



AGENDA
Shawnee Public Schools
Board of Education - Administration Building
326 N. Union Ave.
Shawnee, OK 74801
Monday, January 12, 2026
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. Minute of Silence and Invocation
 - C. Flag Salute
2. Opportunity for Public Comment
3. Report of the Superintendent
 - A. Discussion and possible board action for review of the Audit Report for the 2024-2025 FY as presented.
 - B. Central Office Reports
 - Educational Services Report
 - Special Services Report
 - Counseling and Community Engagement
 - Communications Report
 - Operations Report
 - C. Superintendent's Items, Announcements & Recognition
 - a. Board to Discuss and vote on OSSBA Policies listed below:
 - Section A
 - Section B
 - Section C
 - b. Recognitions & Announcements
 - Board Member Recognition
4. 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 December Special Board Meeting
 - B. Report of the Chief Financial Officer
 - a. Treasurer's Report
 - b. Encumbrance Registers for 25-26FY
 - BOND FUND 03 PAYMENT REGISTERS 27-34
 - GENERAL FUND 11 ENCUMBRANCES 778-824
 - CO-OP FUND 12 ENCUMBRANCES 13-14
 - BUILDING FUND 21 ENCUMBRANCES 157-165
 - BOND FUND 33 ENCUMBRANCES 35
 - GIFT FUND 81 ENCUMBRANCES 50-54
 - c. School Activity Fund Transfers for the 25-26 FY
 - C. Agreements:
 - a) Update of Bank Signers at First United Bank
5. Proposed Executive Session (25 O.S. §307 (B) (1)) to discuss:
 - Proposed Superintendent's Personnel Report;
 - Exhibit A
 - Exhibit B (filed under separate cover)
 - Superintendent's Contract
 - A. Vote to convene or not to convene into Executive Session
 6. Acknowledge to return to Open Session
 7. Board President's Statement of Executive Session Minutes.
 8. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)
 9. Board discussion and action on Superintendent's employment and contract.
 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
 12. 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



SHAWNEE PUBLIC SCHOOLS

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

JACKIE NOBLE
DIRECTOR OF ACADEMIC SERVICES

Academic Services Board Update 1/12/26

- **Enrollment** (as of)

6th gr - 223	7th gr - 235	8th gr - 233	9th gr - 268	10th gr - 276	11th gr - 267	12th gr - 257
PreK - 158	K - 222	1st gr - 243	2nd gr - 220	3rd gr - 209	4th gr - 246	5th gr - 225

- **Instruction/Curriculum Support**

- EmPowerEd

- **Professional Development**

-



SHAWNEE PUBLIC SCHOOLS

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

ALLYSON CLEVELAND
DIRECTOR OF SPECIAL SERVICES

Student Services Board Report - January 12, 2026

- EmpowerED 2026 on Monday, January 5, gave us an opportunity to train the nursing staff on Ed Plan Health. The three hour training provided the necessary information to begin utilizing the platform. The response from our nurses has been quite positive overall, and all seven hit the ground running on Tuesday by entering medication and screening information.
- At the close of S1, Student Services had processed the records of 8 new IEP/504 students for S2. At the close of



SHAWNEE PUBLIC SCHOOLS

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

MICHELLE WALLACE
DIRECTOR OF COUNSELING
AND COMMUNITY ENGAGEMENT

Board Update January 12, 2026

- **Community Engagement:**
 - United Acts of Kindness Campaign - we will participate in the community wide event sponsored by First United Bank. We look forward to spreading kindness through SPS and beyond.
 - Excellence in Education Gala (Teacher of the Year) is scheduled for Monday, February 23 at the Grand Casino. We would love to have you attend. Please RSVP to Michelle Wallace by February 6 if you would like to join us for our celebration.
 - Shawnee Educational Foundation Banquet is planned for Thursday, March 26, 2026 at OBU. This year SPS received 28 grants totaling \$31,101.18. Each site received multiple grants.

- **Counseling/Pathways**
 - Academic Academies & Pathways
 - Moving forward with creating our pathways within our 6 academies:
 - Human Services and Resources
 - Health Sciences
 - Communication and Information Systems
 - Manufacturing and Engineering Systems
 - Business
 - Environmental and Agricultural Systems
 - Preparing for advisement with our middle and high school students within our academies for the 26-27 school year
 - Working on trainings for our testing window (April 13-May 13)



SHAWNEE PUBLIC SCHOOLS

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

AMANDA JOHNSON
DIRECTOR OF COMMUNICATIONS

Shawnee Public Schools – Communications Department Board Report BOARD UPDATES | January 12, 2026

The Communications Department remained active throughout December and January, focusing on celebrating student achievements, elevating staff voices, strengthening community engagement, and preparing for key upcoming events.

Student & Staff Recognition

- **College Signing Celebration**
We proudly celebrated Ja'Qwon Evans as he signed to continue his academic and athletic career at Oklahoma State University. This exciting milestone was highlighted across district platforms as we recognized Ja'Qwon's hard work and accomplishments. *Go Pokes!*
- **EmpowerED PD Conference Presentation**
I presented at the EmpowerED Professional Development Conference on storytelling in education, with a focus on empowering teachers to share classroom experiences through Apptegy's Moderated Users tools. This session supported teacher voice, transparency, and authentic storytelling across our digital platforms.

Community Engagement & Visibility

- **Christmas Parade Participation**
Shawnee Public Schools had a strong presence in the Christmas Parade prior to winter break. Communications coordinated SPS student groups to line up together in one designated area, creating a unified district presence. During lineup, students were provided hot chocolate thanks to the generous support of First United Bank and Heavenly Grind Coffee, adding a warm and festive touch to the experience. Special thank you to the Transportation Department for decorating our ESBs to transport the students in the parade!

Community Partnerships & Student Safety

- **Safe Routes to School Collaboration**
We continue our work in partnership with the City of Shawnee and Pottawatomie Go to support Safe Routes to School planning efforts. Walk audits conducted by the City will be focused around Shawnee Public Schools campuses, helping identify infrastructure and safety needs for students and families. We are also anticipating the release of a Safety Action Plan through the City's Safe Streets and Roads for All (SS4A) grant, which will guide future safety improvements and coordination.

Upcoming Events & Planning

- **Community Pep Rally – Pack the PAAC**
Planning is underway for our Community Pep Rally on January 29th, designed to bring together students, staff, families, and the community in support of Shawnee athletics.
 - *Food trucks begin: 5:00 PM*
 - *Pep Rally starts: 6:00 PM*

- **Homecoming**

Planning has begun for Homecoming, scheduled for February 10th.

- **Etiquette Luncheon**

We are currently working on our second etiquette luncheon for Shawnee High School students, scheduled for February. This event is made possible through valued community partnerships and focuses on key life skills for our students.

- **Excellence in Education Recognition**

Our communications intern will begin producing Teacher of the Year video features, highlighting classroom excellence and staff impact. These videos will help celebrate our Excellence in Education winners.

The Communications Department continues to focus on elevating student and staff stories, strengthening community connections, and strategically supporting district events and initiatives.



SHAWNEE PUBLIC SCHOOLS

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

MATT JOHNSON
DIRECTOR OF OPERATIONS

Operations Board Update – Jan 12, 2026

- **Nutrition** – The new pass thru coolers were delivered to MS. Nutrition continues to update and replace outdated equipment in the site kitchens to better serve our students. Nichole Aloway will be our go-to person while we seek to fill our director's position.
- **Transportation** - All Overhead doors we are using have been repaired/replaced!!! New Bi-Directional Chargers are ordered and will be installed later this month. These are provided with the Recharge OK program. We will be retaining the current chargers as "spares" or for future use.
- **Technology** – Currently setting up New Chromebooks for the High School and Middle School. We are adding an Access Controlled Door to Jim Thorpe Academy. Upgrading JTA wireless aps this week. Installing network at the Football Press box.
- **Construction** – Middle school flooring is complete. Three computer labs at SMS have been gutted and opened up for better use. The canopy at SECC is complete. Sequoyah parking lot is complete. Baseball press box renovation will be complete by the end of the month. The football press box construction is complete. Ewe are now removing the temporary press box and repairing the bleachers. It will be able to be used at the end of the month. Horace Mann library renovation was completed over Christmas break (new carpet and paint). Dirt work and grading has started at Stucker. Tennis center has been sheet rocked and is on schedule.

SCHOOL DISTRICT LEGAL STATUS

Shawnee Public School District ("District") is an independent school district incorporated according to the laws of the State of Oklahoma. District is a body corporate and possesses the powers of a corporation for public purposes. District may sue and be sued, may be capable of contracting and being contracted with, and holding such real estate and personal property as it may come into possession of and as authorized by law.

The Oklahoma Constitution and Oklahoma law provides this school district with the usual powers of a corporation for public purposes by the legally designated name and style of Independent School District Number I-093 of Pottawatomie County, Oklahoma. The district may sue and be sued, and is capable of contracting and being contracted with, and holding such real and personal property which may come into its possession as authorized by law.

The official name shall be Shawnee Independent School District Number I-093.

REFERENCE: 70 O.S. §5-105
Laws, 1949, Article 4, Section 5; Laws, 1959, p. 321, Section 4; Oklahoma Constitution, Article 17, Section 2
Oklahoma Constitution, Article 13, Section 1

PHILOSOPHY

Our democratic form of government and our way of life depend upon how well the public schools educate our students and train them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society shall lead productive lives. As such, education, either directly or indirectly, is geared to this goal. Because our heritage has developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's and our state's constitutions; therefore, our function in the Shawnee Public Schools is to provide the opportunity for each student to develop the skills and attitudes which will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, and social competence.

The school will take its place beside the home and the church in helping each child establish standards by which he or she may live and develop those qualities and attitudes that will enrich and strengthen his or her life.

MISSION STATEMENT

The Shawnee Board of Education believes that each student has a right and responsibility to succeed, to achieve to the limit of his or her ability, and to take pride in his or her achievements.

It is believed that every student is entitled to respect and dignity as an individual.

The board recognizes that achievement of educational excellence is a joint effort of the school, the home, and the community.

It is also recognized that education is a life-long process in which individuals of all ages can and should acquire new skills.

The board believes that each student should graduate with marketable skills and a solid foundation upon which future skills can be built.

The district recognizes the ability of all students to learn. Students will possess skills, knowledge, and attitudes that, in an ever-changing global society will allow them to become:

- 1) Lifelong learners who use an ever-widening base of knowledge and skills to set and achieve goals, recognize technological and societal changes, and are able to provide quality products and services.
- 2) Complex thinkers who use their creativity to solve problems, demonstrate higher order thinking skills, and can collaborate and communicate effectively.
- 3) Responsible citizens who: are self-directed, are contributing members of a community, demonstrate a knowledge and understanding of cultures, work to preserve and protect the environment, and demonstrate ethical standards.

Adoption Date:

Revision Date(s):

Page 1 of 1

BOARD OF EDUCATION POWERS AND DUTIES

The Board shall have all powers and duties expressly set forth in the laws of the State of Oklahoma, those powers implied by law, and those powers necessary to carry out the duties imposed on it. The board shall be responsible for the development of policy as guidelines for the administration of district and shall be responsible for the adoption of a budget appropriate for the district's goals.

The Shawnee 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, bookstores, 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, therefore.
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.

BOARD OF EDUCATION, POWERS AND DUTIES (Cont.)

12. Purchase necessary property, equipment, furniture, and supplies necessary to maintain and operate an adequate school system.
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.
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.

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/stepbrother
sister/stepsister

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.

REFERENCE: 70 O.S. §5-113, 5-113.1

BOARD OPERATIONAL GOALS

The primary responsibilities of the Shawnee Board of Education include the establishment of purposes, programs, and procedures that will best produce the educational achievement of district students. The board is further charged with the responsibility for wise management of resources available to the district. The board will fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer/superintendent to implement policy, and by evaluating the results. Further, it will carry out its functions openly, while seeking involvement and contributions of the public, students, and staff in its decision-making processes.

In accordance with these principles, the board, through its operating mode, will seek to achieve the following goals:

1. To work in a spirit of harmony and cooperation for the betterment of the public education system in the community.
2. To concentrate the board's collective effort on its policy-making and planning responsibilities.
3. To formulate board policies that best serve the educational interests of each student.
4. To formulate a sound fiscal policy in the interest of fiscal economy.
5. To provide the superintendent with sufficient and adequate guidelines for implementing board policies.
6. To maintain open and effective communication with community, staff, and students in order to maintain awareness of attitudes, opinions, desires, and ideas.
7. To conduct board business openly, soliciting and encouraging broad-based involvement in the board's decision-making processes by public, students, and staff.
8. To continually evaluate district education goals and their implementation in the district.

The board believes educational goals and objectives must be established at all grade levels in the school system, from kindergarten through the senior level.

SCHOOL BOARD MEMBERS
TERM OF OFFICE

It is the policy of the Shawnee 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 Pottawatomie 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 (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.)

If vacancies occur which result in the loss of a quorum of the Board of Education, the Governor shall appoint a member or members necessary to constitute a quorum to the Board of Education. Such appointment shall be for the remainder of the term of office for that seat.

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. _____ (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.

FILLING BOARD VACANCIES (PROCEDURE)

The board may fill a vacancy on the board by appointment or by special election. The Attorney General has ruled that a school board may interview candidates for appointment in executive session (AG Op. No. 92-23). The following suggested agenda language does not represent approval or disapproval of any action that may be taken by the board of education:

Proposed executive session to interview candidates and to discuss appointment of a ~~volunteer to the~~ _____ ~~Board of Education~~ an individual to vacant board seat # _____. 25 O.S. §307(B)(1) and 70 O.S. § 5-118.

Vote to convene or not to convene in executive session.

Vote to return to open session.

Executive session minutes compliance announcement.

Vote to appoint or not to appoint a ~~volunteer to the~~ _____ ~~Board of Education~~ an individual to vacant board seat # _____.

If the filing period has closed for an open position on the school board and no candidate has filed resulting in a vacancy, the board may appoint to fill the vacancy. In this very limited circumstance, the board may determine that the person appointed does not have to reside in the board election ward. The person appointed would have to fulfill all other requirements as set forth in law for school board candidates. Any person appointed who does not reside in the board election ward may only serve the appointed term of office and would not be eligible to refile for that board seat.

If the board cannot reach a decision with regard to appointing an individual to fill the position within 60 days, the board is required to call a special election. (See BBB-E1 for a sample resolution calling for a special election.) The resolution calling for a special election must be delivered to the secretary of the county election board no fewer than 60 days preceding the election. However, the board is not required to wait until the next date the county is holding an election. It is at the discretion of the board as to when the election will be held, as long as the resolution is provided to the secretary of the county election board no fewer than 60 days prior to the date requested for the election. Individuals elected to fill a vacancy serve for the remainder of the unexpired term

If an individual is appointed to the seat, 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.

REFERENCE: 26 O.S. §13A-110

Adoption Date:

Revision Date(s):

Page 1 of 1

CODE OF ETHICS FOR BOARD MEMBERS

The Shawnee Board of Education will be guided by the following Code of Ethics,

As a member of the Board of Education I will:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings.
3. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment of individuals or special interest groups.
4. Encourage the free expression of opinion by all board members, and seek systematic communications between the board, students, staff, and all elements of the community.
5. Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
6. Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs.
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national School Boards Associations.
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
9. Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain.
10. Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law including, but not limited to, those items discussed in Executive Session of the Board.
11. Remember, always that my first and greatest concern must be the educational welfare of the student attending the public schools.

Adoption Date:

Revision Date(s):

Page 1 of 1

DEVELOPMENT OPPORTUNITIES:
BOARD MEMBERS

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. 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 laws and 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 through the news media about the board's continuing in-service education and about the programs anticipated for short- and long-range benefits to our schools.

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.
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. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to board members for their travel expenses will be in accordance with the travel expense policy for staff members. (See policy DEE and DEE-R.)
4. 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.

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

School board members are encouraged to attend virtual and in-person 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. 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.

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

DRAFT

**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.

5-year term of office ----- 15 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.

If a board member fails to complete the required hours of education within the time allowed, the failure to comply with the continuing education requirements of the law shall result in the board member being ineligible for re-election or reappointment.

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

Adoption Date:

Revision Date(s):

Page 1 of 1

**SCHOOL BOARD
INTERNAL ORGANIZATION**

The Shawnee 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**

**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, prior to the meetings, inspect and review all warrants to be approved by the board. Such review with the business manager shall include requisitions, requests for purchase orders, and all documentation relating to statutory payment.
3. The Clerk shall, in addition to performing other duties specifically imposed upon him by the school district code, cooperate with the superintendent, the board Treasurer, the Minutes Clerk, and the Encumbrance Clerk in the management of the business affairs of the district, and in all areas of business policy and administrative practices.
4. 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.
5. The Clerk shall furnish whenever requested, any and all reports concerning the school district affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
6. The Clerk is authorized to destroy all claims, warrants, contracts, purchase orders, and any other financial records, or documents, including those relating to school 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 such school district for a period of longer than five (5) years.
7. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with district's technology department for including the filings on the district's website.

REFERENCE: 70 O.S. §5-119, §5-122

**SCHOOL BOARD MEMBERS
OFFICER TERMS OF OFFICE**

The officers of the Shawnee Board of Education shall consist of a president, vice-president, and a clerk. The officers are elected by the board members for a term of one (1) year and shall serve until successors are elected and qualified.

An independent treasurer is appointed treasurer of this school district but is not a member of the board of education.

In addition to the officers listed above, the board shall employ a Minutes Clerk and an Encumbrance Clerk, or in the alternative, a Minutes/Encumbrance Clerk who shall perform the duties of both the Minutes Clerk and the Encumbrance Clerk.

REFERENCE: 70 O.S. §5-119

DRAFT

CONSULTANTS

The administrative staff shall encourage the use of professional consultants from the Oklahoma State School Boards Association, the Oklahoma Department of Education, universities, colleges, and other resource persons when such services will be helpful in the improvement of the instructional program. The kinds of assistance sought from consultants may include, but will not necessarily be limited to conducting fact-finding studies, surveys, and research; providing counsel or services requiring special expertise; and assisting the board in developing policy and program recommendations. All consultants should be approved by the superintendent prior to invitation and arrangement for visitation. Upon its own volition or upon the recommendation of the superintendent, the board may engage such consultants as deemed necessary and appropriate for the operation of district and as allowed by law.

No employment agreement or contract will be entered into with any person who has retired as an administrator with any school district for 2 years after the retirement date of such administrator. (Retirement date, for the purpose of this policy, is the last day the employee is required to be physically present on the job.) However, such administrator may be employed as a substitute teacher.

There are legal restrictions concerning the amount a retired administrator may earn. Please see Oklahoma Statutes, Title 70, Section 17-116.10.

REFERENCE: 70 O.S. §6-101.2
70 O.S. §17-116.10

Adoption Date:

Revision Date(s):

Page 1 of 1

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE

In accordance with state law, the Shawnee Board of Education has established a Healthy and Fit School Advisory Committee to be composed of at least seven members. The committee may include teachers, administrators, parents of students, health care professionals, and business community representatives.

Each school site's principal shall appoint the members of the committee. The committee will be involved in monitoring, implementation, and evaluation of the law with respect to access to foods of minimal nutritional value. The committee will also assist the district in promoting a positive school climate by assisting with the planning implementing and evaluating the effectiveness of bullying prevention and response

The purpose of the Healthy and Fit School Advisory Committee is to study and make recommendations to the school principal regarding:

- ~~Health education~~
- Implementation of the Health Education Act of 2021 as set forth in 70 O.S. §§ 11-103.12, 11-103.13, and 11-103.14.
- Physical education and physical activity
- Nutrition and health services

Safety Issues:

- Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students.
- Student bullying, including reviewing the district policy regarding bullying and research-based programs for bullying prevention.
- Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying.
- Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and other behavioral health and suicide prevention resources within or outside the school system.
- Professional development needs of faculty and staff to recognize and report suspected human trafficking.

The committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law.

The committee shall make its recommendations *(annually) (as needed) (by a specified date)*. The principal shall give consideration to recommendations of the committee.

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.

Adoption Date:

Revision Date(s):

Page 1 of 2

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE (Cont.)

REFERENCE: 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.

NOTE 2: District Boards of Education may combine the Healthy and Fit School Advisory Committee with the Safe School Committee.

DRAFT

ARCHITECT

To assist the Shawnee Board of Education in providing for new and/or renovated facilities, an architect shall be employed and commissioned to work with the board on every major project. While smaller projects may be designed and specifications prepared by the director of school plant services or various other staff employees, any project that equals or exceeds forty thousand dollars (\$40,000) in cost shall be designed and supervised by an architect of the Board of Education's choice. The board may at its option establish a continuing relationship with an architectural firm rather than interviewing and selecting an architect for each project; however, a new contract must be approved and appropriate action taken by the board to employ an architect each time a new project is approved by the board. No qualified architectural applicant shall be denied an interview for consideration as a project architect because of race, color, creed, sex, or national origin.

In selecting an architect, the board will first appoint an architectural screening committee consisting of the superintendent, the director of school plant services, and up to two (2) members of the board. Other school employees or lay community members may also be appointed to the committee if they have specific expertise or knowledge which could assist the board in making an informed choice on selecting an architect.

The board attorney will prepare or approve an architectural agreement between the board and the architect covering services to be performed and terms to be followed. Such agreement shall be submitted to the board for its action and approval and signed by both parties to the agreement.

The superintendent may also recommend to the board the employment of a construction management firm or the employment of the architect as the general contract manager if such an arrangement is deemed to be beneficial to the school system and its construction program.

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

The Shawnee 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 Shawnee Board of Education shall be held on the first Monday of each month at 6:00 P.M. unless otherwise scheduled.

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 superintendent 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 ensuring 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 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 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.

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES (Cont.)

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**

Adoption Date:**Revision Date(s):****Page 2 of 2**

EXECUTIVE SESSIONS

The Shawnee 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 sale, purchase, lease, acquisition, or appraisal of real property by the public body. 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)

Items 8, 9, 10, and 12 do not apply to public school districts and are not included within this template policy.

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;
 - 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;

EXECUTIVE SESSIONS (Cont.)

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 ~~grating~~ 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)

Adoption Date:

Revision Date(s):

Page 2 of 2

**BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION**

All regular, special, and emergency meetings of the Shawnee 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. The board, therefore, directs the superintendent to establish procedures providing for limited participation at school board meetings for the citizens of this district.

In order that board meetings operate smoothly and without disruption, the following guidelines shall be as followed:

1. Members of the audience shall not interrupt any person who has been recognized as having the floor by the board president.
2. Members of the audience or persons attending board meetings shall not display or place any banners or signs in the room where the board meeting is to be held.
3. Persons who cause a disruption or disturbance of a board meeting shall be warned once by the board president that such disruption or disturbance may result in eviction from the board meeting. If the person continues such disruption or disturbance, the board president may contact the appropriate law enforcement agency and request that the person be removed from the board meeting. In addition, the person may be charged with any possible criminal violations for the disruption or disturbance if the district decides to pursue such charges.

The purpose of the board meetings is for the board to conduct district's business and to deliberate and act upon matters before the board, unless the board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the board and to participate whenever a public hearing is being held. Members of the public shall not be recognized while the board is conducting its official business.

Public participation time will be available at all regular meetings. Prior to the start of the board meeting, persons may complete the required form and request to address the board during the public comment section of the agenda. If the request to address the board is approved, each person or group addressing the board shall be allowed three (3) minutes to address the board on matters/items which are listed on the agenda. Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group. The board president will recognize speakers, maintain proper order, and comply with time limits.

