



AGENDA
Shawnee Public Schools
Board of Education - Administration Building
326 N. Union Ave.
Shawnee, OK 74801
Monday, October 6, 2025
6:00 PM

Regular Session

NOTE: The Shawnee School District Board of Education may discuss, vote to approve, disapprove, table, or decide not to vote or take action on any item on this agenda.

1. Call to Order
 - A. Roll Call
 - B. Board Recognizes Dr. Stephen Haynes, Principal of Sequoyah Elementary, to introduce students.
 - C. Minute of Silence and Invocation
 - D. Flag Salute
2. Student Performance from Sequoyah Elementary.
3. Presentation by Shawnee High School student Khloe Tungate on Youth Action on Health Leadership.
4. Opportunity for Public Comment
5. Report of the Superintendent
 - A. Superintendent's Items, Announcements & Recognition
 - B. Board discussion and vote on 2026 Board Meeting Dates.
 - C. Central Office Reports
 - Educational Services Report
 - Special Services
 - Communications
 - Counseling and Community Engagement
 - Operations Report
6. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action by the Board of Education to approve:

- A. Minutes of the September 15, 2025 Special Board Meeting and minutes of the September 15, 2025 Regular Board Meeting
- B. Report of the Chief Financial Officer
 - a. Encumbrance Registers for 25-26FY Bond Fund 03 - #18 - 21
 General Fund 11 - #547 - 608
 CO-OP Fund 12 - #3 - 8
 Building Fund 21 - #134 - 136
 Bond Fund 33 - #15 - 19
 Gift Fund 81 - #10
 - b. School Activity Fund Transfers for the 25-26 FY
- C. Agreements:
 - a) Hearing Impaired Consultation Services between Kristie Longest and Shawnee Public Schools
 - b) Oklahoma Health Care Authority and Shawnee Public Schools contract
- 7. Proposed Executive Session to discuss:
 - A. Superintendent's Personnel Report
 - a. Vote to convene or not to convene into Executive Session
- 8. Acknowledge to return to Open Session
- 9. Board President's Statement of Executive Session Minutes.
- 10. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)
- 11. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. § 311.
- 12. Board member comments and announcements
- 13. Adjournment

Any persons with a disability and needing special accommodations to attend the Board of Education Meeting should notify the Superintendent's Office at least 24 hours prior to the scheduled time of the meeting, if possible. The telephone number is 273-0653, extension 3125.

Shawnee Board of Education
 326 North Union (Front & South Doors)
 Shawnee OK. 74801

Posted by Wendy Tucker, Executive Administrative Assistant to the Superintendent/Board Minutes Clerk

Posted this ___ at ___ at front and south glass doors of the Shawnee Board of Education Central Offices, Shawnee Public Schools, 326 N. Union, Shawnee, Oklahoma 74801.



**Improving the health of Oklahoma youth through
comprehensive physical activity and nutrition
policies in schools**

ELEVATESTUDENTHEALTH.COM





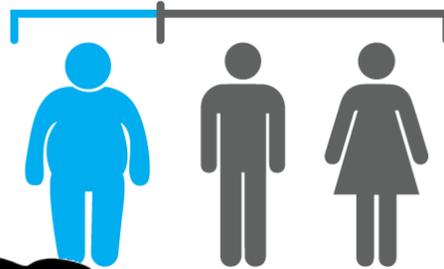
Why do school wellness policies matter?

[ELEVATESTUDENTHEALTH.COM](https://www.elevatestudenthealth.com)



IN OKLAHOMA,

**33.8% OF 10-17 YEAR
OLDS ARE OVER
WEIGHT OR OBESE**



THAT'S 1 OUT 3 YOUTH



How do we support schools and districts?

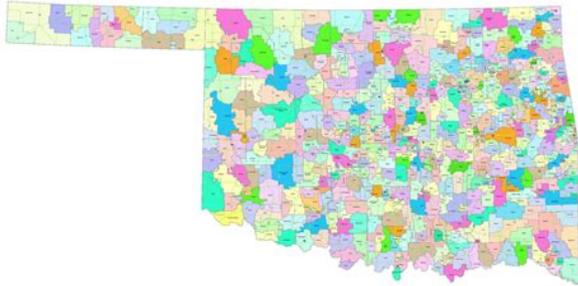
ELEVATESTUDENTHEALTH.COM



The Process

1

DISTRICTS



Helping **DISTRICTS** adopt
comprehensive school wellness
policies

2

SCHOOLS



Helping **individual SCHOOLS**
communicate & implement **healthy**
school environments

Student Leaders Spread Awareness

Events



Principal Meetings



Survey Collection

ELEVATE
STUDENT HEALTH
A PROGRAM OF TNEY

Elevate Student Health School Climate Survey

*Name of this school site (no abbreviations)

*Name of this school's district (no abbreviations)

Please check on box for each statement or question based on THIS SCHOOL SITE ONLY

School Board Meetings

**GRANTS CIBOLA
POLICY ANALYSIS**

24/7 policies have been reviewed and approved by the Tobacco Control Legal Center

REQUIRED

- Prohibit "distribution" for staff, students and visitors and include "possession" for visitors
- Prohibit tobacco advertising
- Mandate tobacco-free signage on school campuses
- Include policy communication plan for students, staff and visitors
- Offer cessation referrals to students
- Include progressive and supportive discipline measures for each of these for students, staff and visitors

24/7





What makes Elevate Student Health special

Don't schools already have wellness policies?

[ELEVATESTUDENTHEALTH.COM](https://www.elevatestudenthealth.com)



What sets Elevate apart?

- Funded by the Tobacco Settlement Endowment Trust (TSET)
- Our policy is evidence-based for what has the greatest impact on students' health
- Districts get the flexibility to choose among which elements work best for them
- We are largely a student-led movement
- Participating schools receive FREE resources like posters promoting physical activity and nutrition, water bottles, and recognition on social media
- Helps districts on their TSET Healthy Incentive Grants
 - *Fall applications open: September 2nd - September 30th*
 - *Spring applications open: January 9th - February 6th*



WHAT MAKES A SCHOOL WELLNESS POLICY COMPREHENSIVE?

Healthy foods at fundraisers and concessions.



