floor, Tile Refinish

Quote includes all labor and material charges.

1. Scrub and recoat with one coat of Bona Super Sport water base gym finish.
\$2200.00
2. Scrub and recoat with one coat of Bona Super Sport water base gym finish.
\$1920.00
3. Strip and Finish Tile Floors.
\$4390.00

Total \$4120.00
12,800 sq. feet
\$.32 / per sq. ft.

Thank you for your inquiry
Alan Hewin.

FLOOR-TECH JANITORIAL
Sales and Service

P. O. Box 937 • Bethany, OK 73008



David B. Hooten
OKLAHOMA COUNTY CLERK

Danny Lambert, CHIEF DEPUTY
(405) 713-1529

September 24, 2020

Oakdale SD #29
Mr. Mike Franz, Superintendent
10901 North Sooner Road
Edmond, OK 73013

INVOICE

Dear Mr. Franz:

Your net share of cost of the County Assessor's 2020-21 Revaluation budget based on 2019-20 ad valorem collections is \$ 46,020.65.

Please furnish claim or advise procedure we should follow to obtain your payment as quickly as possible. Schedule of revaluation breakdown for fiscal year 2020-21 is attached. An Affidavit for Contracts and Payments is attached if applicable. Per State Statute Title 68 § 2823 E: this charge is due and payable by December 31, 2020. Also per State Statute Title 68 § 2823 A: School districts are hereby authorized to pay such costs from revenues accruing to their building funds.

Your remittance should be made payable to the Board of County Commissioners.

Mail your remittance to: Oklahoma County Clerk
320 Robert S. Kerr, Room 203
Oklahoma City, OK 73102
Attn: Karen Prince