Persons addressing the board shall not be permitted to engage in defamatory conduct and shall not engage in disruptive behavior. The board will not tolerate personal attacks on members of the board, the administrative staff, or any employee.

Board members and district's administrative staff are not required to respond to questions or comments from the public since doing so could be in violation of the Oklahoma Open Meeting Act. The board will not take any action on an item addressed by the public unless such item is properly on the agenda as an action item or is properly considered new business as defined by law.

REFERENCE: 70 O.S. §5-118

Adoption Date:

Revision Date(s):

Page 1 of 1

**BOARD OF EDUCATION MEETINGS
PUBLIC PARTICIPATION
(REGULATION)**

Members of the public shall be allowed to attend all meetings of the board of education. In addition, the board of education will have an item on every agenda that affords citizens the right to speak on any item appearing on the agenda. The item will appear prior to any business being conducted by the board of education. Any individual wishing to address the board on any item appearing on the agenda shall sign in with the board clerk prior to the start of the meeting. The president of the board will then acknowledge only those individuals whose names are listed to address the board concerning any item appearing on the board agenda.

Individuals speaking under public participation will be afforded 3 minutes to speak at the meeting. The board will designate 15 minutes of the meeting overall to public participation.

**BOARD OF EDUCATION
MINUTES**

The Shawnee Board of Education recognizes that the board speaks through its board meeting minutes. The minutes clerk shall record the minutes of each board meeting. The superintendent shall maintain the minutes in a fireproof vault. The approved minutes are public records and may be examined by any citizen of the district upon proper request except for minutes of executive sessions.

The media is entitled to tentative minutes of school board meetings. Upon request, the school district will provide tentative minutes to the media within four business days, excluding the date of the meeting, after the meeting. Business days will not include Saturday, Sunday, or holidays legally declared by the State of Oklahoma.

(OPTION 1)

The board will determine who will record minutes of executive sessions. However, the designated individual will record only the topics discussed during such sessions and will not record any discussion by members. The designated individual will insure that the privacy of district employees and students is preserved. Minutes of executive sessions will be maintained in a sealed envelope as confidential records separate and apart from the regular board minutes and will be exempt from the Open Records Act.

(OPTION 2)

In order to protect the school board and to maintain the integrity of executive session, upon the return of the board to open session, an announcement should be made stating:

1. Names of those present and absent during the executive session;
2. All matters considered and that no other matters were discussed; and
3. The fact that no action was taken.

These items recorded in the minutes constitute executive session minutes. Generally, a verbatim transcript of what is said during an executive session is not information that is available for public record due to the inherent confidentiality of the information.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or pictures of executive sessions be permitted.

Refer to BEF-P for procedures on preparing board minutes.

**REFERENCE: 25 O.S. § 115 and 312
70 O.S. §5-119**

Adoption Date:

Revision Date(s):

Page 1 of 1

**BOARD OF EDUCATION
MINUTES
(PROCEDURE)**

Minutes are a brief record of the proceedings at a meeting and constitute the official record of the board. They are the main channel of communication from board to school personnel and the public. Minutes constitute the history of the school district.

Types of Meetings

There are regular, special, emergency, regular reconvened and special reconvened meetings. A reconvened meeting is a regular or special meeting adjourned to meet at a later date at a certain hour and day as specified in the minutes of the regular or special meeting by lawful board action.

Method of Taking Notes and Recording Minutes

Minutes may be recorded by handwriting, shorthand, typewriter, or mechanical recording device. Notes are taken "in depth," but minutes are written in summary.

When the minutes clerk has approved the transcribed draft and after such corrections as may be required have been made, the draft becomes the unapproved minutes for the meeting concerned and shall be deemed to be official until approved by the board at its next meeting. Unapproved minutes will be mailed to the members of the board prior to the next board meeting. All meetings of the board may be electronically recorded in order to assist the minutes clerk in preparing the official minutes of a board meeting. Any recordings of board meetings shall be retained until the board has approved the minutes. Recordings of board meetings may be requested according to district's open records policy.

Minutes should reflect:

1. Name of School, City, or Town
2. Place of Meeting
3. Day and Hour (Start-convene)
4. Kind of Meeting (Regular, Special, Emergency, or Adjourned)
5. Members Present and Absent (Last names listed alphabetically. Other attendees may be listed.)
6. Presiding Officer - President, vice-president, etc.
7. Business Transacted - General (Record should reflect what took place and nothing else. Speeches, discussions, etc. should not be recorded. Neither should full texts of reports or communications, except in unusual cases as the board may direct, be recorded. Lengthy motions are summarized, otherwise record as stated. Meetings are public and each vote must be publicly cast and recorded.)
8. Adjournment - usually by motion.

Suggested Rules in Typing Minutes

1. Capitalize and center the heading designating the meeting.
2. Indent paragraphs ten spaces.
3. Indent names of those present or absent fifteen spaces.
4. Double space between each paragraph and triple space between each item in the order of business.
5. Indent resolutions fifteen spaces and single space them.
6. Capitalization of specific boards and officers should be consistent.

BOARD OF EDUCATION, MINUTES, PROCEDURE (Cont.)

7. Leave an inch and a half outside margin, particularly on the left side of the binding.
8. Capitalize all letters in the words WHEREAS and RESOLVED in resolutions.
9. Number each page at the bottom in the center of the page.

Executive Sessions Minutes

In order to protect the school board and to maintain the integrity of executive session, upon the return of the board to open session, an announcement should be made stating:

1. Names of those present and absent during the executive session;
2. All matters considered and that no other matters were discussed; and
3. The fact that no action was taken.

These items recorded in the minutes constitute executive session minutes. Generally, a verbatim transcript of what is said during an executive session is not information that is available for public record due to the inherent confidentiality of the information.

Correcting Minutes and Inserting Corrections

No large erasures should appear in the minute book. If minutes are amended or corrected at the meeting at which they are read, the corrections shall be entered in red ink, or the amendments shall be written on a separate page to be attached. No minutes shall be rewritten after they have been read. They shall stand as corrected.

Signing of Approved Minutes

The original and permanent copy of the minutes shall be signed by the board president and by the clerk of the board immediately after the adoption of the minutes.

Where Filed and How Long

The minutes are in the custody of the clerk of the board and the clerk shall keep the minutes in a suitable place in the board office as a permanent record of the district.

REFERENCE: 25 O.S. §312

Adoption Date:

Revision Date(s):

Page 2 of 2

BOARD POLICIES

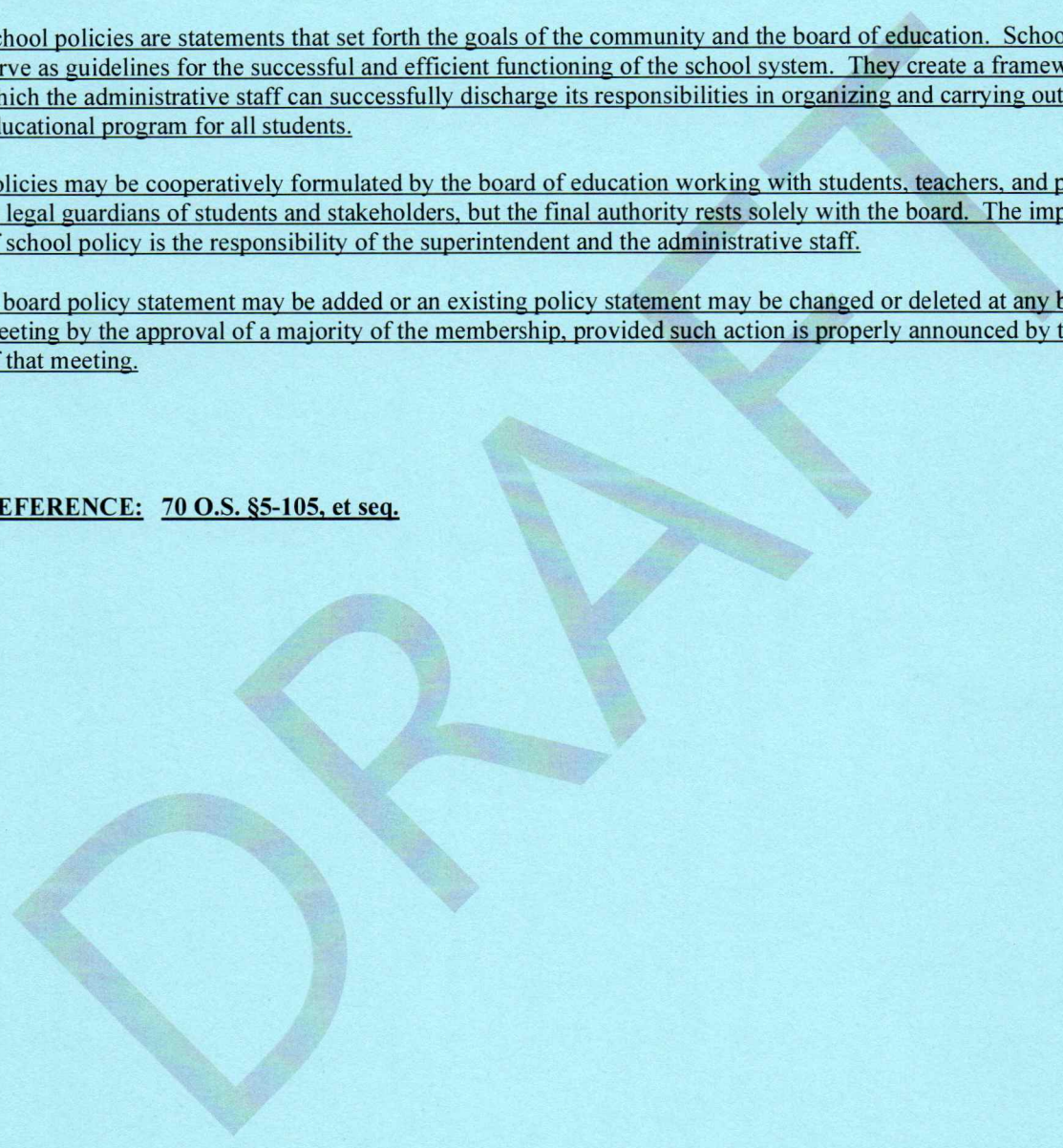
The Shawnee Board of Education believes that the formulation of school policy is its primary function and responsibility.

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 for all students.

Policies may be cooperatively formulated by the board of education working with students, teachers, and parents, and or legal guardians of students and stakeholders, 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 Shawnee 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.
- 18. The superintendent shall promote and model a culture of inclusion and equality for all students, families, employees and community, including through the development and implementation of policies and practices that embrace a diversity and honor individual differences.

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

SEPARATION/RECRUITMENT OF SUPERINTENDENT

The Shawnee Board of Education may elect not to renew the contract of the superintendent following a due process hearing. The hiring of a superintendent is a function of the board.

When a vacancy in the superintendency occurs, the board shall conduct an active search to find the person it believes can most effectively translate into action the policies of the board and the aspirations of the community and the professional staff

The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices as determined by the board. The board may seek the advice and counsel of interested, or it may employ a consultant to assist in the selection.

Records submitted to the district by an applicant for the position of superintendent shall remain confidential.

Applications for the superintendency shall be screened by the board. Those candidates who appear to meet district needs shall be interviewed by the board. The board shall consider only those candidates who meet both state and local qualifications and who display the abilities to successfully carry out the duties of the superintendent.

Optional language:

As a condition of employment for superintendents hired after July 1, 2006, the superintendent shall be required to reside within the boundaries of the district.

Final selection shall rest with the board after a thorough consideration of qualified applicants. The application of the individual hired for the position shall become a public record.

REFERENCE: 70 O.S. § 5-106, § 5-138

LEGAL NOTE: The district is not required to have a policy on this topic. How a superintendent is hired is determined, not by policy, but by the agenda and action taken by the board when an opening occurs.

We do not recommend the use of a committee as confidentiality issues exist.

OSSBA POLICY SERVICES LEGAL NOTE:

Districts that adopt the optional language requiring the superintendent to reside in the school district are hereby provided with notice that this requirement could lead to litigation for the school district as a potential violation of the United States Constitution's Commerce Clause as well as a violation of due process should the district attempt to require a currently employed superintendent to move into the school district.

**TERM OF OFFICE AND SALARY
OF SUPERINTENDENT**

The superintendent of the Shawnee Public Schools shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein. The superintendent shall be required to reside within the boundaries of the school district as per 70 O.S. § 5-138.

It is the policy of this board to consider the issuance of the superintendent's contract each year to ensure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon but not to exceed three years beyond the fiscal year in which the contract is approved by the board and accepted by the superintendent.

Prior to considering the superintendent's contract for renewal, the board shall complete and present to the superintendent an evaluation form pertaining to the superintendent's performance.

The superintendent's employment contract shall include terms and conditions as agreed upon in writing by the board and the superintendent and will be filed by the superintendent with the State Department of Education within 15 days after it is signed. The board may not pay any salary, benefits, or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of the district.

**REFERENCE: 70 O.S. §5-106
70 O.S. §5-141**

EVALUATION OF THE SUPERINTENDENT

The Shawnee Public-School Board, in recognition of its accountability to the people of Shawnee school district and its obligations under the statutes of the State of Oklahoma shall conduct annual formal evaluations of the Superintendent of Shawnee Public School. Said evaluations shall be conducted toward the goal of improving Shawnee 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 full 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 an executive session during a meeting 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

OSSBA POLICY SUBSCRIPTION SERVICES TEAM NOTES:

The board may modify the form to meet the needs of the district.

Adoption Date:

Revision Date(s):

Page 1 of 1

SUPERINTENDENT EVALUATION FORM

Name of Superintendent _____ Date _____

All items rated with a "1" require additional explanation. The reverse side of the page may be used for explanations and additional comments. **Signifies the State Board of Education minimum criteria for effective administrative performance.* The school board is no longer required to have any of the items marked in the evaluation. Each Board of Education should carefully review this document to determine which items the board wishes to utilize in the evaluation of the performance of the Superintendent.

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

ADMINISTRATION

3 2 1

- 1. The superintendent exerts strong educational leadership, develops a strong management team, and delegates responsibility. _____
- 2. The superintendent provides a written site improvement plan that supports the districts' Comprehensive Local Education Plan describing school goals, objectives, and staff development activities. * _____
- 3. The superintendent achieves the board's goals and policies successfully. _____
- 4. The superintendent and staff develop goal statements which are the result of a needs assessment, a written analysis of student test scores and other data as well as community input. * _____
- 5. The superintendent employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel. _____
- 6. The superintendent provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program. * _____
- 7. The superintendent recommends for employment personnel who have proper certification and skills for the position. _____
- 8. The superintendent organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system. _____
- 9. The superintendent provides to the board and the general public an organized and informative annual report on the state of the district. _____
- 10. The superintendent maintains communications with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement. _____
- 11. Routine – The superintendent uses a minimum of instructional time for noninstructional routines thus maximizing time on task. * _____

Adoption Date:

Revision Date(s):

SUPERINTENDENT EVALUATION FORM (Cont.)

- 12. Discipline – The superintendent works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior. * _____
- 13. The superintendent provides written discipline policies to which students are expected to perform. * _____
- 14. Learning Environment – The superintendent establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. * _____

COMMENTS: _____

Rating for this Category

In the area of administration, what is the superintendent’s strongest asset? _____

What specific area could be most improved? _____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

INSTRUCTION 3 2 1

- 1. The superintendent identifies and facilitates instruction and student achievement as the focal point of the school district. _____
- 2. The superintendent works with the staff to develop a program to recognize academic achievement. * _____
- 3. The superintendent works with the staff to assure that all learners are involved in the learning process. * _____
- 4. The superintendent identifies instructional objectives for students and implements programs to meet their diverse needs. _____
- 5. The superintendent assists the staff in monitoring student progress. * _____
- 6. The superintendent provides needed resources for staff. * _____
- 7. The superintendent works with staff to establish curriculum objectives, sequence and lesson objectives. * _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 8. The superintendent maintains a working knowledge of current educational research, reports, and useful new concepts and shares that information with the board. _____
- 9. The superintendent keeps the board informed of the analysis, planning, implementation, and evaluation of instructional activities. _____
- 10. The superintendent keeps the community informed about the program of instruction and plans for school improvement. _____

COMMENTS: _____

Rating for this Category

In the area of instruction, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

RELATIONSHIP WITH THE BOARD

3 2 1

- 1. The superintendent works with the board in the areas of analyzing, planning, implementing, and evaluating policies. _____
- 2. The superintendent informs the board about issues, operations, the instructional program, and needs of the school system. _____
- 3. The superintendent informs the board about educational activities at the state and national levels. _____
- 4. The superintendent maintains a harmonious working and professional relationship with members of the board. _____
- 5. The superintendent interprets and supports board policy and decisions to the public and staff. _____
- 6. The superintendent provides board members with reports and information that will enable them to sufficiently review the operations of the district. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 7. The superintendent gives constructive advice and guidance to the board regarding opportunities for district improvement. _____
- 8. The superintendent states his/her convictions in matters before the board. _____
- 9. The superintendent utilizes the strengths of individual board members and the board itself in the decision-making process. _____
- 10. The superintendent offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis. _____

COMMENTS: _____

Rating for this Category _____

In the area of board relationships, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

RELATIONSHIP WITH THE STAFF

3 2 1

- 1. The superintendent encourages the participation of faculty and staff in the establishment and implementation of district-wide goals, objectives, and programs. _____
- 2. The superintendent works with the staff in collegial and nonthreatening ways to promote and improve instruction. * _____
- 3. The superintendent sets high expectations for staff. * _____
- 4. The superintendent educates the staff to recognize and display the teaching criteria upon which evaluation is conducted. * _____
- 5. The superintendent promotes programs for staff growth and development. _____

Adoption Date:

Revision Date(s):

Page 4 of 8

SUPERINTENDENT EVALUATION FORM (Cont.)

- 6. The superintendent strives to maintain positive morale by:
 - A. Avoiding arbitrary decision-making and favoritism; _____
 - B. Offering fair and impartial treatment to all parties to a dispute; and _____
 - C. Granting recognition and appreciation for a job well done. _____
- 7. The superintendent instills confidence and self-respect among staff. _____
- 8. The superintendent meets and confers with employee groups and represents the interests and directives of the board. _____
- 9. The superintendent effectively communicates the concerns of employee groups to the board and board responses to these concerns to employee groups. _____

COMMENTS: _____

Rating for this Category

In the area of staff relationships, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

RELATIONSHIP WITH THE COMMUNITY 3 2 1

- 1. The superintendent facilitates communication within the community through an effective public information program based on the needs and successes of the district. _____
- 2. The superintendent seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs. _____
- 3. The superintendent develops and maintains a cooperative relationship with the news media. _____
- 4. The superintendent establishes a procedure for investigating and responding on complaints, criticisms, and concerns of individuals and/or the community. _____

SUPERINTENDENT EVALUATION FORM (Cont.)

- 5. The superintendent is actively involved in the community. _____
- 6. The superintendent maintains a professional posture with other public officials and community leaders. _____
- 7. The superintendent has the ability to face controversy and work through it effectively. _____
- 8. The superintendent understands and responds to the unique and changing needs of the community. _____
- 9. The superintendent solicits and considers input from interested groups and individuals in the decision-making process. _____

COMMENTS: _____

Rating for this Category _____

In the area of community relationships, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

PERSONAL QUALITIES

3 2 1

- 1. The superintendent defends professional principle and conviction in the face of pressure and partisan influence, yet is able to reasonably compromise. _____
- 2. The superintendent maintains high standards of ethics, honesty, and integrity in all matters. _____
- 3. The superintendent uses grammar effectively in dealing with staff members, the board, and the public. _____
- 4. The superintendent employs strong speaking skills before large and small groups, expressing ideas in a logical and forthright manner. _____
- 5. The superintendent accepts and shares failure as well as success. _____

Adoption Date:

Revision Date(s):

Page 6 of 8

SUPERINTENDENT EVALUATION FORM (Cont.)

- 6. The superintendent is able to identify and discuss his/her own strengths and weaknesses. _____
- 7. The superintendent welcomes questions and open discussion when presenting ideas. _____
- 8. The superintendent exercises good judgment and involves others as appropriate in the decision-making process. _____
- 9. The superintendent maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents. _____
- 10. The superintendent plans time effectively so that matters of greatest importance are dealt with thoroughly. _____

COMMENTS: _____

Rating for this Category _____

In the area of personal qualities, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

FINANCIAL

3 2 1

- 1. The superintendent keeps informed of the needs of the school program--supplies, equipment, plant, and facilities. _____
- 2. The superintendent assumes responsibility for the overall financial planning of the district, including short-term priorities and long range planning. _____
- 3. The superintendent coordinates the preparation of the annual budget utilizing teacher and staff input, and submits the budget to the board for input and approval. _____
- 4. The superintendent evaluates the district's financial needs and makes timely recommendations for adequate funding. _____

Adoption Date:

Revision Date(s):

Page 7 of 8

SUPERINTENDENT EVALUATION FORM (Cont.)

- 5. The superintendent ensures that funds are spent and invested wisely and that adequate controls and accounting are achieved. _____

- 6. The superintendent provides leadership in solving major problems and achieving maximum utilization of resources. _____

COMMENTS: _____

Rating for this Category _____

In the area of finances, what is the superintendent's strongest asset? _____

What specific area could be most improved? _____

COMMENTS: _____

Signed: _____
President of the Board

Superintendent

Date: _____

**SUPERINTENDENT AND STAFF
CODE OF ETHICS**

The superintendent and staff of Shawnee Public Schools will conduct themselves in a manner that is consistent with the following code of ethics recommended by the American Association of School Administrators:

1. The professional school administrator constantly upholds the honor and dignity of the profession in all actions and relations with students, colleagues, board members, and the public.
2. The professional school administrator carries out in good faith all policies duly adopted by the board, and the regulations of state authorities and renders professional service to the best of one's ability.
3. The professional school administrator honors the public trust of the position above any economic or social reward.
4. The professional school administrator does not permit considerations of private gain or personal economic interest to affect the discharge of responsibilities.

LINE IN STAFF RELATIONS

Lines of authority shall be clearly outlined by the superintendent by means of organizational charts, job descriptions, and administrative regulations and procedures.

In accordance with the policy of the Board of Education, the following regulations shall govern line in staff relations:

Line Relationships

1. **General**

- A. Each employee in the district shall be responsible to the Board of Education through the superintendent of schools and the employee's immediate supervisor.
- B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
- C. In the absence of the superintendent, the assistant superintendent shall be the person in charge. In the absence of the superintendent and the assistant superintendent, the superintendent shall have established clear lines of authority.

2. **Instructional Program**

The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

Assistant principal
Counselors
All teachers, including specialized teachers

3. **Operational (Support Services)**

- A. Persons serving in the following positions will report directly to the superintendent of schools:

Director of Technology and/or Instructional Media
Director of Transportation
Director of Federal Programs
Director of Building and Grounds
Food Services Director

- B. The principal shall have direct line authority over all support personnel assigned to the building, including but not limited to:

Secretaries
Clerical aides
Teachers' aides
Cafeteria workers
Custodians

LINE IN STAFF RELATIONS (Cont.)Staff Relationships**1. Instructional**

- A. The superintendent shall clarify the working relationships between the Board of Education and the superintendent, between the superintendent and the assistant superintendent, building principals, and other administrative-supervisory personnel and between the principals and their respective staffs in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.
- B. A cooperative advisory relationship shall be maintained between the following:
- Assistant superintendent
 - Building principals
 - The principal and instructional and curriculum specialists
- C. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, the central office staff, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

2. Operational Staff (Support Services)

- A. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflicts arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.
- B. A cooperative, working relationship shall be maintained between the following:
- Assistant superintendent and all administrative and supervisory personnel
 - Director of Buildings and Grounds and the principal
 - Director of Transportation and building principals
- C. All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.