Increased physical activity



Well-maintained water systems



Non-food celebrations



Physical activity breaks throughout the day



Allow students to bring water bottles into classrooms



Food not used as reward

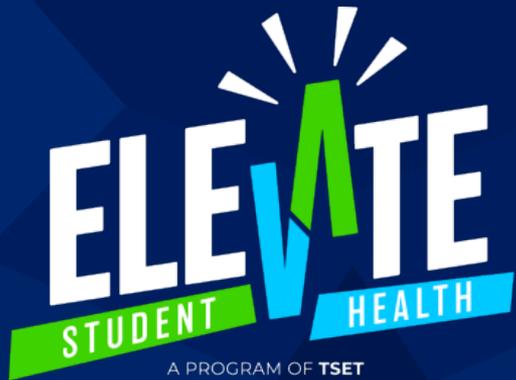


Community use of recreation facilities



Provide cups in places where meals and snacks are served





Policy Analysis

ELEVATESTUDENTHEALTH.COM



Policy Analysis

Overview

- **94.4% Federal/State required elements present**
 - **Need 100%**
- **77.8% of policy enhancement elements present**
 - **Meets requirements**

TSET School Wellness - Healthy Incentive Grants
Wellness Policy Scorecard

When was the information included in the submission collected? 08/27/25
When was the policy and/or implementation rated?
District or school name: Shawnee Public Schools

TSET
HEALTHY INCENTIVE
GRANT: SCHOOLS

POLICY REVIEW CHECKLIST
Section to be completed by external evaluation staff:

Evaluation team will review the policy to determine if it includes language that meets the minimum criteria:

School District has formally adopted a written policy which includes all minimum State and Federal required elements and 50% of applicable policy enhancement elements

Percent of Federal or State required elements present: 94.4%
Percentage of policy enhancement elements present: 77.8%

Policy Analysis

Required Elements to Improve

- **RP2:** Elementary school students (K-5) will participate in at least 60 minutes of PE per week throughout the entire school year.
 - The use of the word "encouraged" is not strong enough to meet these elements
 - To meet them the wording needs to be stronger to show commitment that student will receive 60 minutes (K-5) and 225 minutes(6-12) of PE.

Policy Analysis

Policy Enhancement Improvements

- **HN5:** Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
- **PA4:** Physically Active Classrooms: Provide support for teachers and other staff to incorporate classroom-based physical activities, such as classroom energizers, into academic lessons or as a break.
- **PA6:** Middle school and High School students (6-12) will participate in at least 225 minutes of PE per week throughout the entire school year.



Next Steps

ELEVATESTUDENTHEALTH.COM



Let's Update Our Policy!

- Implement recommended elements to policy to become make our policy comprehensive!

LET'S FACE IT
OKLAHOMA HAS A
CHILDHOOD
OBESITY ISSUE

OKLAHOMA
SCHOOLS HAVE A REAL
OPPORTUNITY
TO MAKE A DIFFERENCE

ELEVATE
STUDENT HEALTH
A PROGRAM OF TSET

Schools can promote healthy behaviors through proven actions, like making clean drinking water easily accessible, providing nutritious options at concession stands, vending machines, school stores and fundraisers, and increasing physical activity breaks throughout the school day.

Together, we can take steps to give our students a healthier future.

ELEVATESTUDENTHEALTH.COM



Contact us and follow the campaign



[ELEVATESTUDENTHEALTH.COM](https://ElevateStudentHealth.com)

Info@ElevateStudentHealth.com



SHAWNEE PUBLIC SCHOOLS

326 NORTH UNION AVENUE | SHAWNEE, OKLAHOMA 74801-7099 | (405) 273-0653

Proposed Board Meeting Dates

- January 12, 2026
- February 9, 2026
- March 9, 2026
- April 13, 2026
- May 11, 2026
- June 8, 2026
- July 13, 2026
- August 10, 2026
- September 14, 2026
- October 12, 2026
- November 9, 2026
- December 14, 2026

Dr. Jason James
Superintendent
Shawnee Public Schools



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MICHELLE WALLACE
DIRECTOR OF COUNSELING
AND COMMUNITY ENGAGEMENT

Board Update: October 6, 2025

- **Community Engagement:**
 - Football Nights:
 - October 3: Jim Thorpe Night and Jefferson Elementary
 - Kick Off Supper starting at 5:30
 - October 10: Pink Out and Will Rogers Elementary
 - October 24: Homecoming and Sequoyah Elementary
 - October 31: Halloween-Costume Contest
 - October 8, 2025 National Walk, Bike, Roll to School Day
 - Walk before school at each of the 4 elementary schools
 - Starts at 6:45 AM
 - Reach out to Michelle for exact locations
 - All 5th graders in our district and some surrounding schools
 - Meet at Sequoyah at 9:45
 - Walk to KidSpace Park at 10:00
 - Games and fellowship with lunch to follow
 - Community Pep Rally
 - October 21 6:30-8:00 Jim Thorpe Stadium
 - Howl Walls
 - Food Trucks
 - Homecoming Candidates
 - Fall Athletics and Clubs Honored
 -
- **Counseling Department**
 - Academic Pathways
 - Working with counselors, teachers, and education stakeholders to create Academies with Pathways that meet Shawnee's Portrait of a Graduate
 - Individual Career Academic Plan
 - Building a coalition to design best practices for Middle School and High School counselors to ensure Shawnee Students have a post secondary goal according to ICAP
 - October 7 Fall Counseling Caravan
 - Select counselors to work on our Comprehensive School Counseling Plan



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JACKIE NOBLE
DIRECTOR OF ACADEMIC SERVICES

Academic Services Board Update 10/6/25

- **Enrollment**

PreK - 152	K - 215	1st gr - 242	2nd gr - 215	3rd gr - 208	4th gr - 242	5th gr - 225
6th gr - 219	7th gr - 237	8th gr - 222	9th gr - 262	10th gr - 273	11th gr - 260	12th gr - 243

- **Walk, Bike, Roll to School** - Don't forget...this Wednesday, October 8th is National Walk To School day! Join us at one of our four elementary sites or the middle school to walk with students, staff, parents, community members and volunteers! Reach out to the sites directly for location and time.
- **Instructional Support/Training** - Over the past few weeks we've offered the following instructional support/trainings:
 - Alpha Plus - training for elementary teachers
 - IXL - refresher training for elementary teachers and any teachers new to IXL
 - IXL Basics - training for SHS teachers to better understand the correlation with the OAS and the textbook links included
 - Literacy First Mini Bootcamp - three after school opportunities for Early Childhood teachers
 - HMH/Writable - training on the writing component of the newly adopted secondary ELA curriculum for all secondary ELA teachers
- **SRA Tutors** - In order to support our students in greatest need of reading support, SPS uses some of our state SRA money to pay for tutors at all four elementary sites and SECC. The majority of these tutors are retired SPS teachers who want to give back to the students in our district. They work with the Reading Specialists and classroom teachers to provide one-on-one and small group support during the school day. We appreciate our retired teachers!



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ALLYSON CLEVELAND
DIRECTOR OF SPECIAL SERVICES

Student Services Board Report - October 6, 2025

- Special Services has processed paper records for 121 new IDEA students.
- Child Count expected to be 670 - a decrease of approximately 20
- The Title IX determination report is complete and has been reviewed by our legal team. Per policy, the report will be provided to the Claimant and Respondent on or before September 16. These parties have ten days to ask questions or clarify facts before the decision making team will receive the report.



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AMANDA JOHNSON
DIRECTOR OF COMMUNICATIONS

Shawnee Public Schools – Communications Department Board Report BOARD UPDATES | October 6, 2025

Website & Staff Updates

- Our department is actively working to ensure all staff updates are reflected on the website, including current photos for every staff member.
- Kate, our intern, has been doing a fantastic job capturing headshots to complete this project.