Sincerely,

David B. Hooten, County Clerk
By Karen Prince, Deputy

Enclosure

Oklahoma County Assessor's Revaluation Program 2020-21

Title 68-2823.B Sinking Funds are included in total Collections.						
Reval. Budget FY 20-21	\$	5,522,620.00				
				Amount to	2020-2021	
	Collections	2020-21	Be Refunded	2018-19	Amt to be	FY 2020-21
MUNICIPALITY	2019-20	Pro-Rata-Cost	2018-19	Budgeted		TOTAL
COUNTY						Contribution
COUNTY GENERAL	76,432,082.33	487,509.18	10,405.01	477,104.17		477,104.17
COUNTY SINKING	8,837,841.45	56,370.68	995.81	55,374.87		55,374.87
COUNTY 4 MILL	30,400,893.67	193,906.99	4,145.24	189,761.75	(189,761.75)	0.00
COUNTY HEALTH	19,126,482.48	121,995.05	2,603.76	119,391.29		119,391.29
COUNTY LIBRARY	38,400,659.76	244,932.15	5,227.64	239,704.51		239,704.51
TOTAL	173,197,959.69	1,104,714.05	23,377.46	1,081,336.59		891,574.84
HICKORY HILL FIRE D#1	75,986.99	484.67	10.38	474.29		474.29
DEER CREEK FIRE D#2	657,288.60	4,192.40	87.44	4,104.96		4,104.96
CITIES						
BETHANY	673,573.86	4,296.28	82.73	4,213.55		4,213.55
CHOCTAW	112,616.20	718.30	17.93	700.37		700.37
DEL CITY	498,427.93	3,179.14	80.46	3,098.68		3,098.68
MIDWEST CITY	2,742,442.04	17,492.21	43.02	17,449.19		17,449.19
NICHOLS HILLS	4,362,486.56	27,825.39	563.30	27,262.09		27,262.09
OKLA CITY	75,262,172.84	480,047.11	10,157.82	469,889.29		469,889.29
THE VILLAGE	582,917.33	3,718.04	0.00	3,718.04		3,718.04
WARR ACRES	973,661.64	6,210.34	0.00	6,210.34		6,210.34
TOTAL	85,208,298.40	543,486.80	10,945.26	532,541.54		532,541.54
JOINT SCHOOL DISTRICTS						
CLEVE 2-MOORE	6,236,906.34	39,781.06	876.53	38,904.53		38,904.53
CLEVE C T 17	819,200.55	5,225.13	114.42	5,110.71		5,110.71
POTT C T 5	137,672.08	878.12	18.25	859.87		859.87
POTT 1-McLOUD	515,625.04	3,288.83	76.94	3,211.89		3,211.89
CANADIAN VALLEY CT 6	1,550,337.38	9,888.57	191.10	9,697.47		9,697.47
CAN 22-PIEDMONT	3,458,025.47	22,056.43	435.48	21,620.95		21,620.95
CAN 69-MUSTANG	2,264,065.92	14,440.96	267.46	14,173.50		14,173.50
TOTAL	14,981,832.78	95,559.10	1,980.18	93,578.92		93,578.92
INDEPENDENT S D					4-MILL	
OKLA CITY 89	126,871,965.40	809,231.49	17,663.44	791,568.05	74,481.15	866,049.20
PUTNAM CITY 1	69,286,630.12	441,933.11	9,606.79	432,326.32	26,521.42	458,847.74
EDMOND 12	130,555,200.62	832,724.38	17,792.49	814,931.89	35,436.86	850,368.75
FRANCIS TUTTLE CT 21	57,871,789.92	369,125.48	7,659.41	361,466.07		361,466.07
HARRAH 7	4,365,188.04	27,842.62	622.14	27,220.48	3,111.60	30,332.08
METRO TECH CT 22	39,082,176.39	249,279.09	4,148.22	245,130.87		245,130.87
MIDWEST CITY-DEL CITY 5	35,759,496.57	228,085.93	4,943.25	223,142.68	19,063.28	242,205.96
CROOKED OAK 53	4,433,998.27	28,281.51	660.74	27,620.77	1,624.12	29,244.89
LUTHER 3	4,754,803.45	30,327.71	695.44	29,632.27	1,084.02	30,716.29
ROSE STATE AREA DIST	11,819,647.88	75,389.64	1,661.45	73,728.19		73,728.19
OKC COMM AREA DIST	8,412,233.60	53,656.02	1,160.81	52,495.21		52,495.21
EASTERN OK CO CT 23	6,006,395.54	38,310.78	831.12	37,479.66		37,479.66
JONES 9	3,158,657.61	20,146.97	413.79	19,733.18	1,546.48	21,279.66
WESTERN HTS 41	26,291,675.18	167,697.03	3,563.77	164,133.26	4,391.39	168,524.65
DEER CREEK 6	32,345,770.89	206,312.06	4,184.45	202,127.61	9,608.07	211,735.68
CHOCTAW 4	18,157,026.42	115,811.54	2,432.90	113,378.64	7,768.77	121,147.41
BETHANY 88	1,269,094.59	8,094.71	165.50	7,929.21	2,389.27	10,318.48
TOTAL	580,441,750.49	3,702,250.05	78,205.71	3,624,044.34		3,811,070.77
GENERAL						
OAKDALE 29	7,203,052.08	45,943.46	877.80	45,065.66	954.99	46,020.65
MILLWOOD 37	3,017,183.40	19,244.60	412.23	18,832.37	1,309.72	20,142.09
CRUTCHO 74	1,057,468.39	6,744.88	155.68	6,589.20	470.61	7,059.81
TOTAL	11,277,703.87	71,932.94	1,445.71	70,487.23		73,222.55
GRAND TOTAL	\$ 865,840,820.82	\$ 5,522,620.00	116,052.14	\$ 5,406,567.86	\$ 189,761.75	\$ 5,406,567.86
	865,840,820.82	5,522,620.00	116,052.14	5,406,567.86	0.00	5,406,567.86
	0.00					
					Less County Reval Portion	-532,479.04
					Total County Reval Reimb	4,874,088.82

AFFIDAVIT FOR CONTRACTS AND PAYMENTS

STATE OF OKLAHOMA)
) SS
 COUNTY OF OKLAHOMA)

THE UNDERSIGNED (ARCHITECT, CONTRACTOR, SUPPLIER OR ENGINEER), OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT THIS INVOICE OR CLAIM IS TRUE AND CORRECT. AFFIANT FURTHER STATES THAT THE (WORK, SERVICES OR MATERIALS) AS SHOWN BY THIS INVOICE OR CLAIM HAVE BEEN (COMPLETED OR SUPPLIED) IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE AFFIANT. AFFIANT FURTHER STATES THAT (S)HE HAS MADE NO PAYMENT DIRECTLY OR INDIRECTLY TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THE STATE OF OKLAHOMA, ANY COUNTY OR LOCAL SUBDIVISION OF THE STATE, OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT OF THE INVOICE OR PROCURE THE CONTRACT OR PURCHASE ORDER PURSUANT TO WHICH AN INVOICE IS REQUIRED.