BOARD-STAFF COMMUNICATIONS

Communications from any employee or group of employees shall be brought before the Board of Education only through the superintendent. Any employee, or group of employees, desiring to address the board must direct their communication to the board through the superintendent, and not to individual board members. All such communication must be in writing. No anonymous correspondence will be considered by the board.

Presenting Concerns to Board

Unless otherwise provided in an applicable complaint or grievance procedure, any person who has a complaint regarding the district shall present the complaint to the superintendent in writing. If a board member receives a complaint from a person, the complaint should be forwarded to the superintendent in order for the superintendent to review and evaluate the complaint. The superintendent shall review the complaint and determine if the superintendent shall notify the person bringing the complaint of the date, time, and place of the meeting at which the complaint is to be discussed and shall prepare an appropriate agenda item for such discussion and any possible action. Employee and/or student complaints should follow the applicable complaint and/or grievance procedures.

Board-Staff Communications

Except as provided in any grievance procedure, or otherwise provided in board policy or administrative regulation, all communications and/or reports to the board from employees shall be submitted to the board through the superintendent.

District employees are also encouraged to attend board meetings but, shall not be afforded the opportunity to address the board at board meetings on matters of a personal nature relating to their employment unless such right is otherwise granted by law, district policy, or administrative regulation.

Resolving School-Related Conflict

The district believes that it operates most efficiently when individual situations are resolved at the lowest level of administration possible. Therefore, the board requests that problems which parents or students have with an individual teacher or classroom situation be taken to the teacher for resolution first. If that is unsuccessful, the parent or guardian of the student should contact the school principal. If there is no resolution, the problem should be taken to the superintendent. If no resolution can be reached, the parent or guardian may request to be heard by the board at a board meeting.

SCHOOL SOCIAL MEDIA ACCOUNTS

The school district's social media accounts shall be monitored by the superintendent or superintendent's designee. Any social media accounts created shall be subject to all applicable state and federal laws. The school district is creating a limited public forum which allows for the communication of issues from the school district to the public. The school district will carefully monitor use as the social media accounts are to be utilized to communicate school events, activities, and operations to the public.

The district recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the state of Oklahoma.

The district recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as the district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

Definitions –

- Social Media – Refers to any user generated contents sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter (X), Instagram, Snapchat, Google apps, Skpe, Wikis, TikToc, Social Networks, Podcasts, Forums, Blogs, and other content sharing sites.
- District Approved Password – Protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for educational use.

Employee Guidelines –

The district's employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employee as a representative of the district, they are required to observe the following rules when referring to the district, its school, students, programs, activities, employees, volunteers and communities on any social media:

An employee' use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.

District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless telecommunication devices. Employees should limit communication with students to matters concerning a student's education, or extracurricular activities for which the staff member has responsibility.

The district employees are discouraged from engaging in private electronic media exchanges with students. Only on rare occasions or in a emergency situations should individual communication with students occur.

The district employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all ccommunications by word, image, or other means.

SCHOOL SOCIAL MEDIA ACCOUNTS (Cont.)

Employees shall not use obscene, profane, or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, for bullying, libelous, or defamatory or the discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.

Externally, communicating any confidential or privileged information related to the district, its employees or students, not intended for public dissemination is prohibited and may be grounds for disciplinary action. District employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the coworker’s consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent.

Employees may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent’s designee. Employees must make clear that any views expressed are the employee’s alone and do not necessarily reflect the views of the district.

When using forms of electronic communication to share information with students, district employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.

The district’s name/logo may not be used on any social media network without permission from the superintendent/designee. Non-public images of the district premises and property, including floor plans, may not be posted or shared.

District employees should be aware that persons classified as “friends” or person who can access a personal social networking site may have the ability to download and share the employee’s information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee’s work assignment. Use of an employee’s personal social media account to discuss school business with parents and students is prohibited.

Student Guidelines –

Remember that social media venues are very public and leave a digital footprint for all to see, including future employer. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, programs, activities, employees, volunteers and communities on any social media networks.

Students should be aware that social media posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to the school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes disruption of the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim’s families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.

Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.

SCHOOL SOCIAL MEDIA ACCOUNTS (Cont.)

Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

Use of social media during the school day is prohibited unless specific permission has been granted by the district.

Consequences for Violations of Social Media Policy –

Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

- Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.
- Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.
- Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

Stakeholder Engagement with the district on Social Media –

The district's social media pages are open to the public and serve as the district's communication tools. Stakeholders are invited and encouraged to engage with the district through its social media pages; however, communications should be both appropriate and relevant to the attached content, comment, photo or video. The district does not condone name-calling, hate speech, libel, gossip, bullying, harassment or personal attacks on the district's social media pages or otherwise.

The district's social media pages are not the appropriate place for advertising, promotion, campaigning, recruiting, or solicitation. In addition, while the district reviews all comments and messages received by stakeholders, social media is not meant to be the communication tool for personal issues and major concerns. Any comments or concerns regarding a personal issue with the district staff, students, or a building should be handled according to the district policy. The district places strong value on its relationship with its families and the community and loves to see likes, retweets, shares, and encouraging comments on our social media pages. The district also appreciates feedback and encourages stakeholders to reach out through a private message with suggestions or if assistance is needed.

In the event that a person interacts inappropriately with, or on, a district-affiliated account, the post in question will be reviewed and addressed as necessary. Comments posted on the district's social media pages do not represent the opinions or beliefs of the district and should be attributed to the individual poster only.

SCHOOL DISTRICT FUND ACCOUNTS

For the efficient operation of school district accounts, the Shawnee Board of Education may establish any or all of the following funds or ledgers in the accounting system or such other funds or ledgers as may be dictated by district need:

1. **General Fund:** To account for all monies received and disbursed for general purposes not accounted for in any other fund or special ledger account.
2. **Special Revenue Funds (as required):** To account for the proceeds of specific revenue sources restricted by law to expenditures for specific purposes.
3. **Debt Service Fund:** Including the district sinking fund, to account for the retirement of general obligation bonds, building bonds, transportation bonds, or other long-term debt and payment of interest and judgments.
4. **Capital Improvement Fund:** To account for financial resources segregated for acquisition, construction, or other improvement related to district facilities other than those financed by general long-term debt.
5. **Enterprise Funds:** To account for operations that are financial and operated in a manner similar to private business enterprises where the costs of providing goods or services on a continuing basis are financed or recovered primarily through user charges or where need exists to determine revenues earned, expenses incurred or net income for a service or program.
6. **Trust and Agency Funds:** To account for assets held by the district as trustee or agent for individuals, private organizations or other governmental units or purposes, such as a retirement fund, health insurance fund, or activity fund.
7. **Internal Service Funds:** To account for the financing of good or services provided by one department or agency of the district to another department or agency or to another government, on a cost reimbursement basis.
8. **Ledgers or Groups of Accounts:**
 - A. To record the details relating to the general fixed assets of the district.
 - B. To record the details relating to the general obligation bonds, building bonds, transportation bonds, or other long-term debt of the district.

Each fund shall classify revenues and expenditures separately by source. Expenditures shall be classified as required by the State Department of Education.

As authorized by the board, the superintendent or designee may transfer any unexpended and unencumbered appropriation or any portion thereof from one account to another within the same fund; except that no appropriation for debt service or other appropriation required by law or regulation may be reduced below the minimums required. Other interfund transfers may be made only as authorized by law or as provided in the district's budget. Whenever the necessity for any special fund of the district ceases to exist, any balance remaining in the fund may be transferred to the general fund upon authorization of the board.

SCHOOL DISTRICT FUND ACCOUNTS (Cont.)

The board may amend the budget to make supplemental appropriations to any fund up to the amount of additional revenues available for current expenses in accordance with state law. Such changes must be adopted by the board and filed with the clerk of the Board of Education, the county excise board, and the State Auditor and Inspector.

REFERENCE: 70 O.S. §5-158 - §5-161

DRAFT

Adoption Date:

Revision Date(s):

Page 2 of 2

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

The Shawnee 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. Comparability applies to schools with more than one building for each grade span.

The school district shall receive federal funding for any fiscal year only if the Oklahoma State Department of Education finds that the local educational agency has maintained the school district's fiscal effort in accordance with maintenance of effort requirements as outlined in section 8521 of ESSA.

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

LEGAL REFERENCE: **Sections 1118 and 8521 of ESSA**

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 **seven days** 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

Adoption Date:

Revision Date(s):

Page 1 of 1

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.

The Superintendent or designee shall evaluate and monitor compliance with statute, regulations and the terms and conditions of federal awards. When instances of noncompliance are identified, the Superintendent or designee shall take prompt action. All school personnel shall take reasonable measures to safeguard personally identifiable information that is protected by state or federal law.

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.

INTERNAL CONTROLS (Cont.)***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 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 affect 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:

Adoption Date:***Revision Date(s):******Page 2 of 6***

INTERNAL CONTROLS (Cont.)

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 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 make 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 others.

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 central office 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 budget/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 reconciliations, verifications, approvals, etc. to assure a defined audit trail of all transactions exist.

LEGAL REFERENCE: 2 C.F.R. § 200.303

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the Shawnee 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

Adoption Date:

Revision Date(s):

Page 2 of 2

ACTIVITY FUNDS

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

ACTIVITY FUNDS (Cont.)

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 Shawnee 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**

DRAFT

ACTIVITY FUNDS (REGULATIONS)

In accordance with the policy of the Board of Education, the following regulation shall govern school activity funds:

1. **Authority for Activity Funds:** Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section 5-135, Oklahoma Statutes, the Board of Education shall exercise control over all activity funds. The cost of surety bonds and audit services are payable from the school activity fund or the general fund.
2. **Record of Funds:** Records shall be kept of all funds collected, handled, or disbursed by any school or activity by the sponsor of the activity and the school district treasurer.
3. **Audits:** The Activity Funds Auditor is appointed by and is responsible to the Board of Education. The auditor will make periodic audits of each school's activity fund and will furnish a detailed report to the Board of Education at the end of each school year showing the receipts, disbursements, and financial position of each account so far as may be determined from the records in the various schools. The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure. Caution should be used in accepting personal checks. However, whenever bad checks occur, it shall be the responsibility of the principal to see that the checks are properly taken care of.
4. **Classroom Receipt Books:** Each teacher will have a classroom receipt book containing duplicate receipts. When a student turns in money for any purpose, the teacher will **immediately** prepare a receipt and provide the original of the receipt to the student. Each receipt will be properly dated and state the student's name and the purpose of the collection. At the start of each semester and until the heaviest period of collection is over, the teacher will add the amount of receipts written since the date of the last deposit and will take the money **and** the classroom receipt book to the secretary who will, in the presence of the teacher, again add the receipts written, count the money and issue the teacher a receipt from the office receipt book or receipt machine. The secretary will then place the date, amount, and receipt number at the bottom of the last receipt duplicate in the teacher's receipt book.

Deposits to the secretary shall be made weekly or more often as required during this period, but not more often than once a day. After the rush of the fee collection is over, teachers will then make deposits at least once each week. All collections are to be deposited in **full** in a prompt manner as herein outlined.

5. **Disbursements** from each fund must be made only for the specific purpose for which the fund was created.

Invoices must be on file to support each check issued. These may be direct invoices from companies or, in some cases, they may be signed requests for payment from individuals. Invoices will be numerically filed according to check number for audit and reference purposes. (Financial transactions with board members or employees/employers of board members or their families are prohibited by law.)
6. **Bank Deposits:** The _____ Bank will be used as the school depository for all activity funds. Deposits of less than \$100 will be made by the secretary in a timely manner. Deposits of more than \$100 will be made by the end of the next business day. (70 O.S. §5-129) In no case will deposits be made less than one time each week. At the end of the month, the sponsor of each organization will receive a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the treasurer.

ACTIVITY FUNDS, REGULATIONS (Cont.)

7. **Filing:** A regulation envelope file should be used to file each month's invoices, duplicate deposit slips, requests for reimbursements, bank statements, copies of reports, and other documents relating to the activity accounts for the month covered.
8. **Transfer:** If money is left in a fund account or subaccount after the purpose of the fund has been served, it may be transferred to some other approved school activity fund. Such transfers shall be made only upon passage of a written resolution by the board of education that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to a designated account.
9. **School Activity Funds:**
 - A. All money collected, handled, or disbursed by the school or any activity, organization or program of the school other than those funds designated as "Assessments" and "Lunch Funds" shall be classified as "School Activity Funds." All such funds shall be deposited with the school secretary. Disbursements shall be made by check. Each check must be supported by proper requisitions, invoices, statements, etc.
 - B. When money or equipment is donated directly to a school by any group or individual donor, the money or equipment so donated shall become the sole property of the school and will be controlled by the rules and regulations of the Board of Education. Donations of any kind will not be returned to the donor once accepted by the school. Money or equipment donations will not be accepted from any donor with restrictions, conditions, or qualifications as to the use of such money or equipment.

The principal may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.

SPONSORS

- A. Each student group, class, or organization that carries a separate account or subaccount in the activity fund shall have a sponsor. The principal of the school shall appoint the sponsor. Sponsors shall be responsible for the funds collected by that entity and shall use the procedure described below for ordering supplies and equipment and for depositing funds.
- B. Each sponsor shall be responsible for the payment of bills created against the sponsor's account. These bills shall be paid immediately after purchase is made. No student shall charge any item to any school without written authorization from the appropriate sponsor. When authorized, the student shall sign the student's name, the sponsor's name and the name of the organization on the ticket and return it immediately to the sponsor for payment. (Any exception must have the approval of the superintendent's office.)
- C. **No sponsor of any account shall make purchases or obligations in excess of funds on hand.**

**ACTIVITY FUND ACCOUNTS
RECEIPTS**

1. Responsibility

Every school employee who is responsible for receiving money will have an individual receipt book. All buildings should be using a principal's receipt book. This is used to receipt money into the office that is collected by teachers and other individuals such as parents or students paying for textbooks.

2. Class-Wide Function

Teachers and other sponsors collecting money for class-wide functions such as school plays, field trips, or pictures may use class lists, or packets to receipt the money in rather than issue individual receipts to students. Teachers may still use individual receipt books in these instances if so desired. Individual receipts shall be issued for items costing \$1.00 or more when items are being sold to the student; e.g., shirts, jackets, etc.

3. Receipt Procedures

When an employee receives money, he or she will issue a receipt showing the date, receipt number, payer's name, purpose for which the money is being paid, and the amount. The employee will sign the receipt and give the original copy to the payer.

4. Disposition of Collected Money

Each day, every employee collecting money will take it to the principal's office where it will be recorded in the principal's receipt book. The original receipt will be given to the employee, who will clip it to his or her duplicate receipt slips. The employee's receipts shall be kept on file for an annual audit.

5. Non-Receipts

Postdated checks, cash advance slips, or IOU's will not be accepted as receipts for activity fund expenditures.

6. Student Fees

Students should not be charged a fee to participate in an activity, but may be required to place a refundable deposit for items such as uniforms for cheerleading, drill team, etc. The deposit or a portion of the deposit may be used to clean, repair or replace the items it was intended to cover if those items are not returned in acceptable condition.

ACTIVITY FUND ACCOUNTS
EXPENDITURES

Activity Fund Purchase Order (AFPO)

1. Authority to Make Activity Fund Purchases

Before purchases are made which will be paid from activity funds, the sponsor of the subaccount will have the expenditure approved by the principal and activity fund custodian.

2. Recurring Expenditures Exceeding \$500

When purchases are made which will exceed \$500 and the item is customarily purchased repetitively during the school year or from year to year, the following actions are required:

- A. The principal and activity fund custodian must approve the order before it is placed. An activity fund purchase order is to be completed, dated, and presented for his or her signature.
- B. After the principal signs the AFPO the order may be placed. In placing the order, the vendor should be given the AFPO "number" that is located in the top right-hand corner of the form.
- C. When the order is satisfactorily completed, the invoice or receipt is to be attached to the AFPO, which is now considered an authority-to-pay (ATP). The ATP voucher should be sent to the activity fund bookkeeper for payment. It will be presented to the board for permission to pay at the next meeting.

3. Major Expenditures Exceeding \$500

Purchases of \$500-\$4,999 for a single item of a non-recurring nature, etc., are required to have three written quotations prior to purchasing the item. The quotations must be attached to the ATP.

Items in excess of \$5,000 are required to be formally bid by the purchasing department.

- A. The principal must approve a properly completed activity fund purchase order (with quotes attached) and forward it to the superintendent for approval.
- B. Upon approval by the superintendent, the order will be forwarded to the activity fund bookkeeper who will determine whether funds exist in a account and approve the expenditure and submit the request for approval at the next board meeting.
- C. If the board approves the purchase, the approval date will be noted on the AFPO, which will be returned to the principal.
- D. The principal will then be authorized to place the order.
- E. When the order is placed, the vendor should be given the AFPO "number" in the top right-hand corner of the form.

ACTIVITY FUND ACCOUNTS, EXPENDITURES (Cont.)

F. When the order is satisfactorily completed, the invoice or receipt should be attached to the AFPO which is now considered an authority-to-pay (ATP), and sent to the activity fund bookkeeper. It will be presented to the board for permission to pay at the next meeting.

Examples: air conditioner, video camera, concrete work, marquee, etc.

Expenditures (Authority-To-Pay Vouchers)

1. Completing the Form

In filling out an authority-to-pay form, a complete vendor name and address should be used. Invoice numbers should be written on the voucher. In the blank marked "name of school" the school's name should be typed. In the blank marked "name of account" the account's name, not a number, should be typed.

2. Advance Planning/Deadlines

Schools and sponsors will find it necessary to plan carefully in advance so that fund raising and collecting are completed early enough to allow time for making deposits, properly placing orders and making payments as indicated in the previous section.

- A. Authority-to-pay forms that require no special handling will normally be paid three days after they arrive in the finance office.
- B. Authority-to-pay forms that exceed \$5,000 require board of education approval prior to payments. These normally will be paid the day following the Board of Education meeting at which they are approved. In order for them to be paid at this time they must be in the finance office by 10 a.m. ten days before the scheduled board meeting.
- C. Purchases that exceed \$5,000 require formal bids and board approval prior to ordering. AFPO forms must be received in the finance office by 10 a.m. ten days before the scheduled Board of Education meeting at which they will be presented.
- D. Each school and sponsor should audit and balance their books with the monthly statement of account within eight working days after receipt of the statement. The activity fund bookkeeper should be called immediately if there is a discrepancy.

3. Proper Invoices

Proper invoices must be attached or the authority-to-pay will be returned. Payment cannot be made from a company statement. If the authority-to-pay has an incorrect amount, a change will be sent to the school. If no invoice is available, a signed document should be attached to the authority-to-pay. The document should explain why there is no receipt and the reason for the expenses and must be signed by the principal and the sponsor. Receipts should be obtained if at all possible. The accuracy of the invoices should be double-checked. Any invoice for more than \$2,000 will be required to have a sworn statement of non-kickback.

ACTIVITY FUND ACCOUNTS, EXPENDITURES (Cont.)

4. Payment of Taxes

When auditing invoices for authority-to-pay forms, no taxes will be paid since schools are tax-exempt.

5. Procedures for Charging at Local Stores

On any purchase charged to an activity fund account, the individual making the purchase should present the pink copy of the ATP to the store at the time of the purchase. This document should be completed (with the exception of the amount) and signed by the principal or his/her designee. Charging is only authorized for employees, not students.

Vendor Payments

All disbursements will be made by check. Checks should be signed by the person appointed by the Board of Education and countersigned by the activity fund custodian. Checks will be issued at the Board of Education finance office from activity purchase orders and authority-to-pay vouchers signed, not initialed or stamped with a facsimile, by principals and sponsors. Invoices to support each check issued will be attached to each voucher. Activity purchase orders and authority-to-pay vouchers, if issued for purposes other than to pay invoices, will contain a detailed statement indicating the purpose the payment was made. Paid vouchers will be filed in the Board of Education finance office for future reference.

Transportation Accounting

A bus request should be accurately completed in order for the correct account to be charged. Non-instructional trips are charged to an account by transfer vouchers printed on the computer, and a copy is sent to the school for its records. Likewise, if all of the school's instructional allocation is used, the activity account of the requesting organization will be charged unless the superintendent is notified that charges should continue to be assessed to the building allocation.

EXEMPT FOOD FUNDRAISERS

During the school day and while the school district's food program is offering meals, there shall be no sales of competitive foods at school. The board of education may approve up to thirty (30) exempt food fundraisers for each school site, each semester that may sell foods that do not meet the guidelines of the *Healthy Hunger-Free Kids Act of 2010*. These fundraisers cannot be held during school hours or during the time that the school district's food program is offering meals. Each fundraiser cannot last more than fourteen (14) days.

Those groups wishing to have an exempt food fundraiser approved should submit a written request to the superintendent. The superintendent will make a determination as to whether the request will be recommended for approval at an upcoming board meeting under an appropriately worded agenda item.

The superintendent shall designate, at each school site, a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation for each exempt fundraiser held at the school site. For each individual exempt fundraiser, documentation must be maintained at the school site showing:

1. The school organization, activity, class, or other group that benefits from the fundraiser.
2. The date(s) the fundraiser is conducted, with the duration not to exceed fourteen (14) days.

**SANCTIONING OF PARENT ORGANIZATIONS
AND BOOSTER CLUBS***(OPTION 1)*

The Shawnee Board of Education does not sanction parent organizations and/or booster clubs for operation in this district.

(OPTION 2)

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 Shawnee 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. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.
4. 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.)
5. 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.
6. 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.

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS (Cont.)

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.
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

Adoption Date:

Revision Date(s):

Page 2 of 2

SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS (PROCEDURES)

In compliance with the provisions of state law, the Shawnee Public Schools district has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and board policies and procedures pertaining to school activity funds.

Organizations have the following options regarding the management of their funds related to the Shawnee Public Schools district:

1. Funds may be deposited and expended through a board-approved school activity account at the local school site. Organizations that choose to deposit funds in a board-approved school activity account must follow the district's policies and procedures for school activity funds.
2. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the district's school activity fund upon being granted sanctioned status by the Board of Education under the requirements of these procedures.

Organizations that have previously obtained IRS designation as 501(c)(3) organizations are still required to apply for sanctioning by the Board of Education.

Procedures for Sanctioning by the Board of Education

1. All organizations and associations wishing to be sanctioned shall make application to the Board of Education on an annual basis.
2. Application for sanctioning must be completed by the organization or association prior to July 1 each year.
3. The completed application form must be submitted for review to the superintendent of schools.
4. The superintendent will make a recommendation to the board concerning the organization seeking to be sanctioned.
5. The board will review the organization's application and determine whether to approve or decline the sanctioning request.
6. Sanctioning shall be approved by the board on a one-year basis only (July 1 to June 30). The board shall consider all sanctioning applications at the beginning of the fiscal year (normally the July and August board meetings).
7. The Board of Education's decision is final and nonappealable.
8. Following the first year of sanctioning, each organization or association shall provide, with its applications for sanctioning, a set of its unaudited financial statements.

SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS, PROCEDURES (Cont.)

In reviewing the annual application for sanctioning, the board may require the organization to provide additional financial information in any of the following formats:

1. A compilation of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.
2. A review of its financial statements prepared by a CPA or PA who is licensed to practice public accounting in the State of Oklahoma.
3. An audit of its financial statements prepared by a CPA or PA who is licensed to practice public accounting in the State of Oklahoma.

It should be noted that sanctioning by the Board of Education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the Applicant to the Shawnee Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. The applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant: _____

Applicant's Address: _____

Applicant's Taxpayer I.D. Number: _____

Applicant's Representative from whom additional information may be obtained: _____

Applicant's Telephone Number: _____

Applicant's Purpose, Goals, and Organizational Structure: _____

Describe how the school district and its students will benefit if the Applicant is sanctioned: _____

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the Applicant, and the decision of the Board of Education is final and nonappealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the applicant, which the applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and nonappealable.

APPLICATION FOR SANCTIONING (Cont.)

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the Board of Education, upon request, on an annual basis, by July 1 of each year, the audit report, if any, for applicant's recently ended fiscal year, prepared by an independent accounting firm.

Instructions for Completing Application:

1. Complete this application and the attached financial statement.
Please print or type. If necessary, use additional sheets of paper.
2. Sign and date this application.
3. Deliver the application to:

_____ (name)
_____ Public Schools
_____ address

Applicant

By: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
UNAUDITED

Name of Organization/Association: _____

FINANCIAL ACTIVITY FOR SCHOOL YEAR _____

Beginning Cash Balance, July 1, _____ \$ _____

Collections:

Fund-raiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Contributions	\$ _____
Other (list)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ _____

Expenditures:

Fund Raising Expenses	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Postage, Mailings, etc.	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Other (list)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ _____

Ending Cash Balance, June 30, _____ \$ _____

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the _____ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Shawnee Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the board's sanctioning approval.

Officer/Director: _____ Date: _____

Title: _____

Received and reviewed by _____ Public Schools:

Name/Title: _____ Date: _____

AUDITOR

It is the policy of the Shawnee Board of Education to employ an auditor for the district. The auditor shall serve at the discretion of the board and for such compensation as the board may determine. The auditor's duties will be to assist the board in preparing district budgets and to make such reports as may be required.

The Board of Education will provide for and cause to be made an annual audit of this school district for each fiscal year. The audit shall be a financial audit and a compliance audit of all school district funds. Audits will be made at the end of each fiscal year at a minimum and may be required by the board at more frequent intervals.

A written report of the audit shall be furnished to the board by the auditor. The board will conduct a final exit interview with the auditor at an open board meeting.

REFERENCE: 70 O.S. §22-103, et seq.

Adoption Date:

Revision Date(s):

Page 1 of 1

PAYROLL PROCEDURES WORKERS' COMPENSATION

In order to coordinate Workers' Compensation temporary total disability benefits with accrued sick leave to provide full salary for a qualified employee, the following payroll procedures shall be used.

Employees qualifying for temporary total disability payments (also known as payment for lost wages) under Workers' Compensation Law must elect one of two options with regard to their pay. The first of these two options allows the employee to use available accrued sick leave to make up the difference between temporary total disability payments and their regular pay. The second option waives the use of sick leave and preserves that leave for later use and provides the employee with only the temporary total disability payments made by the Workers' Compensation insurance carrier. In the second case, the employee is docked full pay for the days missed on which temporary total disability payments were made.

The district will provide all employees with the benefits afforded by the Oklahoma Workers' Compensation Act. At the option of the employee, temporary total disability benefits may be supplemented by any sick leave or personal leave, or fractional use thereof, available to the injured employee, to the extent that the injured employee shall receive full wages during the employee's temporary absence. The sum of all temporary total disability payments and sick leave shall in no case combine to exceed 100% of the employee's net pay as it existed prior to injury.

Procedures

1. Temporary total disability payments are made to the employee but forwarded to the district's business manager for processing and recording. If employees receive payments directly, they should immediately advise the business office.
2. Provided the employee has properly executed the election of option form and selected option number one, the employee's next paycheck will be docked the exact amount of the temporary total disability payment. The employee receives the insurance payment, which is non-taxable, and the difference remaining from the regular monthly payroll, which is taxable income. The gross total of these two payments will equal 100% of the employee's regular monthly pay as long as adequate sick leave is available to cover the difference above the temporary total disability payments.
3. The amount of sick leave consumed by this process is determined by the following formula and rounded to the nearest ½ day: $(\text{total dock for days covered} - \text{temporary total disability payment}) \div \text{total dock for days covered} = \text{sick days used}$.

The employee's accrued sick leave will be reduced by the amount derived through this formula.

4. The employee will receive only temporary total disability payments when all accrued sick leave is consumed.

PURCHASING AND DISTRIBUTION

It is the policy of the Shawnee 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.

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

PURCHASING AND DISTRIBUTION
(REGULATION)

All purchases shall be made in strict conformity with local procedural requirements as set forth in the laws of Oklahoma.

School supplies and equipment shall be purchased only after careful consideration of the needs as pointed out by the appropriate administrative officials and teachers of the school system and authorized by the superintendent.

All materials and services received by the school district shall be reviewed by the proper school district representative to see that terms and specifications have been met.

The board shall keep written records covering all purchases. These records shall include written purchase orders, copies of the bills, and claims showing time of payment. All guarantees shall remain on file in the superintendent's office.

REFERENCE: 62 O.S. §310.9
74 O.S. §3109

E-RATE RECORD RETENTION AND PROCUREMENT

Retention

It is the policy of Shawnee Schools to retain E-Rate records for a period of ten years after the last date of service in accordance with FCC E-Rate Modernization Order (Para. 262, FCC 14-99, Adopted July 11, 2014).

The clerk of the board will supervise the management of all records kept by the district. The clerk, under the supervision of the superintendent, is hereby designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by district. The clerk shall receive all subpoenas or all non-routine requests for records in the district.

The provisions of the Oklahoma Records Management Act do not directly apply to political subdivisions, such as the district. However, political subdivisions are required by law to promote the principles of efficient records as far as is practical. The following recommendations for record retention are primarily based upon the Oklahoma Records Management Act, United States Department of Labor Regulations, Equal Employment Opportunity Commission Regulations, and other state and federal regulations.

Procurement

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (E-Rate) support will be requested, the administration shall:

1. Make a request for competitive bids for all eligible goods and/or service for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
2. Wait at least four weeks after the posting date of the FCC Form 470 on USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-effective service offering, with price being a primary factor considered.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

Gifts

The school district will adhere to gift rules under the E-rate program consistent with the gift rules applicable to federal agencies, which permit only certain *de minimis* gifts. Generally, the federal rules prohibit a federal employee from directly or indirectly soliciting or accepting a gift (i.e., anything of value) from someone who does business with his or her agency or accepting a gift given as a result of the employee's official position. The federal rules do, however, permit two categories of circumscribed *de minimis* gifts: (1) modest refreshments that are not offered as part of meal (e.g., coffee and donuts provided at a meeting) and items with little intrinsic value intended for presentation (e.g., certificates and plaques); and (2) items that are worth \$20 or less (e.g., pencils, pens, hats, t-shirts, and other items worth less than \$20, including meals), as long as those items do not exceed \$50 per employee from any one source per calendar year.

E-RATE RECORD RETENTION AND PROCUREMENT (Cont.)

In determining the amount of gifts from any one source, the FCC will consider the aggregate value of all gifts from any employees, officers, representatives, agents, independent contractors, or directors of the service providers in a given funding year. The restriction on gifts is always applicable, and is not in effect or triggered only during the time period that competitive bidding process is taking place. E-rate applicants are prohibited from soliciting or accepting any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. It is a violation for any service provider to offer or provide any gift or other thing of value to those personnel of eligible entities involved with the E-rate program. An exception for gifts to family and personal friends when those gifts are made using personal funds of the donor (without reimbursement from an employer) and are not related to a business transaction or business relationship.

Email Archival and Retrieval –

The district will automatically archive all electronic mail transmissions sent or received from district email addresses. The automatic archival of these email transmissions is intended to assist the district in conducting its official business investigations, and meeting its legal obligations under state and federal law.

Access to Email Transmissions –

Access to archived email communication shall be limited to authorized district personnel and limited in scope to that which is necessary to aid the district in its investigation or other school business. Employees must be aware that there is no reasonable expectation of privacy to the contents of any email transmissions sent or received from district email addresses, and that the contents of all such transmissions may be subject to disclosure pursuant to the Oklahoma Open Records Act, district policy on records retention, and state and federal law.

Litigation Hold –

If the district becomes aware that litigation is pending or threatened, or if an investigation is being conducted into any student or personnel matter, all records relating to the subject of the litigation or investigation, including emails, must be maintained until the superintendent or the Board of Education has deemed that the litigation or investigation has been resolved and the records are no longer necessary nor reasonably likely to become necessary.

DISPOSAL OF SURPLUS SCHOOL PROPERTY

Certain school-owned equipment, furniture, and other personal property may be declared surplus by the Shawnee 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 _____. 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.

If the decision is made to dispose of real or personal property that is leased at the time the decision is made, the lessee shall have a right of first refusal to purchase the property on the following terms and conditions:

1. If the Board of Education receives a bid or offer in a public sale, private bid, or private sale for any real or personal property that it desires to accept, notice shall be provided to the lessee. The notice shall include the identity of the prospective purchaser, the terms and conditions of the proposed sale, and the purchase price to be paid by the prospective purchaser.
2. The lessee shall have thirty (30) days after receipt of the notice to inform the Board of Education that it elects to purchase the property on the same terms and conditions set forth in the notice. The Board of Education will then convey the property to the lessee on all the same terms and conditions. If any portion of the consideration included in the purchase price set forth in the notice is not in cash, then the lessee shall be entitled to pay the fair market value in cash of such noncash consideration.

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

SAFETY PROGRAM

It is the policy of the Shawnee 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.

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.

The regulations, practices, and procedures of the district shall promote safety throughout the district and shall establish and maintain conditions which are reasonably safe and healthful for the district employees, students, and visitors. The superintendent or the superintendent's designee shall have overall responsibility for the safety programs of the district

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.~~

DRAFT

EMERGENCY PLANS

The Shawnee Board of Education has appointed a committee composed of the superintendent, each building principal, the director of maintenance, and other designated personnel for the purpose of developing and maintaining the district emergency plans. A Crisis Plan will be developed by local officials and the Safe School Committee that will ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal, in association with the superintendent, director of maintenance, the fire marshal, or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited to, the following:

1. Severe weather
2. Fire
3. Flood
4. Terrorism
5. Missing student(s)
6. Suicide
7. Threatening persons
8. Weapons/explosives found on school site
9. Any other situation the Safe Schools Committee deems appropriate

The crisis/emergency plan will be kept on file at each school site and a copy will be provided to local emergency management officials. Additionally, the superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures to be followed for fire and tornado emergencies, terrorist attacks, and emergency evacuations. All teachers and staff members shall make themselves familiar with these procedures.

The Board of Education shall receive yearly reports from the superintendent as to the status of all emergency plans, which reports shall identify any safety needs for the school district.

The superintendent or superintendent's designee shall prepare and publish a plan for the evacuation of each of the district's buildings in case of emergency. The district shall have written plans and procedures for protecting the students, staff, and visitors from natural and man-made disasters and emergencies.

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

DRUGS, ALCOHOL AND CONTRABAND SEARCHES

The Shawnee Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property.

Such searches will be arranged by the superintendent at his/her discretion and will target only school property including lockers and vehicle parking areas. Students, staff members, and other persons on school property will not be the subject of animal searches and will be searched by the superintendent, a principal, a teacher, or school security personnel in accordance with state law and school policy only if reasonable suspicion for a specific student arises during a search of school property.

The superintendent is directed to prepare a regulation implementing and supporting this policy. The district will occasionally use trained dogs to search for drugs, alcohol, or contraband on district property. Searches of district property and grounds will be conducted during periodic announcement visits either during school hours or non-school hours at the discretion of the superintendent. All lockers, vehicles, school desks, and any area of concealment are subject to be searched. If a search dog indicated the possible presence of any material which the dog is trained to detect, that area of place or thing of concealment will be further searched by law enforcement officers or by designated school personnel. No student, employee, or other person will be the target of a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on a person, a further search of that person's outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which discloses the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school.

USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR

The Shawnee Public Schools district will follow ~~the American Heart Association~~ guidelines set by a national-recognized, guidelines-based organization focused on emergency cardiovascular care in determining for automatic external defibrillator (AED) placement, use, maintenance, and storage. Responders' use of the AED should not replace the care provided by emergency medical services (EMS) but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

The AEDs are to be located so that any victim may be reached in five minutes or less. Therefore, they will be stored in the (high school and the elementary school principal's offices, etc., if these locations are within close proximity to students and/or staff).

Roles and Responsibilities

The AED coordinator will serve as the primary liaison between ~~the~~ local EMS and the AED program. The coordinator will be responsible for purchasing equipment and supplies, organizing training programs, forwarding incident data to the local EMS, and holding post-event debriefing sessions for employees involved.

Certified district employees authorized to utilize the AED are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. These employees will attend ~~a four hour, American Heart Association AED training session, will have yearly refresher classes, and will be recertified every two years~~ an annual training set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

Procedure

When an apneic, pulseless victim is discovered, activate the sudden cardiac emergency response plan by following the suggested guidelines set by a national-recognized, guidelines-based organization focused on emergency cardiovascular care ~~the American Heart Association~~. ~~This district will follow the American Heart Association AED treatment algorithm.~~ The AED coordinator will notify the medical director's office of the use of the AED. An accident report form will be used to document an event and to document the practice drills.

Maintenance

The district will follow the manufacturer's suggested guidelines for maintenance of the AED. The AED coordinator will supervise the procedure.

The principal's secretary (or AED coordinator's site designee) will:

1. Daily, or in accordance with national guidelines as specified above, check the status indicator, verifying alternating dark and hourglass shapes, which indicates readiness for use, and recording the status on the AED battery check sheet.
2. Notify the AED coordinator if a flashing red X, a solid red X, or constant dark shape appears.

LEGAL REFERENCE: 70 O.S. § 1210.200

OSSBA POLICY SERVICES LEGAL NOTES:

The district should specify who the AED coordinator is (e.g., building principal).

Adoption Date:

Revision Date(s):

Page 1 of 1

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN
_____ SITE
(A separate plan must be created for each site)

Purpose

- 1) This document provides direction and detailed guidance for responding to a sudden cardiac arrest (SCA) through a Cardiac Emergency Response Plan (CERP). This plan outlines Cardiac Emergency Response Teams (CERTs), AED maintenance and locations, and related staff training/certification. This document does not replace any district policies or local, state, or national regulations.
- 2) In the United States, it is estimated that annually 356,000 adults experience out-of-hospital cardiac arrest as well as 23,000 pediatric cardiac arrests (Mozaffarian, D, 2015; Okubo, M et al, 2020). Although approximately 90% of those people will not survive the event, the likelihood of survival increases with prompt intervention. According to the American Heart Association (AHA), early intervention that includes CPR and restoration of normal heart rhythm with the use of an AED increases the chance of survival.

Developing a Cardiac Emergency Response Team (CERT)

- 1) Designate one person as the Cardiac Emergency Response Team Coordinator who oversees CPR-AED program activities, training, education, and evaluation.
- 2) All individuals on CERT should have current CPR/AED training from a nationally recognized organization.
- 3) Designate one person to call 9-1-1 and direct EMS to the location of the sudden cardiac arrest (SCA).

Best Practice Considerations:

- a) Consider having the Cardiac Emergency Response Team comprise of at least 5 people or 10% of staff.
 - a. In recognition of periodic absences and overall staff turnover, a robust team of individuals trained to be part of the CERT is essential to ensure uninterrupted response activities.
- b) CERT members should be able to step away from their tasks to assist when CERP is activated or have coverage for their classrooms.
- c) A list of these individuals and their CPR certifications should be maintained on-site in a readily accessible area.
- d) Consider medical coverage continues to be provided at the athletic event if continued after the event.

Automated External Defibrillators (AEDs) – Placement, Installation and Maintenance

- 1) Minimum recommended number of AEDs for (insert name of school/school district/workplace/community/sports) include inside the building and outside the building:
 - a) *Inside the building* – The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within the building, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)

- b) *Outside the building* (e.g., on school grounds, venues, or athletic fields) – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the building including any venue, athletic field, or school grounds, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.
- 2) Regularly check and maintain each AED in accordance with the AED's operating manual and maintain a log of the maintenance activity including summer months when school is not in session.
 - 3) CERT coordinator should be responsible for verifying equipment readiness and for maintaining maintenance activity.
 - 4) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel, antiseptic wipes, a CPR barrier mask, and consider an extra set of AED pads.
 - 5) AEDs should not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
 - 6) AEDs shall be accessible for responding to a cardiac emergency, during day and night sports activities, after-school, or work activities, in accordance with this CERP.
 - 7) Each AED should have one set of AED pads connected to the device and one spare set.
 - 8) Signage: All AEDs should have clear AED signage to be easily identified. These should be visible from the normal path of travel. A projecting (three-dimensional) universal AED sign shall be installed above cabinet or bracket/wall rack clearly marking the location of AED(s).
 - 9) Recommend removing warning "for professional use only" on AED cabinets as AEDs provide instructions for use.
 - 10) Locations of the AEDs are to be listed in the "Protocol for Cardiac Emergency Response Team" and Building Location Information, AED locations, and School Maps (add maps to plan at the end).

Best Practice Considerations:

- a) Back-up AEDs – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The back-up AED(s) should also be available for use when traveling to offsite locations. If unable to have a back-up AED, have a plan on what AED you will use if an AED is out of service.
- b) AEDs to be installed using a cabinet or bracket/wall rack approved for such purpose and be surface mount or wall recessed.
 - i. Regardless of which mount is chosen, AEDs shall be placed so that the AED's readiness indicator faces outward.

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)

- ii. During installation, it is important to make sure that screws, bolts and wall anchors will not penetrate electrical wires or pipes inside wall.
 - iii. Installation Height: Placed at an unobstructed height of forty-eight (48) inches from the floor (it may be lower) to provide optimum accessibility in compliance with American Disabilities Act (ADA). ADA Accessibility Guidelines (ADAAG) specify that objects such as automated external defibrillator wall cabinets shall not protrude more than 4 inches from the wall into walks, corridors, passageways, or aisles.
- c) Keep copies of event documentation with AED and first responder kits.
 - d) CERT coordinator should register their AED with the manufacturer and supplier to receive notifications of potential recalls or alerts.
 - e) Best practice is for all schools, regardless of grade levels served, to have both pediatric and adult pads available. Apply pads based on manufacture recommendations. Make sure pads do not touch.
 - f) If only adult pads are available: adult AEDs may be used on children. If the pads are too large for standard positioning without touching, Pads can be placed with one pad on the center of the chest between the nipples and the other pad on the back of the child between their shoulder blades.
 - g) If pediatric pads are available: the small pads or child key/switch will deliver a shock with a lower energy dose than the larger pads will. If a child is very small, you may need to put one pad on the child's chest and the other on the child's back.
 - h) Consider having an AED readily available on the sidelines of sporting events and practices.
 - i) Consider posting AHA Simplified Adult BLS diagram from the AHA near AED cabinet (see appendix).

Communication of CERP

- 1) The Cardiac Emergency Response Plan (CERP) should be posted broadly in places such as (but not limited to):
 - a) In each classroom, cafeteria, restroom, health room, break room and in all offices.
 - b) Adjacent to each AED.
 - c) In the gym and in all other indoor locations where athletic activities take place.
 - d) At other strategic locations on school campus, including outdoor physical education and athletic venues and facilities.
 - e) Attached to all portable AEDs.
- 2) The Cardiac Emergency Response Plan should be distributed to:

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)

- a) All staff and administrators at the start of each school year, with updates distributed as made. In workplace and recreation centers, the CERP should be made available annually and when updates are made.
- b) All staff should be educated on the Cardiac Emergency Response Plan in their school yearly.
- c) New staff members should receive CERP in their orientation materials.

Best Practice Considerations:

- a) A copy of the Cardiac Emergency Response Protocol should be provided to any organization using the school. The organization using the facility should then adapt the CERP to the needs of their group/organization.
- b) Consider having a plan in place for after-hour events or off-site field trips.
- c) Consider a modified Cardiac Emergency Response Protocol which takes into consideration the nature and extent of the use and shall meet the spirit and intent of this Protocol to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on-site after standard business hours.
- d) A facility user or renter should have their own plan, especially those using facility after school hours. A template letter is available for schools to provide to facility users and renters:
<https://parentheartwatch.egnyc.com/dl/Ead1QYTXCc>

Training in Cardiopulmonary Resuscitation (CPR) and AED Use**1) Staff training**

- a) A sufficient number of staff (in addition to the school nurse or safety coordinator) should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff in schools should have current CPR/AED certification.) Training shall be renewed at least every two years. Absolute minimum number is 3 to ensure CPR is initiated, AED is retrieved, and 911 is notified.
- b) The school should designate the person responsible for coordinating staff training and the medical contact for AEDs, if available.
- c) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice, and testing.
 - i) Consult local regulations to ensure your plan meets any additional local requirements.
- d) All staff, regardless of if they are a CERT member, should receive annual training on SCA and understand how to recognize a cardiac arrest, how to initiate the response team, and where the AEDs in the building are located.

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)**2) Cardiac Emergency Response Drills:**

- a) Cardiac Emergency Response Drills are an essential component of this Plan. The site should perform at least 2 successful Cardiac Emergency Response Drills each year with the participation of staff, safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. One drill may include a tabletop exercise with all the staff and CERP members present.
- b) Include as many other people as possible (staff, faculty, coaches, students, parents, etc.) who can receive additional CPR/AED education and awareness of the plan.

Best Practice Considerations:

- a) Consider utilizing a checklist outlining response steps to ensure all actions are being completed. An observer can time the event and check off steps as they occur.
- b) Save time after the drill to debrief with staff about how the response can be improved, if the CERP needs to be edited, and that the team feels confident in a real response.

Local Emergency Medical Services (EMS) Integration with the School Plan

- 1) Provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- 2) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses, and other members of the school and/or community medical team.
- 3) Work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

Best Practice Considerations:

- a) When possible, invite local EMS and first responders to the Cardiac Emergency Response Drills. They can give meaningful feedback and provide information about realistic situations.
- b) Speak with your local EMS team to see if training supplies are available for education and to use for the CERP drill.

Conduct Practice Drills

- 1) Please refer to the CERP Drill section on the [American Heart Association page](#) for more information.

Annual Review and Evaluation of the Plan

- 1) Conduct an annual internal review of the Cardiac Emergency Response Plan (CERP) for schools. The annual review should focus on ways to improve the response process, to include:

Adoption Date:***Revision Date(s):******Page 5 of 9***

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)

- a) A *post-event review* following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function. There should be a designated person responsible for establishing the documentation process.
- 2) Post-event documentation and action shall include the following:
 - a) A contact list of individuals to be notified in case of a cardiac emergency.
 - b) Determine the procedures for the release of information regarding the cardiac emergency.
 - c) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
 - d) The identification of the person(s) who responded to the emergency.
 - e) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
 - f) An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
 - g) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
 - h) A review of the documentation for all Cardiac Emergency Response Drills performed during the year. Consider pre-established Drill report forms to be completed by all responders.
 - i) A determination, at least annually, as to whether additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.