Celebrations & Events

- Ribbon cuttings were held this week at all three elementary sites. These events were well attended and a great opportunity to showcase our new and improved spaces to the community.
- Upcoming football events include:
 - **October 3:** Jim Thorpe Night featuring a Jim Thorpe Legacy Art Contest. Junior Service League of Shawnee's Kickoff Supper will begin at 5:30 in the parking lot - proceeds benefit SHS Senior scholarships. Indian Ed will be selling Indian Tacos inside the game. Wolf Spirit Dancers will perform at halftime.
 - **October 10:** Pink Out Game in support of breast cancer awareness.
 - **October 24:** Homecoming.
 - **October 31:** Senior Night.
- **Community Pep Rally** is scheduled for **October 21**. Food trucks will open at 5:30 PM, followed by the Wolves Howl at 6:30 PM. This year, we are excited to debut our new *Howl Walls*—we encourage board members to attend and help spread the word.

Professional Development

- I attended the Oklahoma School Public Relations Association meeting in September. It was a valuable opportunity to connect with communications professionals across the state and bring back ideas to strengthen our district efforts.

Branding & Visibility

- Continued progress is being made on clear and consistent guidelines around logo usage. At the same time, we are prioritizing the rollout of exciting new Wolves swag to promote school spirit and ensure that *navy pride* is visible throughout our community.

Storytelling & Recognition

- We are continuing to highlight positive stories about our students, staff, and alumni through the “**Tell Me Something Good**” form. This form is accessible in the SPS App or on our website, and we encourage everyone to keep sharing these stories so we can celebrate the great things happening across our district.



SHAWNEE PUBLIC SCHOOLS

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MATT JOHNSON
DIRECTOR OF OPERATIONS

Operations Board Update – Oct 6, 2025

- Sequoyah Parking / Canopy - Although there were several setbacks with soft soil, the project is running smoothly and concrete should be poured this week.
- Playground mulch - All playgrounds in the district have new mulch.
- Tennis - The building components are on site and should be going up soon.
- Stucker - Pre bid meeting is October 9th in the board room. The final bid numbers should be in at the end of October.
- SECC - Work has begun on the canopy
- SMS - Concrete repair will be complete over fall break
- Will Rogers - Concrete repair will be complete over fall break
- Maintenance - The new work order system (Incident IQ) is running smoothly.
- Pressbox - Although progress has been slow, the work is moving along and the shell to the pressbox should start being assembled in the next few weeks.
- Door frames - Sequoyah door frames are complete. Horace Mann's are being painted now along with Jefferson's. Once the crew is complete at Jefferson, they will move to Will Rogers to complete the door frame project.
- Signage - All 4 elementaries will receive new signage for the inside of their buildings. Signs are on order.
- SMS flooring - We are going to replace the flooring in the vast majority of the middle school starting fall break. This will be an ongoing project over the next several months as they will not only work over breaks, but during the school day to knock out approximately 3 classrooms a week.
- Transportation - Transportation passed our first audit on our eclectic buses with flying colors.
- Transportation - The new student ID system for secondary students is going very well.
- Transportation - They got a Recharge Oklahoma grant for \$1 million dollars to upgrade our bus charges and bus software. Once complete we will be able to sell electricity back to OG&E on slow days.
- Nutrition - Purchased a new oven for Sequoyah and have been able to get a number of kitchen items up and running to keep our food service on track. We are working on a replacement plan to slowly replace old equipment.
- Internships in Operations - We currently have 2 student interns with our IT department and 1 with our maintenance department.



Minutes of the Monday, September 15, 2025 Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Special Session on Monday, September 15, 2025 at the Board of Education - Administration Building, 326 N. Union Ave., Shawnee, OK 74801.

1. Call to Order

A. Roll Call

Attendance Taken at 5:00PM.

Present: Clif Harden	President
Jeanne Swinney	Clerk
Turner Bass	Member
Casey White	Member
Mandy Hillhouse	Member
Absent: Russ Oliver	1 st Vice President
Kristen Wilson	2 nd Vice President

2. Board to receive training on the superintendent evaluation platform through OSSBA.
Superintendent Evaluation Overview was presented by Dr. Joe Siano and Dr. Melonie Hau of OSSBA.

3. Adjournment

Motion was made by Board President, Clif Harden, to adjourn meeting at 5:43 PM.
Motion was unseconded.

ATTEST: _____ President

Clerk: _____

I hereby certify that I accurately transcribed the forgoing minutes and furnished copies to the executive officers, the board clerk and all board members prior to this meeting, but the original of the same was retained at all times in the administrative office of the School District and that the provisions of the 1977 Open Meeting Law (Title 25, Section 201-314 of Oklahoma Statutes) were adhered to.

Approved: _____

Secretary: _____



Minutes of the Monday, September 15, 2025, Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Regular Session on Monday, September 15, 2025 at the Board of Education - Administration Building, 326 N. Union Ave., Shawnee, OK 74801.

1. Call to Order

A. Roll Call

Attendance Taken at 6:00 PM.

Present: Clif Harden	President
Jeanne Swinney	Clerk
Turner Bass	Member
Casey White	Member
Mandy Hillhouse	Member
Absent: Russ Oliver	1 st Vice President
Kristen Wilson	2 nd Vice President

B. Minute of Silence and Invocation – Shawnee Middle School Students

C. Flag Salute – Shawnee Middle School Students

2. Recognition of Shawnee Middle School

3. Opportunity for Public Comment

No Public Comment

4. Report of the Superintendent

A. Announcements

Dr. James shared that a young man from Shawnee Middle School, as part of the Spark a Change Leadership Program, interviewed Leland Melvin, a former NFL star and current NASA astronaut.

Parent teacher conferences will be this week and next. This is a change from year's conferences and conferences will be spaced out for more opportunity for parents to attend.

Shawnee High School has a young lady who is a senior that was selected for the Advanced Medical & Public Health Internship, which is a prestigious honor.

Ribbon cuttings will be coming up for Horace Mann, Jefferson, and Will Rogers.

September 16, 2025 there will be a ribbon cutting at Jim Thorpe Academy at 8:30am for their outdoor classroom and their tiny house. This was made possible by a grant from Sovereign Bank.

Dr. James wants to recognize elementary students at home football games. Jefferson Elementary will be recognized October 3, 2025 at the football game. The football players, cheerleaders, and the band will be at the school on Friday morning and the students will get to lead the football players out of the tunnel before the game.

B. Board discussion and vote on 2025-2026 Estimate of Needs.

Motion was made by Mandy Hillhouse and seconded by Jeanne Swinney to approve 2025-2026 Estimate of Needs. Motion carried.