Board of County Commissioners for Oklahoma County
 BUSINESS NAME

By Kevin Cahley

SUBSCRIBED AND SWORN TO BEFORE ME THIS 24th DAY OF September, 2020



Karen L. Prince
 NOTARY PUBLIC (OR CLERK OR JUDGE)

NOTE: 62 OKL.ST.ANN. § 310.9 (B), AUTHORIZES COUNTIES EXECUTING MORE THAN ONE CONTRACT, EXCEEDING \$ 25,000.00 DURING THE FISCAL YEAR, WITH AN ARCHITECT, CONTRACTOR, ENGINEER OR SUPPLIER OF CONSTRUCTION MATERIALS TO ACCEPT ONE AFFIDAVIT APPLYING TO ALL WORK, SERVICES OR MATERIALS COMPLETED OR SUPPLIED UNDER THE TERMS OF AWARDED CONTRACTS, OR WHICH ARE NEEDED ON A CONTINUAL BASIS; SUCH AFFIDAVIT TO BE IN LIEU OF ALL INDIVIDUAL AFFIDAVITS FOR EACH INVOICE SUBMITTED IN RELATION TO SUCH CONTRACT.



Meeting Report

Project: Oakdale School – 2021 Bond Issue
Location: Oakdale School, Middle School Library
Date: September 28, 2020
Subject: Playground Kickoff & Visioning Discussion

ATTENDEES:

Dr. Joe Pierce (Oakdale School)
Mike Franz (Oakdale School)
Various Teachers & Staff (Oakdale School)
Jeff Wegener (LWPB Architecture)
Randy Brooks (LWPB Architecture)
Angie Clarkson (LWPB Architecture)
Brian Patric (CLS & Associates)

BOND 2021 – MAJOR PRIORITIES:

The 2021 bond issue will address several immediate infrastructure challenges. In the future, a more extensive master plan will be completed to identify future projects. At this time, major considerations include the following:

1. Reconnect the perimeter road. Specifically, there will be a continuous path for vehicular traffic running along the edge of the current property (against the golf course). A good amount of re-grading, plus a substantial retaining wall, will be required.
2. Verify that the fire marshal requires a single fire department connection point. Provide additional sprinkler lines as required.
3. Replace/improve outdoor learning and play spaces.
4. Miscellaneous roof and HVAC improvements (TBD)
5. Furniture Replacement (TBD)

GENERAL:

- Dr. Pierce hosted a kickoff discussion on the future playground. Various teachers and building staff participated.
- Teachers have been talking with their classes and conducting some early visioning exercises. Students created many drawings. Dr. Pierce also provided a Google Form for students to post ideas. He received PowerPoint presentations from more than one student!
- The finished playground will likely get a lot of community use.
- Keep as many existing large trees as is practical.
- Consider travel time. Students may only have 15-20 minutes for recess.

- Budget/cost is not the primary consideration for this exercise – Students and teachers were encouraged to “dream big” and imagine the perfect outdoor play and learning environment.
- Dr. Pierce specifically mentioned a book called “The Third Teacher” [*Refer Att. ‘A’ – excerpts*].
- Staff expressed a desire to integrate outdoor teaching/learning with free play and some physical strength training. Create opportunities for skill building and for team/group activities.
- Provide multiple play spaces for various developmental levels/ages.
- Hard surface areas should include (2) half-court basketball areas with level surfaces.

CURRENT SITE DEFICIENCIES:

- Playground is Muddy when it rains and for a few days after.
- Wood chips and rubber chips which are easily displaced.
- The steep incline to the football field. -transition should be better.
- Balls overthrown end up rolling all the way down to the football field.
- Pedestrian traffic mixes with automobiles.
- Walking trail is disconnected at the present.
- Limited shade opportunities.

PROJECT DISCUSSION – IDEA STARTERS:

Based on responses from students, the teachers brought a lot of ideas for discussion.