Best Practice Considerations:

- a) Consider before/after school events.

Activation of Cardiac Emergency Response Team During an Identified Cardiac Emergency

1. Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.

Adoption Date:***Revision Date(s):******Page 6 of 9***

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)

2. The Protocol for responding to a cardiac emergency should be posted and readily accessible to anyone.

Best Practice Considerations:

- a) All Cardiac Emergency Response Team members should be able to step away from their tasks without risking harm to other students.
- b) All members should be alerted uniformly via overhead page, radio, text, or phone.

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

- 1) Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - a. The person is not moving, unresponsive, or unconscious.
 - b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - c. The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - d. If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- 2) Facilitate immediate access to professional medical help:
 - a. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort to the victim.
 - b. Immediately contact the members of the Cardiac Emergency Response Team (CERT) using your school's designated communication system (i.e. walkie talkies, overhead page).
 - c. Give the exact location of the emergency. ("Mr. /Ms. ___ Classroom, Room # ___, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
 - d. If you are a CERT member, proceed immediately to the scene of the cardiac emergency.

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)

- e. The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- 3) Start CPR
- a. Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
- i. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided. ii. If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- 4) Use the nearest AED:
- a. When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
- i. *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- b. Minimize interruptions of compressions when placing AED pads to patient's bare chest.
- c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- 5) Transition care to EMS.
- a. Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
- b. Team focus should now be on assisting EMS safely out of the building/parking lot.
- c. Provide EMS a copy of the patient's emergency information sheet.
- 6) Action to be taken by Office / Administrative Staff:
- a. Confirm the exact location and the condition of the patient.
- b. Activate the Cardiac Emergency Response Team and give the exact location.
- c. Confirm that the Cardiac Emergency Response Team has responded.
- d. Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)

- e. Assign a staff member to direct EMS to the scene.
 - f. Perform "Crowd Control" – directing others away from the scene.
 - g. Notify other staff: school nurse, athletic trainer, athletic director, safety director, safety manager, and or sports facilities manager, etc.
 - h. Consider medical coverage to continue to be provided at the athletic event if continued after the event.
 - i. Consider having the students stay in place (i.e.. delaying class changes or hallway traffic, dismissal, recess, or other changes) to facilitate CPR and EMS functions.
 - j. Designate people to cover the duties of the CPR responders.
 - k. Copy the patient's emergency information for EMS.
 - l. Notify the patient's emergency contact (parent/guardian, spouse, etc.).
 - m. Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule.
 - n. Contact school district administration, human resources and/or sports facility management.
- 7) Debrief
- a. Discuss the outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
 - b. An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
 - c. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

IMPORTANT: This is a resource document intended for use in formulating a plan for adoption by a school/school district. Medical and legal counsel for the school/school district should review this Plan before implementation. It is the responsibility of the school/school district to ensure that the Cardiac Emergency Response Plan as adopted is consistent with local, state, and federal law.

LEGAL REFERENCE: 70 O.S. § 24-156

Adoption Date:

Revision Date(s):

Page 9 of 9

BEHAVIORAL THREAT ASSESSMENT

The Shawnee Public Schools is committed to providing a safe and secure learning environment for students and staff. This policy establishes a school behavioral threat assessment (BTA) and management program to conduct a fact-based, systematic process designed to gather information about, assess and manage behavior or communication that raises a concern that a person or situation may pose a threat of severe and significant targeted violence against the school community.

Oklahoma law requires an officer or employee of a school district or member of a board of education to notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel or school property. School district officers or employees of a school district or members of a board of education shall be immune from employment discipline and any civil liability for communicating information in good faith if they reasonably believe a person is making verbal threats or is exhibiting threatening behavior. This report requirement is separate from and should be made prior to the Threat Assessment Team meeting.

Nothing in this policy precludes school personnel from acting immediately to address an imminent threat, including immediately removing a student from school, subject to subsequent due process procedures when the student poses an immediate threat to themselves, others, property, or the educational environment.

The threat assessment process is distinct from and does not supplant the student discipline policy. A behavioral threat assessment will not impose suspension solely for investigating student conduct or conducting a threat assessment. Any action that could result in removal of a student from the student's school environment pending or after a threat assessment will only be carried out in accordance with state and federal law applicable to students with disabilities.

Threat assessment is not intended to refer students to the criminal justice system, but to facilitate the provision of resources and support to a student and to mitigate potential acts of violence. Law enforcement referral is not appropriate in the case of student behavior that is a violation of the school conduct code but that is not also a crime.

This policy applies to all students, staff, and visitors. The policy applies to threats made verbally, in writing, electronically, or through behavior that may indicate a risk of violence or self-harm.

Definitions

- **Threatening Behavior:** Any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property.
- **Threat Assessment Team (TAT):** A multidisciplinary team tasked with evaluating and managing threats, which may include administrators, counselors, psychologists, law enforcement representatives, and other relevant staff.
- **Imminent Threat:** A threat judged to be immediate or likely to occur in the near future.
- **Non-Imminent Threat:** A threat that is concerning but does not indicate immediate danger.

The Threat Assessment Team shall consist of the principal, school counselor, school security personnel and a teacher or employee familiar with the student. The principal shall oversee the implementation, coordinate meetings, and communicate with the parent/guardians of the student involved. The Threat Assessment Team will assess any threat that is reported to determine severity and any needed interventions.

BEHAVIORIAL THREAT ASSESSMENT (Cont.)

Information related to threat assessments will be kept confidential and disclosed only to individuals with a legitimate educational or safety interest, consistent with applicable law.

Staff shall receive annual training on recognizing warning signs, reporting procedures, and threat assessment protocols.

The Threat Assessment Team shall maintain secure records of all assessments. This policy shall be reviewed annually by the school board or as needed to ensure effectiveness and compliance with state and federal law.

LEGAL REFERENCE: 70 O.S. Section 24-100.8.

DRAFT

BEHAVIORAL THREAT ASSESSMENT CHECKLIST

Student Name: _____

Date: _____

Assessed by: _____

1. Identification

- Threat made (verbal, written, electronic)
- Concerning behavior observed (aggression, obsession with weapons, anger outbursts)
- History of violent/aggressive behavior
- Peers or staff express fear

2. Context & Motivation

- Context of threat: Humor Frustration Serious intent Other _____
- Threat appears reactive/impulsive Planned
- Known stressors (family, academic, social, bullying)

3. Capability

- Access to weapons or means of harm
- Skills or knowledge to carry out threat

4. Intent

- Evidence of planning (lists, research, drawings)
- Previous threats or concerning behaviors
- Signs of fixation or fascination with violence

5. Protective / Intervention Factors

- Supportive adults or mentors present
- Responds to previous interventions
- Mental health services engaged / needed

6. Risk Level & Recommended Action

- Low Risk → Monitor and provide support
- Moderate Risk → Intervention plan; possible law enforcement consultation
- High Risk → Immediate safety measures; law enforcement involvement

Additional Notes / Action Plan:

Follow-Up Date: _____

Team Members Present: _____

SAFETY DRILLS

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

1. Security drills. A minimum of four (4) security lockdown drills shall be conducted at each site within the school district each school year. No security drill can be conducted at the same time of day as a previous security drill in the same school year, and no more than two drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school.
2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
4. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.
5. Additional drills: In determining the additional safety drills to be performed, the principal and the superintendent shall consider conducting additional drills of any type provided for herein, one (1) or more drills developed by the district that are consistent with the risks assessed for the particular facility, or to conduct one (1) or more drills in accordance with the recommendations of the safe school committee and/or local fire and law enforcement.

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

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

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

EMERGENCY SCHOOL CLOSINGS

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include acts of violence or terrorism; inclement weather (ice and snowstorms) or other natural disaster; failure of power, gas, or water supply; breakdown of the heating system; etc. The safety, welfare, and health of students and employees are the basic factors to be considered. The superintendent shall have the responsibility to continue or suspend the normal school day activities. In the event the Department of Homeland Security issues a Severe Condition ("Red") Alert, school activities may be suspended and the school buildings evacuated at the direction of local civil defense officials. Alternatively, school officials may be instructed to initiate "lockdown" procedures during a "red alert."

School Dismissal

To ensure the orderly suspension and resumption of school activities, the following procedures shall apply:

1. The superintendent shall announce the decision to continue or suspend activities during an impending emergency. In case the superintendent is unavailable, the superintendent's designee shall act in announcing the decision.
2. The decision to continue or suspend activities is to be communicated by the superintendent or a designee to all commercial broadcasting media that serves the school district area.
3. The decision to continue or suspend activities is to be announced, if possible, by 6:30 a.m. of the day involved. A decision is to pertain to one day unless otherwise specifically stated. Suspension of school activities related to a Homeland Security alert will be announced as soon as possible. School activities will be resumed only when considered safe to do so.
4. If an emergency occurs after schools have begun activities for the day, every possible consideration shall be given to the continuance of school activities until the regular dismissal hour unless directed otherwise by local civil defense officials. In the event an early dismissal becomes probable or emergency evacuation becomes necessary, the decision to continue operations, to dismiss school early, or to evacuate the school is to be communicated to the local radio and television stations with a request that announcements be made at least every 30 minutes from the time of the decision until 1:00 p.m. or until the time of dismissal, whichever is earlier.
5. The superintendent or a designee will immediately notify the director of transportation who shall make all necessary arrangements regarding bus transportation. In the event of an emergency evacuation, transportation personnel will be informed as to the safest routes to transport staff and students to designated places of safety.
6. Decisions pertaining to the suspension of activities are to be relayed immediately to building principals.
7. The absence of a publicized decision is to be interpreted as a decision to continue operations.

Lockdown Procedures

The school district may be required to initiate lockdown procedures related to a Homeland Security alert. Circumstances may require that all persons remain indoors and create a barrier against contaminated air outside. The process known as "shelter-in-place" is a matter of survival. Available information will be used to assess the situation. If large amounts of debris are observed in the air, or if local authorities say the air is badly contaminated, the following actions will be taken:

EMERGENCY SCHOOL CLOSINGS (Cont.)

1. All staff and students will be moved to interior rooms with few windows, if possible.
2. All doors will be locked and all windows, air vents, and dampers will be closed.
3. Fans, air conditioning systems, and forced air heating systems will be turned off.
4. All windows, doors, and air vents will be sealed with plastic sheeting and duct tape. Supplies and tools will be maintained in each designated safe area. Staff should be ready to improvise, using items on hand to seal gaps so that a barrier may be created against any contamination.
5. Designated personnel will monitor radio, television, and/or Internet reports for official news and instructions as they become available.
6. Power sources will be shut off as instructed.

Emergency supply kits will be maintained in each designated secure area and will include food and water enough for staff and students for three days.

During lockdown, staff and students will not be permitted to leave the secure area and no person will be allowed to enter.

Staff Requirements

1. All 12-month employees are expected to be on duty when activities are suspended in the schools. If one or more 12-month employees cannot report for work, excuses for the day will be a matter of individual request for consideration. Principals have a responsibility for their schools, and emergency conditions require that principals be available to handle unanticipated situations. Principals should report to their schools if possible. A decision about early dismissal of 12-month employees shall be made on the basis of the needs of the system.
2. Compensatory time or additional pay is not authorized for services performed while activities are suspended.
3. If fewer than 180 teaching days remain after the days of suspended activity are deducted, the time lost is to be made up as directed by the superintendent. Normal school hours and duties are to be observed on makeup days.
4. If at least 180 teaching days remain after days of suspended activity are deducted, students will not be required to make up days lost.
5. If it is required that the days be made up in order to meet state requirements of planning days, all teachers and other school assigned personnel are to report and observe regular hours for the designated makeup days.

The superintendent or the superintendent's designee may close the district's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

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.

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

Adoption Date:

Revision Date(s):

Page 1 of 2

HAZARD COMMUNICATION

It is the policy of the Shawnee Public Schools to provide in-service training on an annual basis concerning hazard communications (Right To Know Law) and the Maintenance, Operation of Plants (MOPs) workshops by the Oklahoma State Department of Education.

1. MOP Workshop in-services will be mandatory for district employees, custodial staff, appropriate support personnel, and student workers and any other employees who work during the summer.
2. Hazard communications in-service will be conducted by district personnel or outside consultants. Employees to attend are custodial staff, appropriate support personnel, lunchroom personnel, and student workers.

Certificates of attendance will be maintained in the employee's personnel file on an annual basis.

The superintendent of the superintendent's designee shall maintain and make available to district employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data (MSD), Asbestos Containing Materials (ACM) and Chemical Information Listing (CIL). The district shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The administration, in conjunction with other appropriate officials, shall identify hazardous substances on the district property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in administrative regulations.

ASSAULTS UPON SCHOOL EMPLOYEES

It is the policy of the Shawnee Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his duties as a school employee or student. The following statement will be posted in at least one prominent location at each school site:

FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.

If an employee is subject to an assault, a battery, or an assault and battery during the performance of any school duties, the employee shall notify the superintendent, a building administrator, or a member of the Safe School Committee. Any building administrator or member of the Safe School Committee so notified shall notify the Superintendent.

School employee is hereby defined to include any duly appointed person or employee of a firm contracting with a school system for any purpose, including personnel not directly related to the teaching process and including school board members during school board meetings.

REFERENCE: 21 O.S. §650.7

DRAFT

ASSAULTS UPON SCHOOL EMPLOYEES
(REGULATION)

Assaults/battery upon school district personnel and/or students will not be tolerated. Appropriate action must be taken immediately. Procedures to be followed by the building administrator when an assault/battery has occurred are:

1. Restore order and contact proper law enforcement authorities, if necessary;
2. Secure medical assistance, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the superintendent.

After reviewing the written report of the incident, the superintendent may refer the matter to the district attorney.

Nothing herein shall be construed as limiting the individual employee's or student's right or duty to report such occurrence.

DRAFT

BUILDINGS, EQUIPMENT, AND GROUNDS

The Shawnee 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.

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 \$ **10,000.⁰⁰** Contracts beyond minor repair shall require board approval.

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 Shawnee 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.

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 Shawnee 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.

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 driver's 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 (½) mile of the home of each child being transported.
3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.
4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.
5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.
6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or the principal.

Auxiliary or Activity Transportation

1. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.
2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.
3. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.
4. All adults transported in connection with activity trips must be designated sponsors or appropriate school personnel such as the superintendent, principal, or sponsor.
5. All requests for auxiliary transportation must be made to the supervisor of transportation or principal prior to the trip.
6. Transportation services may also be provided for extra-curricular activities and field trips as approved by the superintendent/designee. All requests for trips should be made to the building principal for approval no later than 2 weeks prior to the planned event.

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)Student Discipline

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

School Bus Accidents and Emergencies

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

SCHOOL TRANSPORTATION, REGULATIONS (Cont.)

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

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM

The Shawnee 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:

* Commitment to Nutrition

The Shawnee School District will:

- Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Oklahoma Department of Education, Office of Child Nutrition Programs.
- Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal pattern and nutrition standards established by the U.S. Department of Agriculture and the Oklahoma State Department of Education, Office of Child Nutrition Programs.
- Encourage school staff and families to participate in school meal programs.
- Operate all Child Nutrition Programs with school foodservice staff who are properly qualified according to current professional standards.
- Establish food safety as a key component of all school food operations.
- Follow State Board of Education policies on competitive foods and beverages sold as required by the Smart Snacks in School Regulations.
- All food and beverages both sold and served on the school campus before, during, and after the school day with the objective of promoting student health and reducing childhood obesity, should follow the USDA guidelines.
- Students will be given at least 10 minutes for breakfast and 20 minutes for lunch, from the time they are seated, to consume meals.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

- Ensure a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice levels and with adults who model healthy habits.
- Make school meals accessible to all students with a variety of delivery strategies, such as breakfast in the classroom and grab and go meals.
- Encourage the use of healthy foods, which meet USDA guidelines, or non-food items as rewards for student accomplishment.
- Encourage all school-based organizations to use services, contests, non-food items, and/or healthful foods for fundraising programs.
- Provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents improve food that they serve at home.
- Use multiple channels, including classroom, cafeteria, staff modeling, and communications with parents to promote healthy eating behaviors both at school and at home.
- Safe, unflavored drinking water will be provided throughout the school day at no cost to students.
- Encourage the implementation of school gardens and related resources.
- Commitment to Physical Activity

The Shawnee School District will:

- Offer a planned sequential program of physical education instruction incorporating individual and group activities that are student centered and taught in a positive environment.
- Establish or enhance physical activity opportunities, which are both competitive and noncompetitive, to help develop the skills needed to participate in lifetime physical activities.
- Create wider opportunities for students to voluntarily participate in before- and after-school physical activity programs.
- Ensure the availability of proper equipment for the students and faculties that meet safety requirements.
- Provide daily recess or physical activity for elementary schools.
- Require students to be physically active during the majority of their time in physical education.
- Integrate physical activity throughout the curriculum whenever possible.
- Only allow medical waivers/exemptions from participation in physical activity.

Commitment to Comprehensive Health Education

The Shawnee School District will:

- Offer nutrition education in the school cafeteria as well as the classroom.
- Establish a district committee that will study and make recommendations regarding health education, nutrition, and health services.
- Integrate nutrition education into the curriculum.
- Offer consistent nutritional messages throughout the school, classroom, cafeteria, and school events.
- Encourage school staff to promote healthful eating and healthy lifestyles to students and parents.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Commitment to Marketing a Healthy School Environment

The Shawnee School District will:

- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Involve students in planning for a healthy school environment.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and community at school events.
- Work with local media, like newspaper, TV, and radio, to inform the community about the health problems facing Oklahoma children, as well as the need for and benefits of healthy school environments.
- Food and beverage advertisements will meet USDA Standards.

Commitment to Implementation

The Shawnee School District will:

- Designate one or more persons to ensure that the school wellness policy is implemented as written.
- Establish and support a Shawnee Public Schools Wellness Council that addresses all aspects of a coordinated school health program, including a school wellness policy.
- Conduct a review of the progress towards school wellness policy goals each year to identify areas for improvement.
- Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy, as necessary.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Curriculum

The Shawnee 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 Shawnee 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): 11/3/16

Page 5 of 3

PROCUREMENT

It is the policy of the Shawnee 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 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 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.

Small, minority and women's businesses enterprises and labor surplus firms are used when possible.

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

**FOOD PROCUREMENT
(REGULATION)**

SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS

The Shawnee 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:

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

FOOD 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)
 - a. 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
 - b. 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

FOOD 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.

FOOD 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 half times 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).

FOOD PROCUREMENT, REGULATION (Cont.)**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.

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.

Adoption Date:

Revision Date(s):

Page 5 of 12

FOOD 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

FOOD 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:

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

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.

FOOD 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)

FOOD 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.

Adoption Date:

Revision Date(s):

Page 9 of 12

FOOD 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

FOOD 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:

	Date & Method of Contact	Bid Price	Negotiated Price	Notes
Supplier #1				
Supplier #2				
Supplier #3				

Adoption Date:

Revision Date(s):

FOOD 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.

PRODUCT	HOW OFTEN ARE PRICE QUOTES OBTAINED	PROCUREMENT METHOD USED
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

**FOOD 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 _____ (School District) may formally protest to the _____ (responsible person) of _____ (School District). Such protests must be made in writing and received by the _____ (responsible person) of _____ (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 _____ (School District), the State Agency, and other interested parties.

In the event of a timely protest, the _____ (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 _____ (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 _____ (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 _____ (School District) may solicit written responses to the protest from other interested parties.

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

If the _____ (School District) determines that no violation of statutory or regulatory provisions has occurred, then the _____ (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 _____ (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 _____ (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 _____ (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 _____ (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 _____ (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 _____ (School District).

DATA MANAGEMENT

The clerk of the Shawnee Board of Education will supervise the management of all records kept by the school district.

The board will contract for the services of an electronic data processing system to manage financial and other business records and perform other needed functions. Responsibility for oversight of the system will rest with the clerk of the board.

The clerk is authorized to destroy all financial records and documents on file, including those in electronic format, in the district offices for more than five years. Minutes of board meetings will be kept permanently. Student and personnel records will be managed in accordance with board policy and applicable state and federal laws.

The transcript of a student shall be maintained by the school district for not less than eighty (80) years following the graduation, transfer, or date the student is withdrawn from the school district. "Transcript" will include the following:

1. The permanent academic record of a student which shall include the name, address, telephone listing;
2. The date and place of birth of the student;
3. An inventory of courses taken;
4. All grades received;
5. Grade-point averages or class rank;
6. All academic and extracurricular honors and awards received;
7. All degrees conferred;
8. Extracurricular or afterschool activities.

All non-transcript information in a student's record shall be disposed of by the school district at a time selected by the administration that is between five (5) years and seven (7) years after the student has graduated, transferred, or withdrawn from the school district. The school district shall comply with the notification of destruction of records requirements set forth by the State Board of Education.

Materials to which the public has the right of access may be reproduced and provided to any citizen requesting such material at a charge to cover the cost of reproduction.

REFERENCE: 70 O.S. §5-122



Minutes of the Monday, December 15, 2025 Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Special Session on Monday, December 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
Russ Oliver	1 st Vice President
Kristen Wilson	2 nd Vice President
Jeanne Swinney	Clerk
Turner Bass	Member
Casey White	Member
Mandy Hillhouse	Member

B. Board Recognizes Hannah Holland, Principal of Jim Thorpe Academy, to introduce students.

C. Minute of Silence and Invocation

D. Flag Salute

2. Presentation from Jim Thorpe Academy

3. Report of the Superintendent

A. Superintendent's Items, Announcements & Recognition

a. Recognitions & Announcements

- Cross Country State Recognition

This is the first time in 10 years that the boys high school team qualified for the state meet. One of the students medaled for the second year in a row and third year to qualify.

- Bill Huskey Retirement

B. Presentation from Secondary Education Graduation Credits/Requirements task force.

Dianne DeYoung, SHS Counselor, presented how Shawnee records credits for graduation requirements. The Shawnee High School team are proposing two changes to the

Shawnee Public School credit system and graduation requirements. Currently Shawnee requires each student to earn 50 credits to graduate and uses a system in which each course is valued at 1.0 credit per semester. Starting with the 2026-2027 school year, they are proposing a transition to a 24 credit graduation system and each course receiving a 0.5 credit per semester. A 24 credit graduation system would still place our students above the state requirement which is set at 23. The proposal is for this to begin with the 2026-2027 school year.

C. Presentation from Middle School task force regarding new Graduation Requirements for the Class of 2030.

Keely Tolin, Principal of Shawnee Middle School, made the presentation for the board. With the creation of Pathways, there is now an opportunity to create other courses that will fit into some of the Pathways that will better align with Enroll, Enlist, and Employ. There are potential new electives that will be offered and Middle School is looking to adjust their schedule to be able to add another elective to schedules. Currently Shawnee Middle School offers two accelerated courses and they are looking to add more accelerated courses.

At the end of the day, our job is to give every kid all the opportunities for them to achieve their goals.

D. Presentation by Secondary Education Career Pathways Task Force on Academic Academies and their Pathways.

Megan Bloom, one of the Assistant Principals at Shawnee High School, presented to the board regarding Academies and Pathways. Our district has established six comprehensive academies, each aligned with ICAP standards and state career pathways. These academies replace the previous "fields and clusters" terminology with a more student-friendly and actionable framework.