Russ Oliver: Absent, Kristen Wilson: Absent, Mandy Hillhouse: Yes, Casey White: Yes, Clif Harden: Yes, Jeanne Swinney: Yes, Turner Bass: Yes
Yes: 5, No: 0, Absent: 2

C. Board consideration and vote on OSSBA Policy amendments and adoptions and Strong Readers Act Policy (SRA)

Motion was made by Jeanne Swinney and seconded by Turner Bass to approve OSSBA Policy amendments and adoptions and Strong Readers Act Policy (SRA). Motion carried.

Russ Oliver: Absent, Kristen Wilson: Absent, Jeanne Swinney: Yes, Casey White: Yes, Clif Harden: Yes, Mandy Hillhouse: Yes, Turner Bass: Yes
Yes: 5, No: 0, Absent: 2

D. Central Office Reports

- Educational Services Report
- Operations Report
- Counseling and Community Engagement
- Communications
- Special Services

E. Discussion of proposed school board meeting dates for 2026 calendar year.

5. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action by the Board of Education to approve:

Motion was made by Mandy Hillhouse and seconded by Turner Bass to approve Consent Agenda as presented. Motion carried.

Russ Oliver: Absent, Kristen Wilson: Absent, Mandy Hillhouse: Yes, Turner Bass: Yes, Jeanne Swinney: Yes, Casey White: Yes, Clif Harden: Yes
Yes: 5, No: 0, Absent: 2

A. Minutes of the August 4, 2025, Regular Board Meeting

B. Report of the Chief Financial Officer

- a. Treasurer's Report
- b. Encumbrance Registers for 25-26FY

BOND FUND 03 ENCUMBRANCES 2-17
GENERAL FUND 11 ENCUMBRANCES 253-546
CO-OP FUND ENCUMBRANCES 1-2
BUILDING FUND 21 ENCUMBRANCES 109-133
BOND FUND 33 ENCUMBRANCES 1-14
BOND FUND 34 ENCUMBRANCES 1-4
BOND FUND 35 ENCUMBRANCES 1
SINKING FUND 41 ENCUMBRANCES 1-2
GIFT FUND 81 ENCUMBRANCES 3-9
INSURANCE FUND 86 ENCUMBRANCES 2

c. New School Activity Fund Account for Middle School Academic Team #882

d. Public Gifts to Shawnee Public School (Policy BB)

C. In State, Out of State, and Overnight Trip requests:

a) High School Swim Team to Conway, AR, November 20, 2025 — November 21, 2025.

D. Organization Requesting Sanctioning for the 25-26 SY

E. Agreements:

- a) Public Consulting Group, LLC and Shawnee Public Schools
- b) TheraPeds and Shawnee Public Schools
- c) Addendum agreement with American Red Cross and Shawnee Public Schools
- d) GO for Public Schools and Shawnee Public Schools
- e) SylogistEd, Inc and Shawnee Public Schools
- f) FCC Cybersecurity Pilot Program Products and/or Services
- g) Listing contract with Steve Reese of NextHome Central Real Estate for the marketing and sale of the 15-acre tract of land on West 45th Street
- h) Special Services Agreement between Kickapoo Head Start and Shawnee Public Schools
- i) Public Consulting Group LLC (PCG) EDPlan and Shawnee Public Schools
- j) YOU Matter Behavior Support Services and Shawnee Public Schools
- k) SSM Health Medical Group Sports Medicine and Athletic Training Services Agreement and Shawnee Public Schools
- l) OSSAA Cooperative Agreements w/South Rock Creek & SMS 25-26 SY

6. Proposed Executive Session to discuss Superintendent's Personnel Report. 25 O.S. Section 307(B)(1).

A. Vote to convene or not to convene into Executive Session
Board did not convene to Executive Session.

7. Acknowledge to return to Open Session

8. Board President's Statement of Executive Session Minutes.

9. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)

Motion was made by Casey White and seconded by Mandy Hillhouse to approve Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover). Motion carried.

Russ Oliver: Absent, Kristen Wilson: Absent, Turner Bass: Yes, Casey White: Yes, Mandy Hillhouse: Yes, Clif Harden: Yes, Jeanne Swinney: Yes
Yes: 5, No: 0, Absent: 2

10. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. § 311.

11. Board member comments and announcements

Jeanne Swinney had the privilege of attending the Jim Thorpe Academy Open House and wanted to give a shout out to Hannah Holland and her staff.

Clif Harden seconded what Jeanne had to say about Jim Thorpe Academy. Clif stated he is excited to see the hands-on learning and is excited about the new feel across district.

Mandy Hillhouse shared that she loves seeing a high school student being recognized and then their elementary school which they attended gives a "shout out" to them as well.

12. Adjournment

Motion was made by Board President, Clif Harden, to adjourn meeting at 6:19PM.

Motion was unseconded.

ATTEST: _____ President

Clerk: _____

I hereby certify that I accurately transcribed the forgoing minutes and furnished copies to the executive officers, the board clerk and all board members prior to this meeting, but the original of the same was retained at all times in the administrative office of the School District and that the provisions of the 1977 Open Meeting Law (Title 25, Section 201-314 of Oklahoma Statutes) were adhered to.

Approved: _____

Secretary: _____

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 18 - 9999, Fund(s): 2024 LR Bond

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
03	18	09/29/2025	10661	SCHOOL SPECIALTY LLC	WR FFE	17,000.00
03	19	10/01/2025	39279	HARDESTY TEAM HVAC	SECC HVAC	18,394.80
03	20	10/01/2025	51138	VITAL SIGNS OF OKLAHOMA	ELEMENTARY SCHOOL SIGNAGE	34,510.00
03	21	10/01/2025	51130	TULSA CHRISTIAN BROS PAINTING, LLC	ADDITIONAL PAINTING SERVICES	2,970.00

Non-Payroll Total:	\$72,874.80
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$72,874.80