- ***Health and Safety Accommodations:***
 - ***VISIBILITY!!!*** Often, one teacher will supervise approximately 70 students.
 - Provide access to water. Oakdale encourages students to keep reusable water bottles throughout the day. Having access to water (bottle fillers, not drinking fountains) would be great in the heat. Also, consider provision for handwashing.
 - Plan for a secured/separated SPED play area. That could be in the courtyard just west of the gym; however, that area might be taken over by a future gym expansion.
 - The current playground is visually exposed to the golf course. Some visual separation between the kids and golfers would be nice.
 - Plan to close off the drop-off loop during school hours. This will eliminate the danger of vehicular traffic alongside play areas. Investigate ways to recapture paved space for hopscotch, basketball, etc.
- ***Outdoor Learning & Performance Spaces:***
 - Provide multiple, shaded spaces that could be used for play or for outdoor learning. [capacity: 20-25 people]
 - Terraced Amphitheater, could include provision for power, etc. to set up portable sound system, etc. If practical, utilize the natural slope. Provide appropriate shading. [capacity: 90-100 people]

- Previously the district investigated ideas to renovate/open up the pavilion building on the southwest corner of campus. Update cost data on this project.
- **Play Equipment:**
 - No more wood chips! The general consensus is that play areas should utilize cushioned surfacing or hardscape. No one wants loose fill.
 - Multiple teachers mentioned Scissortail Park – large play structures that are sculptural and can be used by lots of kids in multiple ways.
 - Earth berms with integrated slides.
 - Don't forget about swings! Could be traditional, single-person swings or large “disk” swings for group play.
 - Multiple students asked for “treehouses” or double-decker structures. Teachers love the idea, but worry about visibility.
 - Plan space for group games and activities (e.g. provide pit for Gaga Ball)
 - **ROCKETS** and **SPACE** were recurring themes.
 - For older students, provide flat, hardscaped area for basketball (multiple goals would be great, full court *not* required). Consider providing tall fencing to keep balls from migrating outside the ball area.
 - Also for older students, it would be nice to have some turfed area and covered, seated “hangout” areas. This could also be utilized as an outdoor learning space.
 - There was a mention of a giant chessboard or similar, large-scale group game space
- **Nature Play:**
 - Reinstitute the **walking trail**. Even when it's muddy outside, the walking trail can be used for some exercise. The school can also utilize it for the annual “Rocket Run”
 - Outdoor learning space is very attractive for COVID reasons; however, teachers see lots of opportunity for bringing kids outside in future.
 - There's at least one teacher who does some gardening. The space she's using doesn't have easy access to water, so maintaining plants over the summer is very difficult.
 - If possible, integrate **water** – the art teacher sketched a meandering stream and a koi pond.
- **Visual and Musical Arts:** ideas include:
 - Sculpture Garden
 - Music Garden
 - If there was an outdoor teaching space with access to water for cleanup, teachers could do outdoor nature/art exercises.
- **Miscellaneous:**
 - Consider outdoor storage area(s) for ball storage, etc.
 - The incline traveling down to the football field and track is very steep. Look at adding some steps, walkway, etc. to improve access. *NOTE: one teacher made a comment that kids literally slide down the hill.*
 - 5th grade is currently housed in the newest classroom addition. There's no covered entry canopy/walkway. This is a problem for drop-off and pick-up in very hot or wet weather.
 - Gazebo: check on status of disassembled gazebo for seating and shade.

DIRECTIVES:

Based on responses from students, the teachers brought a lot of ideas for discussion.

1. Organize and offer ideas how to utilize the information and data received today.
[CLS & LWPB]
2. Revise the costs for the existing gymnasium conversion to an open pavilion, based on previous, unused design. **[LWPB & CMS Willowbrook]**

Submitted by:

Angie Clarkson, IIDA
Interior Designer

Cc: Jeff Wegener (LWPB Architecture)
Randy Brooks (LWPB Architecture)
Brian Patric (CLS & Associates)

Please notify our office within 10 days if there are any omissions or discrepancies.

25.

Take the “ground” out of “playground”

Who said playgrounds had to be at ground level? Locate play space anywhere and everywhere, from rooftop terraces to indoor atriums.

When I think about my own experience in public school, the playground was a mob scene of kids just running around. They got two 15-minute breaks — one in the morning and one in the afternoon — and the idea was they needed those breaks to burn off energy, because they were required to sit still for the rest of the day in the classroom, concentrating. Of course they couldn't. But if you integrate the idea of play throughout the day and throughout the building, maybe children could function normally.