Our academies and pathways represent more than just a reorganization of courses—they represent a commitment to helping every student discover their strengths, connect their learning to meaningful goals, and graduate with a clear plan for success.

Whether a student dreams of attending medical school, serving their country, or stepping into a skilled trade, our six academies provide the structure, support, and coursework to make those dreams achievable.

By aligning with ICAP standards, engaging parents early, and ensuring counselors are equipped to guide students thoughtfully, we're building a system where every graduate leaves prepared—not just with a diploma, but with direction, skills, and confidence for what comes next.

E. Board discussion and possible action on a \$250 per full time employee Christmas Bonus.

Motion made by Jeanne Swinney and seconded by Casey White to approve a \$250 per full time employee Christmas Bonus. Motion carried.

Turner Bass: Yes, Jeanne Swinney: Yes, Russ Oliver: Yes, Clif Harden: Yes, Casey

White: Yes, Kristen Wilson: Yes, Mandy Hillhouse: Yes
Yes: 7, No: 0

F. Central Office Reports

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

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

Kristen Wilson: Yes, Turner Bass: Yes, Jeanne Swinney: Yes, Mandy Hillhouse: Yes, Cliff Harden: Yes, Casey White: Yes, Russ Oliver: Yes
Yes: 7, No: 0

A. Minutes of the 11-3-25 Regular Board Meeting and minutes of the 11-20-25 Special Board Meeting

B. Report of the Chief Financial Officer

a. Treasurer's Report

b. Encumbrance Registers for 25-26FY

BOND FUND 03 PAYMENT REGISTER 21-26
GENERAL FUND 11 ENCUMBRANCES 671-777
BUILDING FUND 21 ENCUMBRANCES 146-156
BOND FUND 33 ENCUMBRANCES 23-34
BOND FUND 34 ENCUMBRANCES 5
GIFT FUND 81 ENCUMBRANCES 14-49

C. New School Activity Fund Account for Shawnee Middle School - National History Day #883

D. School Activity Fund Transfers for the 25-26 FY

E. Disposal of Surplus School Property

F. Organizations Requesting Sanctioning for the 25-26 SY

a) Shawnee Wrestling Booster Club

G. Agreements:

a) Speech-Language Pathology Contract w/Trilby D. Schmidt

b) OSSAA - South Rock Creek & Shawnee Middle School (Soccer)

- c) Pott County Sales Tax - Sovereign Bank Ideal Impact Payoff
- d) Pott County Sales Tax - Sovereign Bank Windows Payoff

5. Vote to convene or not to convene into Executive Session

Motion made by Casey White and seconded by Turner Bass to approve to convene in Executive Session at 7:37 p.m. Motion carried.

Jeanne Swinney: Yes, Kristen Wilson: Yes, Clif Harden: Yes, Mandy Hillhouse: Yes, Casey White: Yes, Russ Oliver: Yes, Turner Bass: Yes
Yes: 7, No: 0

A. Proposed Executive Session (25 O.S. §307 (B) (1)) to discuss:

- 1. Evaluation of the Superintendent
- 2. Superintendent's Personnel Report

6. Acknowledge to return to Open Session

Board Members returned from Executive Session at 8:58p.m.

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

Board Members in attendance were Clif Harden, Russ Oliver, Kristen Wilson, Jeanne Swinney, Casey White, Mandy Hillhouse, and Superintendent, Dr. Jason James.
No votes were taken and no other matters were discussed in Executive Session.

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

Motion made by Turner Bass and seconded by Jeanne Swinney to approve Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover).
Motion carried.

Jeanne Swinney: Yes, Casey White: Yes, Kristen Wilson: Yes, Clif Harden: Yes, Mandy Hillhouse: Yes, Turner Bass: Yes, Russ Oliver: Yes
Yes: 7, No: 0

9. Board member comments and announcements

Mandy Hillhouse shared that a Shawnee High School student is signing with Oklahoma State University. Also, Mandy stated that the Veterans' Day Assemblies were excellent.

Clif Harden complimented the Christmas parade and said a great job was done.

10. Adjournment

Motion was made by Clif Harden, Board President, to adjourn meeting at 9:00 p.m.
Motion 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: _____

Shawnee Public Schools - Statement of Financial Activity

	General	CooP Funds	Building	Bond Funds	Sinking Funds	Gift Funds	Insurance Funds	Total
Beginning Balance 12/01/2025	\$ 2,830,435.04	\$ (2,591.32)	\$ 1,422,674.90	\$ 1,526,432.38	\$ 832,406.66	\$ 901,622.18	\$ 982,539.75	\$ 8,858,528.48
	\$ -							\$ -
Receipts - Local Revenue	\$ 347,299.30	\$ -	\$ 77,328.62	\$ 145.87	\$ 219,831.80	\$ 11,371.02	\$ -	\$ 655,976.61
Receipts - Intermediate Revenue	\$ 46,418.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,418.55
Receipts - State Revenue	\$ 2,179,276.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,179,276.15
Receipts - Federal Revenue	\$ 111,571.91							\$ 111,571.91
Receipts - Misc Revenue/Adjusting Entries	\$ 1,301.36		\$ 407.00					\$ 1,708.36
Total Receipts	\$ 2,685,867.27	\$ -	\$ 77,735.62	\$ 145.87	\$ 219,831.80	\$ 11,371.02	\$ -	\$ 11,853,480.06
Disbursements - FY 25 Checks Paid	\$ 65.25	\$ -	\$ 450.00		\$ -	\$ -	\$ -	\$ 515.25
Disbursements - FY 26 Checks Paid	\$ 3,247,964.94	\$ 1,144.72	\$ 220,352.83	\$ 15,848.53	\$ -	\$ 13,400.16	\$ -	\$ 3,498,711.18
Total Disbursements	\$ 3,248,030.19	\$ 1,144.72	\$ 220,802.83	\$ 15,848.53	\$ -	\$ 13,400.16	\$ -	\$ 3,499,226.43
Adjusting Entries - Deposit In Transit	\$ -							
Adjusting Entries - Interest								
Ending Cash Balance 12/31/2025	\$ 2,268,272.12	\$ (3,736.04)	\$ 1,279,607.69	\$ 1,510,729.72	\$ 1,052,238.46	\$ 899,593.04	\$ 982,539.75	\$ 7,989,244.74
Outstanding Checks - FY 25	\$ 65.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65.25
Outstanding Checks - FY 26	\$ 3,247,964.94	\$ -	\$ 17,326.35	\$ 1,703.00	\$ -	\$ -	\$ 71,039.82	\$ 3,338,034.11
Book End Balance (UNAUDITED)	\$ (979,758.07)	\$ (3,736.04)	\$ 1,262,281.34	\$ 1,509,026.72	\$ 1,052,238.46	\$ 899,593.04	\$ 911,499.93	\$ 4,651,145.38
FY 26 Appropriations	\$ 40,647,236.62	\$ -	\$ 5,204,826.73					
FY 26 Encumbrances	\$ 37,273,837.70		\$ 4,209,782.36					
Estimated FY 26 Fund Balance	<u>\$ 3,373,398.92</u>		<u>\$ 995,044.37</u>					

Receipt Analysis

Options: Date Range: 12/1/2025 - 12/31/2025

Year	Receipt No	Date	Received From	Amount
1110 AD VALOREM TAX LEVY (CURRENT)				
2026	261	12/1/2025	POTT CO	\$314,065.59
2026	261	12/1/2025	POTT CO	\$44,828.39
2026	261	12/1/2025	POTT CO	\$212,579.08
1110 AD VALOREM TAX LEVY (CURRENT) Total				\$571,473.06
1120 AD VALOREM TAX LEVY (PR.YRS)				
2026	261	12/1/2025	POTT CO	\$10,249.90
2026	261	12/1/2025	POTT CO	\$1,463.01
2026	261	12/1/2025	POTT CO	\$7,252.72
1120 AD VALOREM TAX LEVY (PR.YRS) Total				\$18,965.63
1310 INTEREST EARNINGS				
2026	315	12/31/2025	FIRST UNITED - INTEREST - DECEMBER	\$31,037.22
1310 INTEREST EARNINGS Total				\$31,037.22
1340 ACCRUED INTEREST ON BOND SALES				
2026	290	12/12/2025	UMB - TRUST DEPT - FINAL 2016,2018,2021 INTEREST	\$145.87
1340 ACCRUED INTEREST ON BOND SALES Total				\$145.87
1350 INTEREST ON TAXES				
2026	261	12/1/2025	POTT CO	\$112.60
1350 INTEREST ON TAXES Total				\$112.60
1410 RENTAL OF SCHOOL FACILITIES				
2026	276	12/8/2025	AONISTY PARKS - DREAM CATCHERS DANCE - PAAC RENTAL	\$875.00
2026	277	12/8/2025	PATRICK BOGGS - STOMPIN SENSATION - PAAC RENTAL	\$325.00
2026	292	12/12/2025	KRISTI GIBSON - GRACE DANCE CENTER - PAAC RENTAL	\$400.00
1410 RENTAL OF SCHOOL FACILITIES Total				\$1,600.00
1590 MISCELLANEOUS REIMBURSEMENTS				
2026	296	12/16/2025	ARVEST CREDIT CARD	\$283.67
2026	296	12/16/2025	ARVEST CREDIT CARD	\$87.35
2026	301	12/17/2025	SHAWNEE BAND BOOSTERS ASSOC - BAND TECHS	\$333.00
2026	301	12/17/2025	SHAWNEE BAND BOOSTERS ASSOC - BAND TECHS	\$600.00
1590 MISCELLANEOUS REIMBURSEMENTS Total				\$1,304.02
1610 CONTRIBUTIONS/DONATIONS-PRIV.				
2026	281	12/10/2025	JONATHAN STUKEY - J. PAUL CONSUTING - FRIENDS ATH	\$8,000.00
2026	282	12/11/2025	HAYNES CONSTRUCTION LLC - JTA CHRISTMAS FOOD/GIFTS	\$3,000.00
1610 CONTRIBUTIONS/DONATIONS-PRIV. Total				\$11,000.00
1620 COMMUNITY SERVICES				
2026	298	12/16/2025	JAMES & ALEXANDRA WATKINS - SPS PUP PACK - DAYCARE	\$654.00
2026	303	12/18/2025	JOSHUA CHISM - SPS PUP PACK - DAYCARE	\$654.00
2026	306	12/19/2025	SPS PUP PACK - DAYCARE - VARIOUS EMPLOYEES	\$8,448.00
1620 COMMUNITY SERVICES Total				\$9,756.00
1680 REFUND PRIOR YR EXPENDITURES				
2026	266	12/3/2025	TEACHER'S RETIREMENT - REFUND	\$936.16
2026	268	12/3/2025	THE STATE TREASURER - INS PREM REFUND- (KF/AB)	\$707.00
2026	268	12/3/2025	THE STATE TREASURER - INS PREM REFUND- (KF/AB)	\$707.00
1680 REFUND PRIOR YR EXPENDITURES Total				\$2,350.16
1710 STUDENTS' LUNCHES				
2026	264	12/2/2025	CN - D SEEBECK	\$1.00
2026	264	12/2/2025	CN - D SEEBECK	\$6.50
2026	265	12/3/2025	CN - D SEEBECK	\$8.00
2026	272	12/4/2025	CN - D SEEBECK	\$2.00
2026	272	12/4/2025	CN - D SEEBECK	\$8.00
2026	272	12/4/2025	CN - D SEEBECK	\$1.00
2026	273	12/5/2025	CN - D SEEBECK	\$5.00
2026	273	12/5/2025	CN - D SEEBECK	\$2.00
2026	274	12/8/2025	MSB - HS, HM, JEFF	\$10.00
2026	275	12/8/2025	CN - D SEEBECK	\$10.00
2026	278	12/9/2025	CN - D SEEBECK	\$2.00
2026	278	12/9/2025	CN - D SEEBECK	\$5.25
2026	280	12/10/2025	CN - D SEEBECK	\$4.00

Receipt Analysis

Options: Date Range: 12/1/2025 - 12/31/2025

Year	Receipt No	Date	Received From	Amount
2026	289	12/11/2025	CN - D SEEBECK	\$0.50
2026	289	12/11/2025	CN - D SEEBECK	\$2.00
2026	291	12/12/2025	CN - D SEEBECK	\$15.50
2026	294	12/15/2025	MSB - HS	\$50.00
2026	297	12/16/2025	CN - D SEEBECK	\$8.00
2026	297	12/16/2025	CN - D SEEBECK	\$2.00
2026	300	12/17/2025	CN - D SEEBECK	\$6.00
2026	304	12/18/2025	CN - D SEEBECK	\$2.75
2026	309	12/19/2025	CN - D SEEBECK	\$5.00
2026	310	12/19/2025	CN - D SEEBECK	\$2.50
2026	316	12/31/2025	MSB - HS, HM, WR	\$15.00
1710 STUDENTS' LUNCHES Total				\$174.00
1720 A LA CARTE OR CATERING REVENUE				
2026	264	12/2/2025	CN - D SEEBECK	\$29.00
2026	264	12/2/2025	CN - D SEEBECK	\$62.60
2026	265	12/3/2025	CN - D SEEBECK	\$39.25
2026	272	12/4/2025	CN - D SEEBECK	\$33.50
2026	272	12/4/2025	CN - D SEEBECK	\$39.75
2026	272	12/4/2025	CN - D SEEBECK	\$60.00
2026	273	12/5/2025	CN - D SEEBECK	\$64.75
2026	273	12/5/2025	CN - D SEEBECK	\$17.00
2026	275	12/8/2025	CN - D SEEBECK	\$34.00
2026	275	12/8/2025	CN - D SEEBECK	\$62.75
2026	278	12/9/2025	CN - D SEEBECK	\$37.00
2026	278	12/9/2025	CN - D SEEBECK	\$77.50
2026	280	12/10/2025	CN - D SEEBECK	\$32.00
2026	280	12/10/2025	CN - D SEEBECK	\$96.75
2026	289	12/11/2025	CN - D SEEBECK	\$2.00
2026	289	12/11/2025	CN - D SEEBECK	\$81.50
2026	289	12/11/2025	CN - D SEEBECK	\$18.50
2026	291	12/12/2025	CN - D SEEBECK	\$44.50
2026	291	12/12/2025	CN - D SEEBECK	\$90.50
2026	295	12/15/2025	CN - D SEEBECK	\$72.75
2026	295	12/15/2025	CN - D SEEBECK	\$2.00
2026	297	12/16/2025	CN - D SEEBECK	\$64.75
2026	297	12/16/2025	CN - D SEEBECK	\$2.00
2026	297	12/16/2025	CN - D SEEBECK	\$40.25
2026	297	12/16/2025	CN - D SEEBECK	\$2.25
2026	300	12/17/2025	CN - D SEEBECK	\$25.25
2026	300	12/17/2025	CN - D SEEBECK	\$2.00
2026	300	12/17/2025	CN - D SEEBECK	\$22.25
2026	304	12/18/2025	CN - D SEEBECK	\$1.50
2026	304	12/18/2025	CN - D SEEBECK	\$41.50
2026	304	12/18/2025	CN - D SEEBECK	\$42.50
2026	304	12/18/2025	CN - D SEEBECK	\$0.50
2026	309	12/19/2025	CN - D SEEBECK	\$51.25
2026	309	12/19/2025	CN - D SEEBECK	\$27.00
2026	310	12/19/2025	CN - D SEEBECK	\$5.75
2026	310	12/19/2025	CN - D SEEBECK	\$17.50
1720 A LA CARTE OR CATERING REVENUE Total				\$1,343.85
1730 ADULT LUNCHES/BREAKFASTS				
2026	264	12/2/2025	CN - D SEEBECK	\$5.00
2026	264	12/2/2025	CN - D SEEBECK	\$30.30
2026	264	12/2/2025	CN - D SEEBECK	\$5.15
2026	264	12/2/2025	CN - D SEEBECK	\$80.00
2026	265	12/3/2025	CN - D SEEBECK	\$5.15
2026	265	12/3/2025	CN - D SEEBECK	\$45.15
2026	272	12/4/2025	CN - D SEEBECK	\$2.00

Receipt Analysis

Options: Date Range: 12/1/2025 - 12/31/2025

Year	Receipt No	Date	Received From	Amount
2026	272	12/4/2025	CN - D SEEBECK	\$1.00
2026	273	12/5/2025	CN - D SEEBECK	\$40.45
2026	273	12/5/2025	CN - D SEEBECK	\$5.00
2026	274	12/8/2025	MSB - HS, HM, JEFF	\$55.00
2026	274	12/8/2025	MSB - HS, HM, JEFF	\$35.00
2026	274	12/8/2025	MSB - HS, HM, JEFF	\$30.00
2026	275	12/8/2025	CN - D SEEBECK	\$5.15
2026	275	12/8/2025	CN - D SEEBECK	\$5.15
2026	275	12/8/2025	CN - D SEEBECK	\$20.00
2026	275	12/8/2025	CN - D SEEBECK	\$20.30
2026	278	12/9/2025	CN - D SEEBECK	\$5.15
2026	278	12/9/2025	CN - D SEEBECK	\$5.00
2026	278	12/9/2025	CN - D SEEBECK	\$10.15
2026	278	12/9/2025	CN - D SEEBECK	\$5.15
2026	280	12/10/2025	CN - D SEEBECK	\$5.15
2026	280	12/10/2025	CN - D SEEBECK	\$35.45
2026	280	12/10/2025	CN - D SEEBECK	\$27.05
2026	289	12/11/2025	CN - D SEEBECK	\$5.25
2026	289	12/11/2025	CN - D SEEBECK	\$10.30
2026	289	12/11/2025	CN - D SEEBECK	\$5.00
2026	289	12/11/2025	CN - D SEEBECK	\$5.15
2026	289	12/11/2025	CN - D SEEBECK	\$5.15
2026	289	12/11/2025	CN - D SEEBECK	\$5.15
2026	291	12/12/2025	CN - D SEEBECK	\$10.15
2026	291	12/12/2025	CN - D SEEBECK	\$5.15
2026	291	12/12/2025	CN - D SEEBECK	\$5.15
2026	294	12/15/2025	MSB - HS	\$50.00
2026	295	12/15/2025	CN - D SEEBECK	\$15.45
2026	295	12/15/2025	CN - D SEEBECK	\$20.00
2026	297	12/16/2025	CN - D SEEBECK	\$35.45
2026	297	12/16/2025	CN - D SEEBECK	\$5.15
2026	297	12/16/2025	CN - D SEEBECK	\$5.15
2026	300	12/17/2025	CN - D SEEBECK	\$7.15
2026	300	12/17/2025	CN - D SEEBECK	\$10.30
2026	300	12/17/2025	CN - D SEEBECK	\$50.00
2026	300	12/17/2025	CN - D SEEBECK	\$5.15
2026	300	12/17/2025	CN - D SEEBECK	\$5.15
2026	304	12/18/2025	CN - D SEEBECK	\$20.00
2026	304	12/18/2025	CN - D SEEBECK	\$11.50
2026	304	12/18/2025	CN - D SEEBECK	\$30.45
2026	304	12/18/2025	CN - D SEEBECK	\$5.15
2026	304	12/18/2025	CN - D SEEBECK	\$20.00
2026	309	12/19/2025	CN - D SEEBECK	\$1,050.50
2026	309	12/19/2025	CN - D SEEBECK	\$649.00
2026	309	12/19/2025	CN - D SEEBECK	\$1,002.50
2026	309	12/19/2025	CN - D SEEBECK	\$25.15
2026	309	12/19/2025	CN - D SEEBECK	\$570.65
2026	309	12/19/2025	CN - D SEEBECK	\$2.95
2026	310	12/19/2025	CN - D SEEBECK	\$25.50
2026	310	12/19/2025	CN - D SEEBECK	\$45.15
2026	310	12/19/2025	CN - D SEEBECK	\$5.15
2026	310	12/19/2025	CN - D SEEBECK	\$10.00
2026	310	12/19/2025	CN - D SEEBECK	\$800.00
2026	316	12/31/2025	MSB - HS, HM, WR	\$30.00
2026	316	12/31/2025	MSB - HS, HM, WR	\$50.00
2026	316	12/31/2025	MSB - HS, HM, WR	\$35.00
			1730 ADULT LUNCHESES/BREAKFASTS Total	\$5,131.80
1760 CONTRACT LUNCHESES, BREAK., MILK				
2026	305	12/18/2025	SPS - PUP PACK MEALS	\$1,582.40

Receipt Analysis

Options: Date Range: 12/1/2025 - 12/31/2025

Year	Receipt No	Date	Received From	Amount
			1760 CONTRACT LUNCHES, BREAK., MILK Total	\$1,582.40
2100	COUNTY 4 MILL AD VALOREM TAX			
2026	261	12/1/2025	POTT CO	\$38,897.63
			2100 COUNTY 4 MILL AD VALOREM TAX Total	\$38,897.63
2200	COUNTY APPORT.(MORTGAGE TAX)			
2026	261	12/1/2025	POTT CO	\$7,520.92
			2200 COUNTY APPORT.(MORTGAGE TAX) Total	\$7,520.92
3110	GROSS PRODUCTION TAX			
2026	279	12/9/2025	OTC	\$2,178.24
			3110 GROSS PRODUCTION TAX Total	\$2,178.24
3120	MOTOR VEHICLE COLLECTIONS			
2026	279	12/9/2025	OTC	\$101,351.31
			3120 MOTOR VEHICLE COLLECTIONS Total	\$101,351.31
3130	RURAL ELECTRIC COOP.TAX			
2026	279	12/9/2025	OTC	\$161.48
			3130 RURAL ELECTRIC COOP.TAX Total	\$161.48
3140	STATE SCHOOL LAND EARNINGS			
2026	308	12/19/2025	COL - SCHOOL LAND EARNINGS	\$41,850.18
			3140 STATE SCHOOL LAND EARNINGS Total	\$41,850.18
3150	VEHICLE TAX STAMPS			
2026	261	12/1/2025	POTT CO	\$354.29
			3150 VEHICLE TAX STAMPS Total	\$354.29
3210	FOUNDATION AND SALARY INCEN.			
2026	283	12/11/2025	OSDE - FOUNDATION & SALARY INCENTIVE AID	\$1,574,060.46
			3210 FOUNDATION AND SALARY INCEN. Total	\$1,574,060.46
3250	EDUCATION FLEX.BENEFIT ALLOW.			
2026	284	12/11/2025	OSDE - CERT HEALTH ALLOW - 334	\$195,471.36
2026	285	12/11/2025	OSDE - SUPPORT HEALTH ALLOW - 335	\$97,735.68
2026	286	12/11/2025	OSDE - CERT HEALTH ALLOW IN LIEU OF FBA - 331	\$4,140.77
2026	287	12/11/2025	OSDE - SUPPORT HEALTH ALLOW IN LIEU OF FBA - 332	\$19,871.92
			3250 EDUCATION FLEX.BENEFIT ALLOW. Total	\$317,219.73
3420	STATE TEXTBOOK			
2026	288	12/11/2025	OSDE - TEXTBOOKS - 333	\$18,378.14
			3420 STATE TEXTBOOK Total	\$18,378.14
3690	MISC. SOURCES OF STATE REVENUE			
2026	293	12/12/2025	STATE OF OK - OJA GRANT	\$74,713.32
2026	302	12/17/2025	STATE OF OK - DEPT PUBLIC SAFETY	\$12,750.00
			3690 MISC. SOURCES OF STATE REVENUE Total	\$87,463.32
3811	COMP. HS VOC. SALARY REIM.			
2026	307	12/19/2025	STATE OF OK - CAREER & TECH ED-2nd QRT 411/412	\$14,260.00
			3811 COMP. HS VOC. SALARY REIM. Total	\$14,260.00
3812	VOC. PROG. INCENTIVE ASSIST.			
2026	307	12/19/2025	STATE OF OK - CAREER & TECH ED-2nd QRT 411/412	\$21,999.00
			3812 VOC. PROG. INCENTIVE ASSIST. Total	\$21,999.00
4210	TITLE I-BASIC PROGRAM			
2026	311	12/22/2025	OSDE - TITLE I NEGLECTED 518	\$5,574.78
			4210 TITLE I-BASIC PROGRAM Total	\$5,574.78
4281	TITLE III-PART A ENGLISH LANG.			
2026	271	12/4/2025	OSDE - ENGLISH LANG ACQ LEAs - 572	\$4,726.70
			4281 TITLE III-PART A ENGLISH LANG. Total	\$4,726.70
4443	TITLE IV, 21ST CENTURY GRANT			
2026	270	12/4/2025	OSDE - 21st CENTURY CLC - 553	\$33,937.37
			4443 TITLE IV, 21ST CENTURY GRANT Total	\$33,937.37
4470	TITLE VI PART B			
2026	312	12/22/2025	OSDE - TITLE VI PART B - 587	\$26,004.48
			4470 TITLE VI PART B Total	\$26,004.48
4480	TITLE X PART C			
2026	313	12/22/2025	OSDE - HOMELESS CHILDREN & YOUTH - 596	\$2,026.21