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 547 - 9999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	547	09/15/2025	4788	AMAZON	SMS General 11-Jackie Thomasson, Art Supplies	171.40
11	548	09/15/2025	38641	IXL LEARNING	Science and SS - SHS	4,512.50
11	549	09/17/2025	2152	OKLA COUNCIL FOR INDIAN EDUCATION	OCIE CONFERENCE 2025	1,690.00
11	550	09/17/2025	40383	TOBII DYNAVOX, LLC C-CORP	BOARDMAKER	199.00
11	551	09/17/2025	51133	YOU MATTER BEHAVIOR SUPPORT SERV	CONTRACT SERVICES	7,000.00
11	552	09/17/2025	51084	Mike H Dominguez	OUT OF DISTRICT TRAVEL REIMBURSEMENT	2,000.00
11	553	09/17/2025	39214	ARVEST BANK	Supplies - Stanton	1,500.00
11	554	09/17/2025	39214	ARVEST BANK	Swanp Coolers - SECC	400.00
11	555	09/18/2025	51058	OCEAN SPRAY CRANBERRIES, INC	JUICE & CRANBERRIES	13,392.00
11	556	09/18/2025	4788	AMAZON	CLASS SUPPLIES	111.35
11	557	09/18/2025	4788	AMAZON	BUILDING SUPPLIES	1,000.00
11	558	09/19/2025	40217	PEARSON ASSESSMENT	NNAT3 - SHS	1,320.00
11	559	09/19/2025	39214	ARVEST BANK	Red River Higher Education Alliance - IPSE Summit	100.00
11	560	09/19/2025	32794	Theresa M Dame	TRAVEL	56.28
11	561	09/19/2025	39214	ARVEST BANK	LODGING FOR OCIE	2,000.00
11	562	09/19/2025	10690	OK DEPT OF CAREER & TECH EDUC	FCS New Teacher (Sept)	30.00
11	563	09/19/2025	44	FOLLETT CONTENT SOLUTIONS LLC	Books For Libaray	1,200.00
11	564	09/19/2025	3290	BSN SPORTS, LLC	ANDREW MCCUNE/HS WRESTLING	6,550.00
11	565	09/22/2025	40731	W Buffalo Girl Frances Simmons	TRAVEL OCIE	200.26
11	566	09/22/2025	35011	Graham M Primeaux	TRAVEL OCIE	200.26
11	567	09/22/2025	37594	TARA GOODFOX	TRAVEL OCIE	200.26
11	568	09/22/2025	33973	Angela L Goodfox	TRAVEL OCIE	200.26
11	569	09/22/2025	50702	Paula James L Smith	TRAVEL OCIE	200.26
11	570	09/22/2025	37693	Nancy Fehmer	TRAVEL OCIE	125.26
11	571	09/22/2025	40802	HEATHER JAMES dba HJ AWARDS CO LLC	HUNTER BURNETT/HS VOLLEYBALL	125.00
11	572	09/22/2025	39214	ARVEST BANK	RED RIBBON WEEK	200.00
11	573	09/22/2025	2152	OKLA COUNCIL FOR INDIAN EDUCATION	CHALLENGE BOWL	400.00
11	574	09/22/2025	36133	APPLE INC	Williams - iPads	5,079.50
11	575	09/22/2025	32432	CDW GOVERNMENT	Chromebook Cart	985.00
11	576	09/23/2025	39214	ARVEST BANK	OJA Grant - Bags	800.00
11	577	09/23/2025	32432	CDW GOVERNMENT	OJA Grant - Carts	6,895.00
11	578	09/23/2025	32432	CDW GOVERNMENT	OJA Grant - Chromebooks	54,117.24
11	579	09/23/2025	51132	VITTETOE, INC	OJA Grant - Show pens	8,000.00
11	580	09/23/2025	39214	ARVEST BANK	OJA Grant - Mower	3,930.00
11	581	09/23/2025	2886	LOWE'S INC	OJA Grant - Weedeater/Hedge Trimmer	1,340.00
11	582	09/23/2025	44	FOLLETT CONTENT SOLUTIONS LLC	OJA Grant - Library Books	1,000.00
11	583	09/23/2025	39214	ARVEST BANK	Rigamajig STEM Building Materials	4,500.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 547 - 9999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	584	09/23/2025	39214	ARVEST BANK	STEM Fitness Games	1,500.00
11	585	09/23/2025	4788	AMAZON	STEM Materials KEVA Planks Seq WR	1,300.00
11	586	09/23/2025	4788	AMAZON	STEM Materials for SPS Kids Club Sequoyah October	250.00
11	587	09/23/2025	39214	ARVEST BANK	STEM Materials SPS Kids Club HM October	100.00
11	588	09/23/2025	4788	AMAZON	STEM Materials SPS Kids Club HM October	100.00
11	589	09/23/2025	39214	ARVEST BANK	STEM Materials SPS Kids Club Jefferson October	200.00
11	590	09/24/2025	4788	AMAZON	STEM Materials SPS Kids Club WR October	200.00
11	591	09/24/2025	39214	ARVEST BANK	STEM Materials SPS Kids Club Will Rogers October	100.00
11	592	09/24/2025	4788	AMAZON	PAPER AND OFFICE SUPPLY	615.00
11	593	09/24/2025	38042	DELUXE CORPORATION	WARRANTS/CHECKS PRE- PRINTED	800.00
11	594	09/25/2025	2910	OK SOCIETY FOR TECHNOLOGY EDUCATION	OKSTE Conference	350.00
11	595	09/25/2025	38536	Daniel Zarrella	Travel - OKSTE Conference	252.00
11	596	09/25/2025	33350	Heather N Deshazer	OKSTE Conference Travel	252.00
11	597	09/25/2025	39214	ARVEST BANK	OJA Grant - Hedge Trimmer	750.00
11	598	09/29/2025	50774	Amanda M Johnson	TRAVEL REIMBURSEMENT	3,000.00
11	599	09/30/2025	5080	MEDCO SUPPLY INC	K. WENDELBERGER/ ATHLETIC TRAINER	615.00
11	600	09/30/2025	50840	SWAY MEDICAL INC	K. WENDELBERGER/ATHLETIC TRAINER	150.00
11	601	09/30/2025	39214	ARVEST BANK	COWBOY HALL OF FAME	42.00
11	602	09/30/2025	39214	ARVEST BANK	Classroom Supplies	1,500.00
11	603	09/30/2025	39214	ARVEST BANK	FCS (Ford) Classroom Supplies	1,200.00
11	604	09/30/2025	4788	AMAZON	FCS (Ford) Classroom Supplies	1,200.00
11	605	10/01/2025	51058	OCEAN SPRAY CRANBERRIES, INC	PURCHASE OF CRAISONS	2,200.00
11	606	10/01/2025	38061	JENKINS and KEMPER CPA	AUDITING SERVICES	11,000.00
11	607	10/01/2025	38456	Matthew J Johnson	OUT OF DISTRICT TRAVEL REIMBURSEMENT	2,000.00
11	608	10/01/2025	3311	Jacklyn J Noble	OUT OF DISTRICT TRAVEL REIMBURSEMENT	1,000.00

Non-Payroll Total:	\$162,406.83
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$162,406.83

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 3 - 9999, Fund(s): 12 CO-OP FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
12	3	09/22/2025	40121	Jennifer D Edwards	ELL - Shawnee	800.00
12	4	09/23/2025	39625	EDUSKILLS LLC	ELL - Blackwell	1,499.64
12	5	09/23/2025	4788	AMAZON	ELL - Chickasha	3,666.74
12	6	09/23/2025	50971	DEBORAH A DELANEY	ELL - Lexington	6,666.81
12	7	09/24/2025	39625	EDUSKILLS LLC	ELL - Washington	1,833.37
12	8	09/26/2025	39214	ARVEST BANK	ELL - Shawnee	625.00
Non-Payroll Total:						\$15,091.56
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$15,091.56

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 134 - 49999, Fund(s): BUILDING