26.

Promote healthy play

Consider playgrounds a free place for children to burn calories as well as build motor skills.

Those of us who've run schools in North America have had to deal with a lot of litigation over the past decade, and it's a real shame. Because of it, children's school lives have been so structured that they're under constant supervision. The risk factor has been taken right out of their play, or much of it. Play areas are sanitized so children won't get dirty. Play structures are regulated — material, surfaces, even colors. On the one hand, this is all terrific, but I can't help thinking about some of the advantages of those ugly, rickety old jungle gyms and monkey bars — they did foster creativity and problem-solving. I'm certainly not advocating for unsafe environments, or for children to be endangered in any way. But I do sometimes wonder about the extremes of an overly protective society. How do children benefit, in the long run?

27.

Naturalize play spaces

Kids don't need much to engage their imaginations. Allowing grass and leafy plants to flourish in play spaces will provide endless opportunities for play and discovery.

When you pave the playground, you take the complexity and richness of living organisms, a huge bandwidth that is fun, and scary, and dynamic, and hugely interesting, and compact it down to nothing. When I visited a school outside Chicago, classes were letting out, and we watched kids as they were going home. Next to the school was a frozen pond. Three or four kids had crawled out onto it and were poking at the ice with a stick. That freedom is one of the sources of

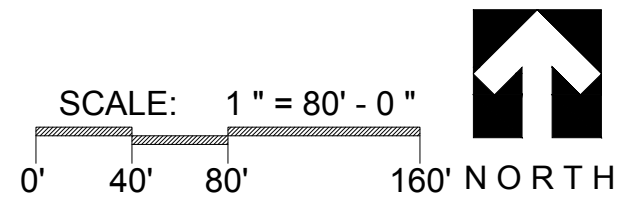
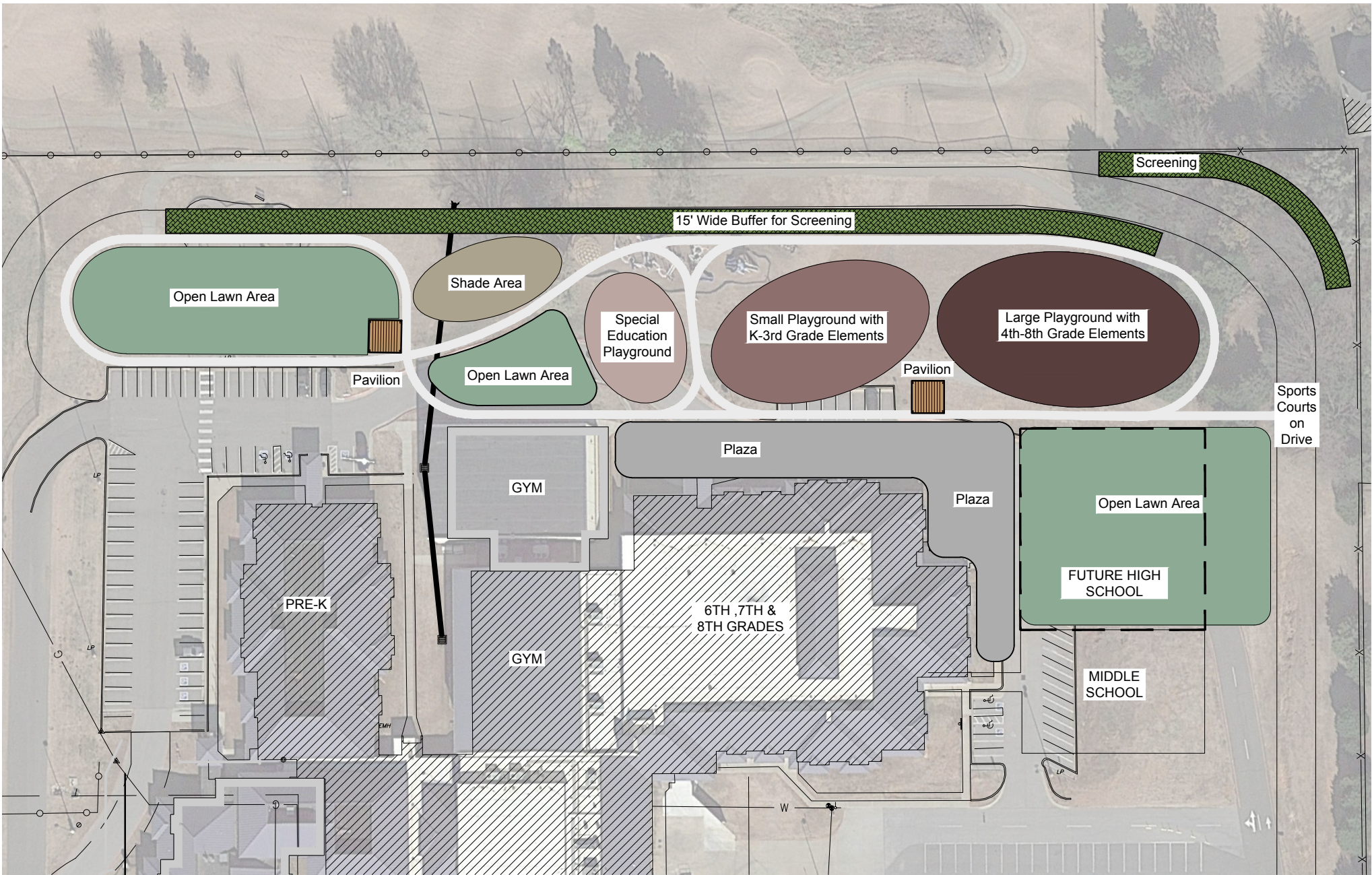
28.