Receipt Analysis

Options: Date Range: 12/1/2025 - 12/31/2025

Year	Receipt No	Date	Received From	Amount
2026	313	12/22/2025	OSDE - HOMELESS CHILDREN & YOUTH - 596	\$9,549.85
4480 TITLE X PART C Total				\$11,576.06
4580 MEDICAID RESOURCES				
2026	314	12/23/2025	OK HEALTH CARE AUTH - MEDICAID	\$26,464.76
4580 MEDICAID RESOURCES Total				\$26,464.76
4707 LOCAL FOOD FOR SCHOOL PROGRAMS				
2026	263	12/1/2025	STATE OF OK - DEPT AG FOOD & FORESTRY	\$559.93
2026	263	12/1/2025	STATE OF OK - DEPT AG FOOD & FORESTRY	\$1,255.52
2026	263	12/1/2025	STATE OF OK - DEPT AG FOOD & FORESTRY	\$1,472.31
4707 LOCAL FOOD FOR SCHOOL PROGRAMS Total				\$3,287.76
5600 CORRECTING ENTRY				
2026	262	12/1/2025	TINA KEAN - REIM FOR TAXES - DOLLAR TREE	\$3.30
2026	266	12/3/2025	TEACHER'S RETIREMENT - REFUND	\$1,261.12
2026	267	12/3/2025	AMERICAN FIDELITY - REFUND - B WILCOX	\$25.00
2026	268	12/3/2025	THE STATE TREASURER - INS PREM REFUND- (KF/AB)	\$8.50
2026	268	12/3/2025	THE STATE TREASURER - INS PREM REFUND- (KF/AB)	\$3.44
2026	299	12/16/2025	FIRST UNITED - CK #21/45 (HERC RENTAL) DISPUTE	\$407.00
5600 CORRECTING ENTRY Total				\$1,708.36
Receipts Total				\$2,994,951.58

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
105	12/2/2025		101	AC		\$2,562.81 Posted
	2025	21	715		\$450.00	
			2025	21 Total	\$450.00	
	2026	11	2900		\$226.42	
	2026	11	2867		\$637.91	
	2026	11	2899		\$17.50	
	2026	11	2907		\$517.31	
			2026	11 Total	\$1,399.14	
	2026	21	318		\$713.67	
			2026	21 Total	\$713.67	
106	12/3/2025		101	AC		\$28,744.91 Posted
	2026	11	2894		\$20.00	
	2026	11	2875		\$5,787.81	
	2026	11	2846		\$5,764.85	
	2026	11	2844		\$12,096.00	
			2026	11 Total	\$23,668.66	
	2026	21	315		\$4,750.00	
	2026	21	313		\$146.25	
	2026	21	300		\$180.00	
			2026	21 Total	\$5,076.25	
107	12/4/2025		101	AC		\$3,905.13 Posted
	2026	11	2901		\$46.75	
	2026	11	2850		\$583.38	
	2026	11	2234		\$2,000.00	
			2026	11 Total	\$2,630.13	
	2026	21	314		\$325.00	
	2026	21	274		\$950.00	
		2026	21 Total	\$1,275.00		
108	12/5/2025		101	AC		\$413,176.04 Posted
	2026	11	2888		\$20.00	
	2026	11	2868		\$225.00	
	2026	11	2863		\$359.47	
	2026	11	2842		\$39.00	
	2026	11	2716		\$246.50	
	2026	11	1985		\$166.75	
	2026	11	1279		\$123.25	
	2026	11	2908		\$179.71	
	2026	11	2874		\$310,477.92	
	2026	11	2847		\$6,103.20	
	2026	11	2845		\$27,209.52	
	2026	11	2922		\$8,050.22	
	2026	11	2910		\$3,094.15	
	2026	11	2911		\$1,134.75	
	2026	11	2939		\$633.27	
			2026	11 Total	\$358,062.71	
	2026	21	324		\$537.01	
	2026	21	312		\$4,968.24	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
Year	Fund	Payment No	Amount		
	2026	21	339	\$47,885.94	
	2026	21	299	\$569.30	
	2026	21	301	\$103.70	
	2026	21	325	\$615.56	
	2026	21	336	\$225.71	
	2026	21	331	\$97.78	
	2026	21	322	\$5.90	
	2026	21	Total	\$55,009.14	
	2026	81	15	\$104.19	
	2026	81	Total	\$104.19	
109	12/8/2025	101	AC	\$57,406.27	Posted
	2026	11	2945	\$435.21	
	2026	11	2941	\$245.84	
	2026	11	2923	\$346.27	
	2026	11	2912	\$4,000.00	
	2026	11	2880	\$36.25	
	2026	11	2915	\$467.50	
	2026	11	331	\$230.87	
	2026	11	2930	\$45,106.29	
	2026	11	2916	\$6,529.60	
	2026	11	Total	\$57,397.83	
	2026	81	16	\$8.44	
	2026	81	Total	\$8.44	
110	12/9/2025	101	AC	\$39,697.24	Posted
	2026	11	2943	\$3,150.00	
	2026	11	2935	\$425.00	
	2026	11	2934	\$77.70	
	2026	11	2933	\$1,050.00	
	2026	11	2928	\$750.00	
	2026	11	2927	\$6,013.25	
	2026	11	2926	\$2,657.13	
	2026	11	2921	\$33.39	
	2026	11	2920	\$9,395.63	
	2026	11	2919	\$510.00	
	2026	11	2917	\$4,701.13	
	2026	11	2909	\$3,968.75	
	2026	11	2876	\$187.00	
	2026	11	2896	\$2,614.80	
	2026	11	Total	\$35,533.78	
	2026	21	340	\$883.69	
	2026	21	338	\$1,269.30	
	2026	21	334	\$685.00	
	2026	21	327	\$59.35	
	2026	21	332	\$1,149.71	
	2026	21	328	\$116.41	
	2026	21	Total	\$4,163.46	
111	12/10/2025	101	AC	\$57,684.50	Posted

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	2944		\$337.38	
	2026	11	2938		\$140.00	
	2026	11	2913		\$156.15	
	2026	11	2914		\$435.00	
	2026	11	362		\$230.87	
			2026 11 Total		<u>\$1,299.40</u>	
	2026	21	337		\$47,974.10	
	2026	21	329		\$8,411.00	
			2026 21 Total		<u>\$56,385.10</u>	
112	12/11/2025		101	AC		\$34,856.39 Posted
	2026	11	2937		\$3,702.97	
	2026	11	2931		\$5,542.04	
	2026	11	2924		\$22,386.38	
	2026	11	2893		\$300.00	
	2026	11	2224		\$300.00	
			2026 11 Total		<u>\$32,231.39</u>	
	2026	21	335		\$2,625.00	
			2026 21 Total		<u>\$2,625.00</u>	
113	12/12/2025		101	AC		\$306,304.83 Posted
	2026	11	2942		\$765.00	
	2026	11	2918		\$80.00	
	2026	11	2858		\$273,086.38	
	2026	11	2857		\$3,099.98	
	2026	11	2856		\$18,468.98	
	2026	11	2855		\$3,528.88	
	2026	11	344		\$230.87	
			2026 11 Total		<u>\$299,260.09</u>	
	2026	21	308		\$6,428.40	
	2026	21	307		\$53.00	
	2026	21	306		\$494.38	
	2026	21	305		\$68.96	
			2026 21 Total		<u>\$7,044.74</u>	
114	12/15/2025		101	AC		\$8,685.67 Posted
	2025	11	3345		\$65.25	
			2025 11 Total		<u>\$65.25</u>	
	2026	11	2932		\$1,370.30	
			2026 11 Total		<u>\$1,370.30</u>	
	2026	21	333		\$2,861.12	
	2026	21	330		\$20.00	
	2026	21	326		\$4,369.00	
			2026 21 Total		<u>\$7,250.12</u>	
115	12/16/2025		101	AC		\$2,062.80 Posted
	2026	11	2940		\$679.87	
	2026	11	2936		\$70.93	
	2026	11	2886		\$252.00	
	2026	11	2848		\$1,060.00	
			2026 11 Total		<u>\$2,062.80</u>	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
116	12/17/2025		101	AC	\$29,599.73	Posted
	2026	11	2929	\$700.00		
	2026	11	4050	\$19,340.38		
	2026	11	3982	\$230.87		
	2026	11	3905	\$230.87		
	2026	11	3848	\$230.87		
	2026	11	3833	\$230.87		
	2026	11	3787	\$230.87		
	2026	11	3739	\$230.87		
	2026	11	3726	\$230.87		
	2026	11	3692	\$230.87		
	2026	11	3588	\$230.87		
	2026	11	3556	\$230.87		
	2026	11	4017	\$230.87		
	2026	11	4000	\$230.87		
	2026	11	3991	\$230.87		
	2026	11	3942	\$230.87		
	2026	11	3927	\$230.87		
	2026	11	3919	\$230.87		
	2026	11	3912	\$230.87		
	2026	11	3899	\$230.87		
	2026	11	3860	\$230.87		
	2026	11	3857	\$230.87		
	2026	11	3812	\$230.87		
	2026	11	3798	\$230.87		
	2026	11	3746	\$230.87		
	2026	11	3712	\$230.87		
	2026	11	3693	\$230.87		
	2026	11	3684	\$230.87		
	2026	11	3672	\$230.87		
	2026	11	3651	\$230.87		
	2026	11	3650	\$230.87		
	2026	11	3648	\$230.87		
	2026	11	3640	\$230.87		
	2026	11	3638	\$230.87		
	2026	11	3597	\$230.87		
	2026	11	3576	\$230.87		
	2026	11	3574	\$115.44		
	2026	11	3573	\$230.87		
	2026	11	3565	\$230.87		
	2026	11	3551	\$230.87		
	2026	11	3550	\$230.87		
			2026 11 Total	\$28,928.88		
	2026	21	381	\$439.98		
	2026	21	378	\$230.87		
			2026 21 Total	\$670.85		
117	12/18/2025		101	AC	\$38,787.04	Posted

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
2026	11		4049		\$230.87	
2026	11		4037		\$230.87	
2026	11		4026		\$230.87	
2026	11		4025		\$230.87	
2026	11		4024		\$230.87	
2026	11		4022		\$230.87	
2026	11		4018		\$230.87	
2026	11		4015		\$230.87	
2026	11		4014		\$230.87	
2026	11		4011		\$230.87	
2026	11		4005		\$230.87	
2026	11		4002		\$230.87	
2026	11		4001		\$230.87	
2026	11		3999		\$230.87	
2026	11		3996		\$230.87	
2026	11		3981		\$230.87	
2026	11		3963		\$230.87	
2026	11		3959		\$230.87	
2026	11		3958		\$230.87	
2026	11		3955		\$230.87	
2026	11		3952		\$230.87	
2026	11		3950		\$230.87	
2026	11		3945		\$115.44	
2026	11		3941		\$230.87	
2026	11		3940		\$230.87	
2026	11		3935		\$230.87	
2026	11		3934		\$230.87	
2026	11		3931		\$230.87	
2026	11		3929		\$230.87	
2026	11		3928		\$230.87	
2026	11		3925		\$230.87	
2026	11		3910		\$230.87	
2026	11		3906		\$230.87	
2026	11		3895		\$230.87	
2026	11		3887		\$230.87	
2026	11		3884		\$230.87	
2026	11		3880		\$230.87	
2026	11		3877		\$230.87	
2026	11		3868		\$230.87	
2026	11		3863		\$230.87	
2026	11		3862		\$230.87	
2026	11		3859		\$230.87	
2026	11		3858		\$230.87	
2026	11		3853		\$230.87	
2026	11		3852		\$230.87	
2026	11		3849		\$230.87	
2026	11		3846		\$230.87	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	3841		\$230.87	
	2026	11	3836		\$230.87	
	2026	11	3826		\$230.87	
	2026	11	3825		\$230.87	
	2026	11	3822		\$230.87	
	2026	11	3821		\$230.87	
	2026	11	3818		\$230.87	
	2026	11	3817		\$230.87	
	2026	11	3814		\$230.87	
	2026	11	3805		\$230.87	
	2026	11	3801		\$230.87	
	2026	11	3791		\$230.87	
	2026	11	3785		\$230.87	
	2026	11	3779		\$230.87	
	2026	11	3778		\$230.87	
	2026	11	3777		\$230.87	
	2026	11	3775		\$230.87	
	2026	11	3774		\$230.87	
	2026	11	3764		\$230.87	
	2026	11	3760		\$230.87	
	2026	11	3756		\$230.87	
	2026	11	3754		\$230.87	
	2026	11	3753		\$230.87	
	2026	11	3750		\$230.87	
	2026	11	3749		\$230.87	
	2026	11	3745		\$230.87	
	2026	11	3738		\$230.87	
	2026	11	3732		\$230.87	
	2026	11	3731		\$230.87	
	2026	11	3729		\$230.87	
	2026	11	3727		\$230.87	
	2026	11	3724		\$230.87	
	2026	11	3722		\$230.87	
	2026	11	3720		\$230.87	
	2026	11	3715		\$230.87	
	2026	11	3708		\$230.87	
	2026	11	3702		\$230.87	
	2026	11	3697		\$230.87	
	2026	11	3689		\$230.87	
	2026	11	3678		\$230.87	
	2026	11	3671		\$230.87	
	2026	11	3669		\$230.87	
	2026	11	3660		\$230.87	
	2026	11	3656		\$230.87	
	2026	11	3655		\$230.87	
	2026	11	3653		\$230.87	
	2026	11	3646		\$230.87	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
2026	11		3637		\$230.87	
2026	11		3632		\$230.87	
2026	11		3629		\$230.87	
2026	11		3625		\$230.87	
2026	11		3620		\$230.87	
2026	11		3619		\$230.87	
2026	11		3617		\$230.87	
2026	11		3608		\$230.87	
2026	11		3605		\$230.87	
2026	11		3598		\$230.87	
2026	11		3596		\$230.87	
2026	11		3595		\$230.87	
2026	11		3586		\$230.87	
2026	11		3582		\$230.87	
2026	11		3578		\$230.87	
2026	11		3577		\$230.87	
2026	11		3571		\$230.87	
2026	11		3566		\$230.87	
2026	11		3563		\$230.87	
2026	11		3559		\$230.87	
2026	11		3557		\$230.87	
2026	11		3554		\$230.87	
2026	11		3553		\$230.87	
2026	11		3552		\$230.87	
2026	11		3548		\$230.87	
2026	11		3547		\$230.87	
2026	11		3543		\$230.87	
2026	11		3855		\$230.87	
2026	11		4031		\$230.87	
2026	11		4028		\$230.87	
2026	11		3917		\$230.87	
2026	11		3809		\$230.87	
2026	11		3786		\$230.87	
2026	11		3770		\$230.87	
2026	11		3662		\$230.87	
2026	11		3635		\$230.87	
2026	11		3544		\$230.87	
2026	11		4111		\$1,582.40	
2026	11		4013		\$230.87	
2026	11		3995		\$230.87	
2026	11		3965		\$230.87	
2026	11		3865		\$230.87	
2026	11		3861		\$230.87	
2026	11		3811		\$230.87	
2026	11		3741		\$230.87	
2026	11		3696		\$230.87	
2026	11		3667		\$230.87	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	4039		\$230.87	
	2026	11	4034		\$230.87	
	2026	11	3978		\$230.87	
	2026	11	3972		\$230.87	
	2026	11	3964		\$230.87	
	2026	11	3907		\$230.87	
	2026	11	3873		\$230.87	
	2026	11	3851		\$230.87	
	2026	11	3816		\$230.87	
	2026	11	3795		\$230.87	
	2026	11	3644		\$230.87	
	2026	11	3624		\$230.87	
	2026	11	4093		\$150.00	
	2026	11	3922		\$230.87	
	2026	11	3758		\$230.87	
	2026	11	3618		\$230.87	
			2026 11 Total		\$37,401.82	
	2026	21	376		\$230.87	
	2026	21	372		\$230.87	
	2026	21	371		\$230.87	
	2026	21	370		\$230.87	
	2026	21	373		\$230.87	
	2026	21	377		\$230.87	
			2026 21 Total		\$1,385.22	
118		12/19/2025	101	AC	\$2,075,674.75	Posted
	2026	11	4120		\$167.31	
	2026	11	4092		\$608.29	
	2026	11	4091		\$2,759.81	
	2026	11	4087		\$210.96	
	2026	11	4066		\$400.00	
	2026	11	4048		\$230.87	
	2026	11	4046		\$230.87	
	2026	11	4042		\$230.87	
	2026	11	4040		\$230.87	
	2026	11	4027		\$230.87	
	2026	11	4023		\$230.87	
	2026	11	4008		\$230.87	
	2026	11	4007		\$230.87	
	2026	11	4006		\$230.87	
	2026	11	3985		\$230.87	
	2026	11	3974		\$230.87	
	2026	11	3973		\$230.87	
	2026	11	3971		\$230.87	
	2026	11	3970		\$230.87	
	2026	11	3969		\$230.87	
	2026	11	3946		\$230.87	
	2026	11	3943		\$230.87	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	3939		\$230.87	
	2026	11	3937		\$230.87	
	2026	11	3926		\$230.87	
	2026	11	3923		\$230.87	
	2026	11	3914		\$230.87	
	2026	11	3909		\$230.87	
	2026	11	3904		\$230.87	
	2026	11	3902		\$230.87	
	2026	11	3901		\$230.87	
	2026	11	3896		\$230.87	
	2026	11	3894		\$230.87	
	2026	11	3889		\$230.87	
	2026	11	3886		\$230.87	
	2026	11	3878		\$230.87	
	2026	11	3875		\$230.87	
	2026	11	3872		\$230.87	
	2026	11	3871		\$230.87	
	2026	11	3870		\$230.87	
	2026	11	3869		\$230.87	
	2026	11	3866		\$230.87	
	2026	11	3838		\$230.87	
	2026	11	3830		\$230.87	
	2026	11	3828		\$230.87	
	2026	11	3813		\$230.87	
	2026	11	3804		\$230.87	
	2026	11	3800		\$230.87	
	2026	11	3781		\$230.87	
	2026	11	3771		\$230.87	
	2026	11	3755		\$230.87	
	2026	11	3737		\$230.87	
	2026	11	3736		\$230.87	
	2026	11	3733		\$230.87	
	2026	11	3730		\$230.87	
	2026	11	3728		\$230.87	
	2026	11	3723		\$230.87	
	2026	11	3717		\$230.87	
	2026	11	3707		\$230.87	
	2026	11	3683		\$230.87	
	2026	11	3682		\$230.87	
	2026	11	3680		\$230.87	
	2026	11	3677		\$230.87	
	2026	11	3676		\$230.87	
	2026	11	3675		\$230.87	
	2026	11	3674		\$230.87	
	2026	11	3670		\$230.87	
	2026	11	3658		\$230.87	
	2026	11	3657		\$230.87	