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	134	09/12/2025	2886	LOWE'S INC	FENCE PANELS	4,000.00
21	135	09/18/2025	35691	CHICKASAW PERSONAL COMMUNICATIONS	DISTRICT RADIOS-MATT JOHNSON	5,715.00
21	136	09/30/2025	51075	AMERICAN WATER SOLUTIONS	GEOTHERMAL CLEANING	6,000.00
Non-Payroll Total:						\$15,715.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$15,715.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 15 - 9999, Fund(s): 33 2023 BUILDING BOND FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	15	09/11/2025	39279	HARDESTY TEAM HVAC	HVAC EQUIPMENT - SECC	14,960.91
33	16	09/15/2025	4659	CHICKASAW TELECOM INC	Phone/Fax Support	2,000.00
33	17	09/15/2025	32176	GOVCONNECTION, INC DBA	Xerox C235 Color Multifunction Printer	505.00
33	18	09/15/2025	646	FOLLETT SCHOOL SOLUTIONS INC	Destiny Cloud Migration	2,305.00
33	19	09/24/2025	32536	DELL MARKETING L.P.	Dell Laptops Business Office	2,565.48
Non-Payroll Total:						\$22,336.39
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$22,336.39

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 10 - 9999, Fund(s): 81 GIFT FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	10	09/15/2025	39214	ARVEST BANK	CO ADMIN CONSUMABLES and EXTRA SUPPLIES	5,000.00
Non-Payroll Total:						\$5,000.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$5,000.00

MEMO

To: The Board of Education
From: Anita Miller, School Activity Fund Clerk *AM*
Date: October 6, 2025
Subject: School Activity Fund Transfer

I am requesting the transfer of \$321.64 from MS General #879 to MS Academic Team #882.

This transfer is to move the balance of funds deposited by the MS Academic Team during FY25 in the MS General account.

RECOMMENDATION: That the Board approves the transfer as presented.

MEMO:

TO: ANITA MILLER
FROM: STEPHANIE MURRAY

RE: ACADEMIC TEAM MONEY TRANSFER FROM ACCOUNT #879 TO #882

SEPTEMBER 29, 2025

Anita,

Per your email and documentation attached, please transfer \$321.64 from the General Fund Activity Account number #879 to the newly formed Academic Team Activity Fund Account #882. Thank you for your help in figuring this out and getting this money transferred. I appreciate your time and effort.

Stephanie Murray,



Math Department Lead
7th Grade Math
Academic Team Head Coach
Shawnee Middle School

cc:/Keely Tolin



Shawnee Public Schools Revenue/Expenditure Detail

Options: Fund: 60, Date Range: 7/1/2024 - 6/30/2025

Transaction	Ref	Prj	Fnc	Obj	Prg	Sbj	Job	Unit	Date	Description	Amount
879 MS GENERAL											
										Begin Balance	\$0.00
Receipt	76	879	1460		879			505	9/13/2024	TONY'S FUNKY CANTINA CO	\$169.00
Receipt	93	879	1460		879			505	9/20/2024	ADA BOTTLING CO - AUGUS	\$22.15
Receipt	156	879	1460		879			505	10/9/2024	TONY'S FUNKY CANTINA CO	\$80.00
Receipt	239	879	1460		879			505	10/22/2024	TONY'S FUNKY CANTINA CO	\$143.00
Receipt	352	879	1460		879			505	11/14/2024	TONY'S FUNKY CANTINA CO	\$49.00
Receipt	444	879	1990	000	879	0000	000	505	12/16/2024	MOVIE FIELD TRIP	\$2,488.05
Receipt	462	879	1990	000	879	0000	000	505	12/18/2024	MOVIE FIELD TRIP	\$6.00
Receipt	623	879	1950	000	879	0000	000	505	2/6/2025	ACEDEMIC TEAM FR# 505-4	\$350.00
Receipt	624	879	1990	000	879	0000	000	505	2/7/2025	ICE SKATING FIELD TRIP	\$2,016.00
Receipt	632	879	1990	000	879	0000	000	505	2/10/2025	ICE SKATING FIELD TRIP	\$36.00
Receipt	642	879	1610	000	879	0000	000	505	2/11/2025	ACEDEMIC TEAM FR# 505-1	\$668.00
Receipt	670	879	1460	000	879	0000	000	505	2/26/2025	ADA BOTTLING CO - JAN CO	\$13.80
Receipt	736	879	1460	000	879	0000	000	505	3/13/2025	ADA BOTTLING CO - FEB CO	\$7.60
Receipt	849	879	1460	000	879	0000	000	505	4/14/2025	TONY'S FUNKY CANTINA CO	\$96.00
Receipt	895	879	1460	000	879	0000	000	505	4/25/2025	ADA BOTTLING CO - COMMI	\$10.65
Receipt	939	879	1460	000	879	0000	000	505	5/5/2025	TONY'S FUNKY CANTINA CO	\$102.00
Receipt	1031	879	1460	000	879	0000	000	505	5/22/2025	TONY'S FUNKY CANTINA CO	\$51.00
AdjustingEntry	1	879	0000		879			505	7/1/2024	FY25 BEGINNING BALANCES	\$4,763.34
AdjustingEntry	12	879	1010	000	879	0000	000	505	2/3/2025	DECEMBER TRANSPORTATI	(\$240.00)
AdjustingEntry	18	879	1010	000	879	0000	000	505	4/7/2025	FEBRUARY TRANSPORTATIO	(\$94.50)
Payment	8	879	2199	682	879	0000	000	505	7/22/2024	36445-LIFELINE DESIGNS	(\$192.00)
Payment	55	879	2199	683	879	0000	000	505	8/16/2024	39214-ARVEST BANK	(\$167.92)
Payment	238	879	2199	811	879	0000	000	505	9/26/2024	12622-DALE PUBLIC SCHOO	(\$100.00)
Payment	277	879	2199	683	879	0000	000	505	8/16/2024	39214-ARVEST BANK	(\$168.62)
Payment	329	879	2199	683	879	0000	000	505	8/26/2024	4788-AMAZON	(\$169.95)
Payment	498	879	2199	682	879	0000	000	505	11/6/2024	50529-5 BOYS APPAREL, LLC	(\$403.00)
Payment	529	879	3200	660	879	0000	000	505	12/6/2024	39214-ARVEST BANK	(\$2,586.00)
Payment	556	879	3200	660	879	0000	000	505	12/20/2024	39214-ARVEST BANK	(\$300.00)
Payment	721	879	3200	660	879	0000	000	505	2/5/2025	39214-ARVEST BANK	(\$1,800.00)
Payment	815	879	2199	682	879	0000	000	505	3/3/2025	36445-LIFELINE DESIGNS	(\$256.00)
Payment	896	879	2199	682	879	0000	000	505	3/27/2025	39214-ARVEST BANK	(\$186.75)
Payment	909	879	2199	682	879	0000	000	505	4/1/2025	39214-ARVEST BANK	(\$153.61)
Payment	1085	879	2199	682	879	0000	000	505	4/7/2025	39214-ARVEST BANK	(\$300.00)
Cash End Balance											\$3,953.24
Unpaid PO Total											\$0.00
879 MS GENERAL Accrual End Balance											\$3,953.24
Total Cash End Balance											\$3,953.24
Total Accrual End Balance											\$3,953.24