Scale the wall

Climbing builds kids' motor skills and self-confidence, so don't be afraid to install walls and structures they can clamber up.

I've learned a lot about what to provide and expect with my own kids from the children at Fridtjof Nansen school. I have seen, at the school, that children who have places where they can move, who are allowed the freedom for hands-on experiences, and who know how to take risks, become more self-confident and develop mental and emotional strength. Those early years are decisive!

— *Dr. Axel Haberer, VS Furniture*





SUPERINTENDENT'S *Corner*

To the Oakdale community,

Mr. Kim Lanier, a visionary leader, retired from Oakdale last winter after nearly 40 years of service. During his tenure, he positioned the district for increasing levels of excellence and influence.

I was named Oakdale's new superintendent on Dec. 20, 2019 and was incredibly honored to accept the position. When I first learned of the superintendent vacancy, I was not looking for a job. But because of Oakdale's reputation for academic excellence, parental involvement and strong sense of community, I found myself unable to shake the need to explore the possibilities and soon realized this was the right next step in my career.

And what a time it has been to make a career change! Despite the inevitable challenges, I know we'll persevere and come out more resilient on the other side. I'm here to support the board, administrators, faculty, staff and community as we honor past successes while soaring to new heights.

Sincerely,

JOSEPH M. PIERCE
Superintendent
Oakdale Public School

OUR VISION

To provide each student the opportunity to excel, to provide each educator the tools necessary to enable excellence and to partner with our community to develop responsible citizens who have the ability to positively impact their world now and in the future.

ABOUT OAKDALE SCHOOL

Oakdale Public School, established in 1908, is a dependent pre-K through 8th grade school district located several miles northeast of Oklahoma City along the I-35 corridor into Edmond. We serve approximately 650 students living within Oakdale's nine-square-mile boundary.

Rockets ROUND-UP



OAKDALE PUBLIC SCHOOL
Quarterly Newsletter
October 2020

OAKDALE.ORG

MASTER PLAN Updates



During the Oakdale School Board's working session on Sept 3. Ron Fisher, President of Stephen H. McDonald & Associates, Inc., shared information about Oakdale's most recent district property valuation.

The scope of his presentation included ① a history of net assessed valuations, ② a 10-year projection of net assessed valuations, ③ a summary of sinking fund requirements/tax levies and ④ sinking fund trends/projections for the next six years.

Fisher's analysis revealed Oakdale School District's most recent net assessed value to be \$110,804,722. This represents an increase of \$2,925,177, or 2.7%, over last year. Oakdale's

current school millage rate is 15.36, a decline of 43.4% from last year's rate of 27.14. This represents the lowest rate in the last 10 years, primarily due to the recent retirement of bond issues.