Academic Team
 Deposits = \$1,018.00
 Expenditures = \$1,696.36

 Balance = \$321.64

AGREEMENT
HEARING IMPAIRED CONSULTATION SERVICES
FOR SHAWNEE PUBLIC SCHOOLS

This agreement, made and entered into as of September 19, 2025, between the Shawnee School District of Shawnee, Oklahoma, and **Kristie Longest**

WITNESSETH:

A) That hearing impaired consultation be provided by a qualified, certified hearing impaired consultant in accordance with all federal, state, and local laws and regulations;

B) That consultation of the highest quality be available to hearing impaired students of the Shawnee School District; and

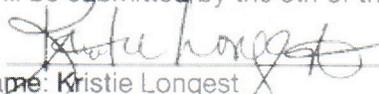
C) Whereas **Kristie Longest** is a qualified to practice hearing impaired consultation; and whereas the prime objective of **Kristie Longest** is to provide for the highest quality of services in the Shawnee School District, the parties hereto agree as follows:

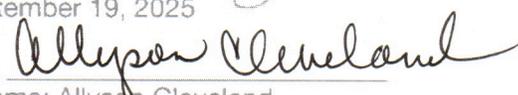
- The school board of Shawnee School District hereby employs **Kristie Longest** to perform the services described here under.

- The term of this agreement shall be from September 19, 2025, to June 1, 2026. Negotiation of a new agreement for the school year 2025-2026 will be completed by May 1, 2026. Notice of intent not to renew this agreement will be given by Shawnee School District by April 1, 2026. Either party may terminate this agreement by giving written notice to the other party. Thirty (30) days after the date of written notice, the agreement will end.

- **Kristie Longest** agrees to participate in IEP meetings as a qualified hearing impaired consultant to interpret data related to hearing impairment, offer support to teachers and families, and answer questions.

- For such services, Shawnee School District agrees to pay \$100.00 per student per meeting. Invoices will be submitted by the 5th of the month and paid by the 20th.

Signature: 
Printed Name: Kristie Longest
Title: Director of Special Services
Date: September 19, 2025

Signature: 
Printed Name: Allyson Cleveland
Title: Director of Special Services
Date: September 19, 2025

**OKLAHOMA HEALTH CARE AUTHORITY
MEMORANDUM OF UNDERSTANDING
SECTION A. CONTRACT TERMS AND CONDITIONS**

Based upon the following recitals, the Oklahoma Health Care Authority (hereinafter referred to as OHCA), and Shawnee Public Schools (Champion District) enter into this Contract.

Contents

A.1 PURPOSE..... 1
A.2 THE PARTIES 1
A.3 GENERAL PROVISIONS..... 2
A.4 PAYMENTS AND REIMBURSEMENT..... 2
A.5 TERMINATION..... 2
A.6 SCOPE OF WORK 3

A.1 PURPOSE

This Memorandum of Understanding (MOU) is entered into by and between Oklahoma Health Care Authority and Shawnee Public Schools for the purpose of defining responsibilities and collaborative activities to support the implementation of an infrastructure that creates capacity for billing SBS beyond the Individualized Education Program (IEP). The Champion District will provide peer training, mentorship, guidance, and capacity-building support to assigned School Districts within their region for the Implementation, Enhancement, and Expansion of Medicaid and CHIP School-Based Services aligned with the goals of the CMS grant further described in Section B.

A.2 THE PARTIES

1. Oklahoma Health Care Authority
 - a. OHCA is the single State agency designated by the Oklahoma Legislature through 63 O.S. § 5009(B) to administer Oklahoma’s Medicaid Program, known as SoonerCare.
 - b. OHCA has authority to enter into this Contract pursuant to 63 O.S. § 5006(A), 74 O.S. § 85.1 *et. seq.* OHCA’s Chief Executive Officer has authority to execute this Contract on OHCA’s behalf pursuant to 63 O.S. § 5008(B).
 - c. OHCA’s mailing address for the purposes of this Contract is as follows:
Oklahoma Health Care Authority
Attn: Contracts Development Unit
4345 N. Lincoln Boulevard
Oklahoma City, OK 73105-5101
2. Champion District (Contractor)
 - a. Contractor’s mailing address and contact information for the purposes of this Contract is included in Section B.

A.3 GENERAL PROVISIONS

1. Contract Term

Champion District participation shall begin July 1, 2025 through June 30, 2026 with a possible one (1) year options to renew.

2. Amendments/Modifications

a. This Contract contains all of the agreements of the parties and no oral representations by either party are binding. Any amendments and/or modifications to this Contract's term, scope of work, shall be in writing and signed by both parties.

b. Legislative, regulatory, and programmatic changes may require changes in the terms and conditions of the Contract. Modifications of terms and conditions of this Contract shall be authorized in such cases upon mutual approval by OHCA and Contractor. At all times, all parties shall adhere to the overall intent of the Contract.

3. Assignment

a. Contractor shall not assign or transfer any rights or obligations under this Contract without prior written consent of OHCA.

4. Public Disclosure

a. Contractor shall not cause public disclosures or news releases pertaining to this Contract without prior written approval of OHCA.

A.4 PAYMENTS AND REIMBURSEMENT

1. The anticipated Year 2 budget for Champion District participation is \$89,000 per LEA mentor for the period of July 1, 2025 through June 30, 2026.

2. This amount is subject to approval by the grant administrator and the Oklahoma Health Care Authority and may be adjusted based on funding availability and program needs.

3. In addition, up to \$25,000 in carryover funds from Year 1 may be made available, pending final approval from the Centers for Medicare & Medicaid Services (CMS). This amount is not guaranteed and will be confirmed once CMS provides further notice.

4. OHCA has forty-five (45) days after a valid invoice is submitted to pay the invoice before payment is considered late.

5. If Contractor fails to perform the deliverables and fails to comply with the standards set out in Section B, OHCA reserves the right to reduce, withhold, or eliminate payment to Contractor.

A.4 TERMINATION

1. Either party may terminate this contract in whole or in part for cause with a thirty (30) day written notice to the other party. Either party may terminate this contract in whole or in part without cause with a sixty (60) day written notice to the other party. All notices of termination under this paragraph shall be in writing.

2. OHCA may terminate this Contract immediately, in whole or in part, with a written notice to Contractor(s) when one of the following applies:

a. Funding of the Medicaid Program from the State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract;

b. Violations are found to be an impediment to the function of OHCA;

- c. OHCA determines that an administrative error occurred prior to Contract performance;
 - d. Other action occurs making it unlawful for Contractor to provide services; or,
 - e. Both parties agree to terminate the Contract immediately without cause.
3. Upon termination of this Contract, Contractor or its estate shall return to OHCA all items belonging to OHCA. This may include but is not limited to computers, equipment, badges, and electronic documents or files.

A.5 SCOPE OF WORK

The scope of work is described in Section B.

EXECUTED:

Allyson Cleveland

Shawnee Public Schools

Director of Student Services

9-30-25

Date

Christina Foss

State Medicaid Director

Oklahoma Health Care Authority

Date

**OKLAHOMA HEALTH CARE AUTHORITY
SECTION B. PARTIES AND SCOPE OF WORK**

B.1 Parties Contact Information

1. Oklahoma Health Care Authority

a. Contract Staff:

Name: Holly Williams
Title: Sr. Contracts Coordinator Email:
holly.williams@okhca.org Phone: (405)
522-7062

b. Business Owner Staff:

Name: Lana Brown
Title: School Based Services Manager Email:
lana.brown@okhca.org Phone: (405) 522-
7421

c. Shawnee Public Schools

Address: 326 N. Union
City, State and Zip Code + 4: Shawnee, OK. 74801
Email Address: jjames@shawnee.k12.ok.us (Jason James, Superintendent)
Phone Number: 405-273-0653
Contact Staff:
Name: Allyson Cleveland
Title: Director of Student Services
Email: acleveland@shawnee.k12.ok.us
Phone: 405-273-6794

B.2 Contract Purpose

The purpose of this Contract is for Champion Districts to serve as peer mentors to Partner Districts and contribute to the scale and sustainability of evidence-based practices that advance systems alignment, equitable access to services, and whole-child well-being.

B.3 Contract Term

The parties agree that this Contract shall begin July 1, 2025, through June 2026 with an optional one (1) year renewal, which may be exercised solely at the discretion of the Oklahoma Health Care Authority.

B.4 Scope of Work

The Champion District agrees to fulfill the following responsibilities:

1. Mentorship and Technical Assistance

- a. Provide strategic mentorship within the assigned region(s) over the term of the grant year.
- b. Offer guidance grounded in prior grant experience, including development of scalable workflows, Medicaid alignment strategies, and implementation of integrated service models.
- c. Facilitate individualized technical assistance sessions at least once per quarter.
- d. Conduct trainings for Partner Districts following a six-month onboarding period, ensuring districts are updated with current School-Based Services (SBS) and Medicaid policy.
- e. Support school-based stakeholders in identifying local infrastructure needs and goals for billing Medicaid and CHIP services beyond the IEP.

2. Participation in Required Meetings and Convenings

- a. Attend monthly coordination calls with Partner Districts and Grant Administrator staff.
- b. Participate in quarterly all-district convenings and bi-annual Champion District peer forums.
- c. Co-lead or present in at least one professional learning session or webinar during the contract year.

3. Resource and Tool Sharing

- a. Provide examples of successful documentation, workflows, or tools that support systems integration and sustainability planning.
- b. Assist Partner Districts in adapting tools for local implementation.
- c. Disseminate Medicaid Training Manual, Medicaid Billing Manual, and Medicaid School-Based Toolkit to partner districts.
- d. Submit any public-facing materials, including brochures, presentations, media releases, and toolkits—for OHCA review per federal branding and compliance standards.

4. Community Engagement and Trainings

- a. Conduct informational sessions, webinars, and trainings for school faculty, families, parent-teacher organizations, school boards, and community agencies, including Tribal organizations.
- b. Host in-person outreach at town halls and back-to-school events, ensuring bilingual access (e.g., English and Spanish pamphlets).
- c. Maintain records of community engagement activities and their alignment with grant objectives.

5. Data Sharing, Evaluation, and Reporting

- a. Track and document mentorship and technical assistance activities using approved templates.
- b. Submit monthly reports to OHCA summarizing activities, performance metrics, success stories, budget updates, and program challenges.
- c. Submit quarterly reports (October 10, January 10, April 10, and July 10) detailing rural, Tribal, and remote area engagement, process and outcome measures, and Medicaid service utilization.
- d. Participate in OHCA-led site visits and evaluations and provide all data and reports required for state and federal monitoring.

- e. Support OHCA's evaluator in collecting and analyzing both formative and summative data related to program implementation in annual evaluation activities (e.g., interviews, focus groups, or surveys).

6. Strategic Planning and Sustainability

- a. Guide Partner Districts in aligning goals with state and CMS Medicaid initiatives.
- b. Contribute to the development of sustainability strategies that allow for continuation of grant related practices post-funding.
- c. Budget and Amendments
 - i) Ensure compliance with prior approval requirements related to budget, staffing, travel, and technology purchases.
 - ii) The Champion District shall submit monthly and quarterly reports in accordance with OHCA requirements. Reports must include summaries of grant activities, financial expenditures, implementation progress, success stories, and challenges—particularly in rural, Tribal, and underserved areas. Failure to submit timely reports may result in delayed payments or corrective action plans.
 - iii) Any changes to the approved budget or use of funds must receive prior written approval from OHCA. Champion Districts are permitted no more than two (2) budget modification requests during the contract period, subject to CMS approval.
- d. Staff Requirements and Documentation
 - i) Maintain and submit documentation regarding staff qualifications and background checks in accordance with Oklahoma State law and grant requirements.
 - 1) The Champion District will assign 2–3 staff members, totaling 100% effort, to the project within 60 days of contract execution. These individuals will allocate a portion of their time to grant activities. Compensation for this position, including fringe benefits, shall not exceed 70% of the total funds allocated. All staff hours must be tracked and documented for audit and reporting purposes.

B.5 Oversight and Deliverables

1. The Grant Administrator will provide oversight, assign Partner District pairings, and distribute templates for reporting and documentation.
2. **Champion Districts are responsible for:**
 - a. Submitting monthly mentorship activity logs.
 - b. Providing quarterly status updates and a final year-end summary.
 - c. Meeting all evaluation and compliance requirements associated with the CMS grant.
 - d. All public-facing materials such as brochures, toolkits, presentations, or digital content must be submitted to OHCA at least 45 days prior to release for compliance review. Materials must include required CMS branding language and funding attribution in accordance with the Stevens Amendment.
 - e. Submit a continuation application annually to remain eligible for ongoing CMS funding.

B.6 Corrective Action and Noncompliance

1. OHCA reserves the right to issue a corrective action plan in the event of noncompliance with any grant deliverable, reporting requirement, or fiscal control. Continued noncompliance may result in suspension or termination of the contract.

October 6, 2025 - PERSONNEL BOARD ACTION

Exhibit A

NAME	JOB & SITE	EFFECTIVE DATE
RETIREMENT SUPPORT		
Brothers, Dennis	Bus Driver/Transportation	09/23/25
RESIGNATION SUPPORT		
Campbell, Kristi	Administrative Assistant - HR / CO	10/15/25
Massey, Billy	Bus Driver/Transportation	Deceased 09/17/25
Tincler, Sharylyn	Food Service Assistant / HM	09/30/25
Walker, Cassandra	Crossing Guard/WR	09/26/25