Intending to mitigate dramatic changes in the school's millage rate in the future, the board has set a target rate of 22.0. As the district currently has only two outstanding bond issues (June 2018 building bonds and July 2019 transportation equipment bonds representing five-year and two-year issues, respectively), a new bond issue is planned to be presented to voters in spring 2021.



Reopening SAFELY FOR THE 2020-2021 SCHOOL YEAR

The 2019-2020 school year ended unprecedentedly with Oakdale School closing due to the public health crisis. We were excited to get back in the swing of things this summer, albeit in a modified way.

Oakdale reopened responsibly on August 20 with added layers of protection for our faculty and students. We are one of the only schools in the OKC metro area to offer both full-time in-classroom instruction and virtual learning options, which has been incredibly successful in meeting students' and families' needs. Our Rockets are superstars at wearing masks and adapting to a unique situation!

The effectiveness of this strategy is being actively monitored, and we may evolve our approach as data emerges over the school year. Community support and cooperation is vital to our plan's success and the health of our community.

FACULTY SPOTLIGHT



JULIE HARGER
School Nurse

Julie Harger started as a parent in the Oakdale family and joined the faculty as School Nurse when her son was in 8th grade. When the pandemic hit and the school shut down for the summer, Mrs. Harger spent her time learning as much as possible about COVID-19. She looks after 80 staff members and 645 students, and we are appreciative of her diligence in staying on top of the changing health crisis.

"It's like we're flying the airplane while we're still building it — we don't have a playbook for this, and recommendations shift constantly," she said. "What helps is remembering we're all in this together. We're taking it one day at a time."



LYNETTE BROWN
Virtual Learning Coordinator

Lynette Brown has been a teacher for 30 years and part of the Oakdale team for 12 years. We are so thankful for Mrs. Brown and her willingness to move from her role as a 4th grade teacher to being Oakdale's first Virtual Learning Coordinator.

More than 20 of our students across grade levels started school in the virtual setting. They navigate the online curriculum with help from a Learning Guide (their parent or family member). Mrs. Brown grades their assignments, is on-call to provide instructional support and meets with each student weekly via Zoom to ensure they're on-track.

"I'm really proud of our kids and am impressed with their family members who have taken on this virtual task," she said. "It's more about them than about me — they're making this process move forward."

1. Site
 - a. Walking trail with tunnels
 - b. Fitness stations
 - c. Hand washing station
 - d. Storage for equipment
 - e. Seating
 - f. Hand sanitizer station
 - g. Lighting
2. Open lawn area
 - a. Soccer goals
 - b. Tether Ball
 - c. Baseball backstop
 - d. Multiuse pavilion for shade and music
 - e. Community garden
3. Shade area
 - a. Outdoor classroom (tables, chairs, stage)
 - b. Butterfly garden
 - c. Yoga space
 - d. Outdoor space for reading (hammocks, giant spider web, seat walls, tables)
4. Sports on road
 - a. Basketball
 - b. Four square
 - c. Multiuse sport court (Pickle Ball, volleyball)
5. Outdoor plaza
 - a. Games (hopscotch, four square, maze, corn hole, sun dial, bean bags, chess)
 - b. Gaga ball
 - c. Wall Ball
 - d. Seating
 - e. Tables for outdoor lunch time
 - f. Outdoor classroom
 - g. Covered area for outdoor use during rains
6. All playgrounds (Rocket Theme)
 - a. ADA Access for all playground equipment
 - b. Clear visibility
 - c. Poured in place surfacing
 - d. Artificial turf surfacing
 - e. Large shade structures
 - f. Hills and depressions
 - g. Seating
7. Special Education playground
 - a. Locate close to other playgrounds
 - b. Transparent fence for visibility
 - c. Small play structure with slides
 - d. Ground level components
 - e. Imaginative play
 - f. Music play
 - g. Group swing
8. Small Playground (K-3rd Grades)
 - a. Climbing elements (Rock wall, large boulders, hills, logs)
 - b. Swinging elements (Monkey bars, bridges)
 - c. Small play structure with slides
 - d. Imaginative play
 - e. Sand pit
 - f. Group seesaw
9. Large Playground (4th- 8th Grades)
 - a. Swings or group swings
 - b. Spinning elements (tire swing, single spinners, group spinners,
 - c. Zip line
 - d. Obstacle/ninja training course
 - e. Large play structure
 - f. Hamster wheel balancing bar