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
2026	11		3645		\$230.87	
2026	11		3622		\$230.87	
2026	11		3615		\$230.87	
2026	11		3614		\$230.87	
2026	11		3613		\$230.87	
2026	11		3612		\$230.87	
2026	11		3610		\$230.87	
2026	11		3602		\$230.87	
2026	11		3594		\$230.87	
2026	11		3584		\$230.87	
2026	11		3583		\$230.87	
2026	11		3570		\$230.87	
2026	11		3569		\$230.87	
2026	11		3545		\$230.87	
2026	11		4036		\$230.87	
2026	11		4065		\$2,701.69	
2026	11		3992		\$230.87	
2026	11		3938		\$230.87	
2026	11		3921		\$230.87	
2026	11		3882		\$230.87	
2026	11		3881		\$230.87	
2026	11		3850		\$230.87	
2026	11		3837		\$230.87	
2026	11		3542		\$230.87	
2026	11		4127		\$2,317.00	
2026	11		4067		\$9,626.33	
2026	11		3511		\$133,978.77	
2026	11		3512		\$295,219.66	
2026	11		3538		\$173.32	
2026	11		3518		\$1,523,589.01	
2026	11		4053		\$47.58	
2026	11		4054		\$51.26	
2026	11		4059		\$696.98	
2026	11		4060		\$617.92	
2026	11		4055		\$110.65	
2026	11		3539		\$973.09	
2026	11		4103		\$4,072.89	
2026	11		4020		\$230.87	
2026	11		3776		\$230.87	
2026	11		3532		\$8,448.00	
2026	11		3531		\$210.00	
2026	11		4033		\$230.87	
2026	11		3987		\$230.87	
2026	11		3891		\$230.87	
2026	11		3864		\$230.87	
2026	11		3767		\$230.87	
2026	11		3710		\$230.87	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	3549		\$230.87	
	2026	11	3769		\$230.87	
			2026 11 Total		\$2,009,374.91	
	2026	12	4		\$1,144.72	
			2026 12 Total		\$1,144.72	
	2026	21	379		\$115.44	
	2026	21	382		\$225.59	
	2026	21	383		\$73.14	
	2026	21	358		\$3,946.50	
	2026	21	359		\$8,353.30	
	2026	21	364		\$41,948.31	
	2026	21	374		\$230.87	
			2026 21 Total		\$54,893.15	
	2026	33	18		\$539.23	
			2026 33 Total		\$539.23	
	2026	34	8		\$401.72	
			2026 34 Total		\$401.72	
	2026	81	17		\$5,516.23	
	2026	81	18		\$3,804.79	
			2026 81 Total		\$9,321.02	
119		12/22/2025	101	AC	\$150,559.11	Posted
	2026	11	4133		\$8,387.69	
	2026	11	4123		\$150.00	
	2026	11	4122		\$3,835.20	
	2026	11	4117		\$1,200.00	
	2026	11	4096		\$200.00	
	2026	11	4095		\$71.82	
	2026	11	4094		\$150.00	
	2026	11	4090		\$135.49	
	2026	11	4082		\$19,031.83	
	2026	11	4078		\$6,657.11	
	2026	11	4076		\$200.00	
	2026	11	4073		\$405.00	
	2026	11	4071		\$4,115.05	
	2026	11	4070		\$10,672.75	
	2026	11	4058		\$2,828.72	
	2026	11	4044		\$230.87	
	2026	11	4021		\$230.87	
	2026	11	4016		\$230.87	
	2026	11	3994		\$230.87	
	2026	11	3990		\$230.87	
	2026	11	3984		\$230.87	
	2026	11	3977		\$230.87	
	2026	11	3966		\$230.87	
	2026	11	3960		\$230.87	
	2026	11	3954		\$230.87	
	2026	11	3948		\$230.87	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
2026	11		3947		\$230.87	
2026	11		3944		\$230.87	
2026	11		3932		\$230.87	
2026	11		3930		\$230.87	
2026	11		3920		\$230.87	
2026	11		3908		\$230.87	
2026	11		3893		\$230.87	
2026	11		3845		\$230.87	
2026	11		3843		\$230.87	
2026	11		3840		\$230.87	
2026	11		3815		\$230.87	
2026	11		3808		\$230.87	
2026	11		3802		\$230.87	
2026	11		3797		\$230.87	
2026	11		3796		\$230.87	
2026	11		3794		\$230.87	
2026	11		3782		\$230.87	
2026	11		3773		\$230.87	
2026	11		3772		\$230.87	
2026	11		3719		\$230.87	
2026	11		3718		\$230.87	
2026	11		3714		\$230.87	
2026	11		3713		\$230.87	
2026	11		3691		\$230.87	
2026	11		3690		\$230.87	
2026	11		3686		\$230.87	
2026	11		3616		\$230.87	
2026	11		3611		\$230.87	
2026	11		3592		\$230.87	
2026	11		3581		\$230.87	
2026	11		3579		\$230.87	
2026	11		3045		\$217.50	
2026	11		3008		\$885.72	
2026	11		2230		\$100.00	
2026	11		150		\$230.87	
2026	11		4129		\$1,322.35	
2026	11		3065		\$985.07	
2026	11		3799		\$230.87	
2026	11		3673		\$230.87	
2026	11		3665		\$115.44	
2026	11		3593		\$230.87	
2026	11		3601		\$230.87	
2026	11		3503		\$12,096.00	
2026	11		4119		\$40,104.22	
2026	11		4072		\$6,326.30	
2026	11		3507		\$5,764.83	
2026	11		4130		\$2,471.39	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	3506		\$1,060.00	
	2026	11	4104		\$219.24	
	2026	11	4083		\$49.29	
	2026	11	4045		\$230.87	
	2026	11	3663		\$230.87	
	2026	11	3555		\$230.87	
	2026	11	4113		\$150.96	
	2026	11	3876		\$230.87	
	2026	11	3810		\$230.87	
	2026	11	3609		\$230.87	
	2026	11	4138		\$915.16	
			2026 11 Total		\$143,060.24	
	2026	21	396		\$727.40	
	2026	21	357		\$590.00	
	2026	21	356		\$180.00	
	2026	21	399		\$1,800.00	
	2026	21	389		\$1,061.85	
	2026	21	390		\$416.58	
	2026	21	385		\$84.68	
			2026 21 Total		\$4,860.51	
	2026	81	22		\$1,638.36	
	2026	81	19		\$1,000.00	
			2026 81 Total		\$2,638.36	
120		12/23/2025	101	AC	\$113,299.58	Posted
	2026	11	4135		\$548.89	
	2026	11	4132		\$22,612.80	
	2026	11	4128		\$135.30	
	2026	11	4125		\$250.00	
	2026	11	4124		\$460.82	
	2026	11	4115		\$1,965.00	
	2026	11	4112		\$3,551.09	
	2026	11	4108		\$382.50	
	2026	11	4102		\$105.68	
	2026	11	4080		\$1,500.00	
	2026	11	4075		\$201.39	
	2026	11	4069		\$107.00	
	2026	11	4068		\$68.24	
	2026	11	4043		\$230.87	
	2026	11	4041		\$230.87	
	2026	11	4030		\$230.87	
	2026	11	4029		\$230.87	
	2026	11	4003		\$230.87	
	2026	11	3975		\$230.87	
	2026	11	3967		\$230.87	
	2026	11	3961		\$230.87	
	2026	11	3890		\$230.87	
	2026	11	3888		\$230.87	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
2026	11		3885		\$230.87	
2026	11		3856		\$230.87	
2026	11		3847		\$230.87	
2026	11		3842		\$230.87	
2026	11		3835		\$230.87	
2026	11		3832		\$230.87	
2026	11		3824		\$230.87	
2026	11		3823		\$230.87	
2026	11		3807		\$230.87	
2026	11		3783		\$230.87	
2026	11		3763		\$230.87	
2026	11		3761		\$230.87	
2026	11		3752		\$230.87	
2026	11		3747		\$230.87	
2026	11		3744		\$230.87	
2026	11		3706		\$230.87	
2026	11		3705		\$230.87	
2026	11		3699		\$230.87	
2026	11		3695		\$230.87	
2026	11		3679		\$230.87	
2026	11		3668		\$230.87	
2026	11		3649		\$230.87	
2026	11		3643		\$230.87	
2026	11		3636		\$230.87	
2026	11		3587		\$230.87	
2026	11		3585		\$230.87	
2026	11		3580		\$230.87	
2026	11		3562		\$230.87	
2026	11		3523		\$240.00	
2026	11		3521		\$771.25	
2026	11		3519		\$115.60	
2026	11		3513		\$804.39	
2026	11		3501		\$39.00	
2026	11		2925		\$389.20	
2026	11		3918		\$230.87	
2026	11		3953		\$230.87	
2026	11		3757		\$230.87	
2026	11		3874		\$230.87	
2026	11		3589		\$230.87	
2026	11		3575		\$230.87	
2026	11		3642		\$230.87	
2026	11		3524		\$60,722.00	
2026	11		3540		\$7.00	
2026	11		4056		\$21.00	
2026	11		4061		\$204.00	
2026	11		4114		\$101.92	
		2026	11 Total		\$105,693.22	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
	2026 21	393		\$2,673.00	
	2026 21	394		\$222.00	
	2026 21	387		\$495.42	
	2026 21	365		\$30.00	
	2026 21	366		\$1,678.00	
	2026 21	400		\$1,035.09	
		2026 21 Total		\$6,133.51	
	2026 33	19		\$315.70	
		2026 33 Total		\$315.70	
	2026 81	20		\$1,157.15	
		2026 81 Total		\$1,157.15	
121	12/24/2025	101	AC		\$14,917.41 Posted
	2026 11	4105		\$100.00	
	2026 11	4086		\$2,283.99	
	2026 11	4084		\$100.96	
	2026 11	4079		\$220.81	
	2026 11	4074		\$250.00	
	2026 11	4064		\$149.70	
	2026 11	4052		\$115.44	
	2026 11	4010		\$230.87	
	2026 11	3968		\$230.87	
	2026 11	3936		\$230.87	
	2026 11	3915		\$230.87	
	2026 11	3898		\$230.87	
	2026 11	3892		\$230.87	
	2026 11	3854		\$230.87	
	2026 11	3829		\$230.87	
	2026 11	3819		\$230.87	
	2026 11	3766		\$230.87	
	2026 11	3765		\$230.87	
	2026 11	3740		\$230.87	
	2026 11	3709		\$230.87	
	2026 11	3700		\$230.87	
	2026 11	3621		\$230.87	
	2026 11	3535		\$187.00	
	2026 11	3520		\$50.00	
	2026 11	3510		\$188.90	
	2026 11	2966		\$87.04	
	2026 11	4121		\$1,207.14	
	2026 11	3827		\$230.87	
	2026 11	3716		\$230.87	
	2026 11	3703		\$115.44	
	2026 11	3591		\$230.87	
	2026 11	3711		\$230.87	
	2026 11	3600		\$230.87	
	2026 11	4038		\$230.87	
		2026 11 Total		\$9,904.69	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	21	388		\$1,000.00	
	2026	21	384		\$3,118.15	
	2026	21	369		\$230.87	
			2026 21 Total		\$4,349.02	
	2026	33	22		\$663.70	
			2026 33 Total		\$663.70	
122		12/26/2025	101	AC	\$28,073.63	Posted
	2026	11	4081		\$22,212.24	
	2026	11	4032		\$230.87	
	2026	11	4019		\$230.87	
	2026	11	4009		\$230.87	
	2026	11	3951		\$230.87	
	2026	11	3631		\$230.87	
	2026	11	3502		\$252.90	
	2026	11	3844		\$230.87	
	2026	11	3525		\$450.00	
	2026	11	4126		\$290.00	
			2026 11 Total		\$24,590.36	
	2026	21	391		\$1,835.09	
			2026 21 Total		\$1,835.09	
	2026	33	20		\$1,648.18	
			2026 33 Total		\$1,648.18	
123		12/29/2025	101	AC	\$43,516.80	Posted
	2026	11	4101		\$11,643.75	
	2026	11	4077		\$22,044.20	
	2026	11	3867		\$230.87	
	2026	11	3834		\$230.87	
	2026	11	3806		\$230.87	
	2026	11	3721		\$230.87	
	2026	11	3639		\$230.87	
	2026	11	3634		\$230.87	
	2026	11	3623		\$230.87	
	2026	11	3604		\$230.87	
	2026	11	3530		\$50.00	
	2026	11	3529		\$650.00	
	2026	11	3526		\$640.84	
	2026	11	3508		\$100.00	
	2026	11	3949		\$230.87	
	2026	11	3572		\$230.87	
	2026	11	4035		\$230.87	
	2026	11	4004		\$115.44	
	2026	11	3654		\$230.87	
			2026 11 Total		\$38,014.67	
	2026	21	392		\$2,450.00	
	2026	21	397		\$352.13	
	2026	21	398		\$2,700.00	
			2026 21 Total		\$5,502.13	

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 12/1/2025 - 12/31/2025, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
124	12/30/2025		101	AC	\$44,170.96	Posted
	2026	11	4136	\$806.90		
	2026	11	4134	\$6,300.00		
	2026	11	4131	\$565.00		
	2026	11	4116	\$470.00		
	2026	11	4110	\$493.80		
	2026	11	4089	\$21,039.66		
	2026	11	3701	\$230.87		
	2026	11	3630	\$230.87		
	2026	11	3627	\$230.87		
	2026	11	3590	\$230.87		
	2026	11	4106	\$721.25		
	2026	11	4097	\$2,000.00		
		2026	11 Total	\$33,320.09		
	2026	21	380	\$230.87		
	2026	21	323	\$950.00		
		2026	21 Total	\$1,180.87		
	2026	34	10	\$9,670.00		
		2026	34 Total	\$9,670.00		
125	12/31/2025		101	AC	\$5,540.83	Posted
	2026	11	3933	\$230.87		
	2026	11	3687	\$230.87		
	2026	11	3685	\$230.87		
	2026	11	3628	\$230.87		
	2026	11	3568	\$230.87		
	2026	11	3664	\$230.87		
	2026	11	3751	\$230.87		
	2026	11	4137	\$112.00		
	2026	11	4088	\$570.00		
	2026	11	3839	\$230.87		
	2026	11	3916	\$230.87		
		2026	11 Total	\$2,759.83		
	2026	34	9	\$2,610.00		
		2026	34 Total	\$2,610.00		
	2026	81	21	\$171.00		
		2026	81 Total	\$171.00		
Year and Fund Totals:						
	2025	11	\$65.25			
	2025	21	\$450.00			
	2026	11	\$3,247,964.94			
	2026	12	\$1,144.72			
	2026	21	\$220,352.83			
	2026	33	\$3,166.81			
	2026	34	\$12,681.72			
	2026	81	\$13,400.16			
Total Payment Clearing Posted =				\$3,499,226.43		
Total Payment Clearing Not Posted =				\$0.00		

Payment Register

Options: Year: 2025-2026, Fund Account: 2024 LR Bond, Date Range: 7/1/2025 - 6/30/2026, Payment Range: 27 - 49999,
Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
27	12/10/2025	51173	Oklahoma Trailers Direct				\$10,695.00
28	12/15/2025	36316	PATRICK MARSH DBA				\$29,439.00
29	12/15/2025	51126	L&E Paving & Construction				\$53,964.00
30	12/15/2025	50852	WYNN CONSTRUCTION CO, INC				\$151,483.56
31	12/15/2025	50852	WYNN CONSTRUCTION CO, INC				\$146,654.59
32	12/15/2025	50852	WYNN CONSTRUCTION CO, INC				\$264,408.98
33	01/06/2026	10661	SCHOOL SPECIALTY LLC				\$1,668.38
34	01/06/2026	33767	SCHOOL OUTFITTERS				\$468.72
Non-Payroll Total:							\$658,782.23
Payroll Total:							\$0.00
Balance Forward:							\$2,494,521.19
Total:							\$3,153,303.42

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 778 - 49999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	778	12/11/2025	39214	ARVEST BANK	HM Notary Debra Pinkston	65.00
11	779	12/11/2025	11	BANCFIRST INSURANCE SERVICES INC	HM Notary stamp Debra Pinkston	53.50
11	780	12/12/2025	3290	BSN SPORTS, LLC	NEW FOOTBALL JERSEYS	16,990.00
11	781	12/15/2025	3290	BSN SPORTS, LLC	BLITCH-PULLOVERS	1,400.00
11	782	12/15/2025	44	FOLLETT CONTENT SOLUTIONS LLC	SMS-Gen Fund 11-Library Books-Cherity Pennington	945.94
11	783	12/15/2025	38855	JOHNSON FENCE CO INC	JTA FENCE	22,450.00
11	784	12/15/2025	4788	AMAZON	KENDRA BUTLER/HS THEATRE	1,725.00
11	785	12/15/2025	39214	ARVEST BANK	KENDRA BUTLER/HS THEATRE	1,500.00
11	786	12/15/2025	2886	LOWE'S INC	KENDRA BUTLER/HS THEATRE	1,500.00
11	787	12/15/2025	10608	DEMCO PRINTING INC	B.COOK ROUTING CARD PRINTING	275.00
11	788	12/15/2025	34900	Carrie A Hathcock	OKMEA Conference Travel	150.00
11	789	12/15/2025	50438	LANGUAGE TESTING INTERNATIONAL INC	AAPPL Testing	140.00
11	790	12/16/2025	51187	ALL COPY PRODUCTS, INC	COPIER / MAINT	10,000.00
11	791	12/18/2025	1092	POTTAWATOMIE COUNTY ASSESSOR	2025-2026 REVALUATION COST	121,667.19
11	792	12/18/2025	3290	BSN SPORTS, LLC	LICKLIDER/STAPLETON-UNIFORMS/GEAR	1,400.00
11	793	12/18/2025	40000	ANNIKA MARIE JENNINGS	KENDRA BUTLER/HS THEATRE	700.00
11	794	12/19/2025	4788	AMAZON	Admin books	400.00
11	795	12/19/2025	31	CCOSA	OASSP/OMLEA Leadership and Learning Conference	4,980.00
11	796	12/19/2025	31	CCOSA	OAESP Leadership Conference	2,490.00
11	797	12/19/2025	39214	ARVEST BANK	COSSBA 2026 National Conference	16,000.00
11	798	12/29/2025	39214	ARVEST BANK	ANDREW MCCUNE/WRESTLING HOTEL STAY-TULSA	1,200.00
11	799	01/05/2026	3843	Michelle R Wallace	Travel reimbursement	300.00
11	800	01/06/2026	50453	Jarris W Kentle	Project Respect - Spring 2026	3,529.00
11	801	01/06/2026	4788	AMAZON	Storage	630.00
11	802	01/06/2026	39214	ARVEST BANK	GT - SECC	64.00
11	803	01/07/2026	39214	ARVEST BANK	Class Resources	300.00
11	804	01/07/2026	35375	KENNETH WILSON	SIGNS FOR CLASSROOMS	350.00
11	805	01/07/2026	4531	OKLAHOMA LIBRARY ASSOCIATION	OLA Spring Conference	1,925.00
11	806	01/07/2026	40031	DREW EICHELBERGER	Classroom Management That Works! Conference	405.00
11	807	01/07/2026	51191	TRAVIS RYAN ALEXANDER	PHOTOGRAPHY	1,500.00
11	808	01/07/2026	66	OKLAHOMA NATURAL GAS	ONG DISTRICT GAS UTILITIES	73,000.00
11	809	01/07/2026	37469	RICHARD DUPUIS	Vehicle Repair Reimbursement	987.00
11	810	01/08/2026	133	AM. FIDELITY (MID CONTINENT)	PAYROLL CORRECTION	3,000.00
11	811	01/08/2026	32536	DELL MARKETING L.P.	BLOOM-CONCURRENT COLLEGE PCS	10,843.60
11	812	01/08/2026	4788	AMAZON	WHEELER- BOARD OF EDUCATION GIFTS	60.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 778 - 49999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	813	01/08/2026	39214	ARVEST BANK	21st CCLC STEM Supplies Sequoyah Jan/Feb/March	150.00
11	814	01/08/2026	39214	ARVEST BANK	21st CCLC STEM Supplies Sequoyah April/May	150.00
11	815	01/08/2026	4788	AMAZON	21st CCLC STEM Supplies Sequoyah Jan/Feb/March	150.00
11	816	01/08/2026	4788	AMAZON	21st CCLC STEM Supplies Sequoyah April/May	150.00
11	817	01/08/2026	39214	ARVEST BANK	21st CCLC STEM Supplies HM Jan/Feb/March WalMart	150.00
11	818	01/08/2026	39214	ARVEST BANK	21st CCLC STEM Supplies HM WalMart April/May	150.00
11	819	01/08/2026	4788	AMAZON	21st CCLC STEM Supplies HM Jan/Feb/March	150.00
11	820	01/08/2026	4788	AMAZON	21st CCLC STEM Supplies HM Amazon April/May	150.00
11	821	01/08/2026	39214	ARVEST BANK	21st CCLC STEM Supplies Jeff WalMart Jan/Feb/March	150.00
11	822	01/08/2026	39214	ARVEST BANK	21st CCLC STEM Supplies Jeff WalMart April/May	150.00
11	823	01/08/2026	4788	AMAZON	21st CCLC STEM Supplies Jeff Amazon Jan/Feb/March	150.00
11	824	01/08/2026	4788	AMAZON	21st CCLC STEM Supplies Jeff Amazon April/May	150.00

Non-Payroll Total:	\$304,725.23
---------------------------	---------------------

Payroll Total:	\$0.00
-----------------------	---------------

Balance Forward:	\$0.00
-------------------------	---------------

Report Total:	\$304,725.23
----------------------	---------------------

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 13 - 49999, Fund(s): 12 CO-OP FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
12	13	01/06/2026	4788	AMAZON	ELL - McLoud	31,011.69
12	14	01/07/2026	4788	AMAZON	ELL - Lexington	1,026.95
Non-Payroll Total:						\$32,038.64
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$32,038.64

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 157 - 49999, Fund(s): BUILDING

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	157	12/11/2025	39214	ARVEST BANK	CUSTODIAL SUPPLIES/ZACH COWDEN	1,000.00
21	158	12/18/2025	33327	MIKE'S LAWN EQUIPMENT INC	ATHLETICS- LAWN EQUIPMENT	450.00
21	159	12/18/2025	39	GREAT PLAINS KUBOTA	TRACTOR FORKS	1,250.00
21	160	12/19/2025	37627	CENTRAL DISPOSAL LLC	DISTRICT DUMPSTER RENTAL	1,000.00
21	161	01/06/2026	52	HUNZICKER BROTHERS	MAINTENANCE SUPPLIES	3,500.00
21	162	01/06/2026	38855	JOHNSON FENCE CO INC	OLD TRANSPORTATION LOT FENCE	1,000.00
21	163	01/06/2026	38954	GLASS ACTION	DIST GLASS REPAIRS	1,500.00
21	164	01/06/2026	50063	6-L MECHANICAL	DISTRICT BOILER REPAIR	3,000.00
21	165	01/07/2026	33731	VISION BANK	LED LIGHT CONVERSION PAYMENT 5	123,499.43
Non-Payroll Total:						\$136,199.43
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$136,199.43

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 35 - 49999, Fund(s): 33 2023 BUILDING BOND FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	35	12/19/2025	40790	S2 SOLUTIONS INC	DOOR ACCESS REPAIRS DISTRICT	1,000.00
Non-Payroll Total:						\$1,000.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,000.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 50 - 49999, Fund(s): 81 GIFT FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	50	12/12/2025	3290	BSN SPORTS, LLC	Football Jerseys	16,990.00
81	51	12/12/2025	39214	ARVEST BANK	JTA Donation gift fund	3,000.00
81	52	12/16/2025	51185	BELSON OUTDOORS LLC	TENNIS BLEACHERS	7,984.39
81	53	01/06/2026	3290	BSN SPORTS, LLC	BASKETBALL GOALS - PCFA GRANT	4,700.00
81	54	01/07/2026	4788	AMAZON	Board Member Gifts	1,000.00
Non-Payroll Total:						\$33,674.39
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$33,674.39

MEMO

To: The Board of Education
From: Anita Miller, School Activity Fund Clerk *AM*
Date: January 12, 2026
Subject: School Activity Fund Transfers

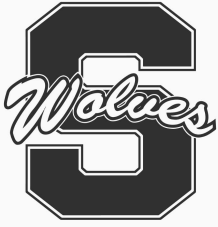
I am requesting the transfer of \$1,074.50 from various School Activity Funds to the Refunds & Reimbursement account # 942.

The transfer is to reimburse the bus driver's salary, FICA, and mileage for various trips taken during November 2025.

RECOMMENDATION: That the Board approves the transfer as presented.

NOVEMBER ACTIVITY TRIP REPORT 2025

Account Name	Trip ID	Trip Description	Trip Date	Driver	Driving Time	Driver Rate	OverTime	OT Rate	Total Time	Distance	Total	District Paid Trip?	Within 30 Miles?	Adjusted Mileage	Adjusted Charges
Account Name: 834 - SHS Speech/Debate															
834 - SHS	AT-01840	HS S&D - Bishop Kelley	11/15/2025	BUTLER, KENDRA	0	\$0.00	0	\$0.00	0	195	\$195.00	N	N	165	\$ 82.50
															\$ 82.50
Account Name: 822/841 SHS TSA Club															
841 SHS TSA	AT-01796	TSA Annual Fall Meeting	11/13/2025	JONES, OMAR	0	\$0.00	0	\$0.00	0	112	\$112.00	N	N	82	\$ 41.00
															\$ 41.00
Account Name: 855 - High School Art Club															
855 - High	AT-01561	HS ART CLUB - OKC	11/4/2025	RELIFORD, STEVEN	0	\$0.00	5	\$25.16	5	82	\$207.80	N	N	52	\$ 78.00
															\$ 78.00
Account Name: 882 - Academic Team															
882 - Academic	AT-01649	MS ACAD BOWL - Agra	11/18/2025	LEWIS, GARY	0	\$0.00	3	\$29.46	3	85	\$173.38	N	N	55	\$ 82.50
															\$ 82.50
Account Name: 891 - MS Student Council															
891 - MS Student	AT-01844	MS STUCO - Poteau	11/13/2025	THOMAS, BRADLEY	4	\$21.08	3.75	\$31.62	7.75	327	\$529.90	N	N	297	\$ 445.50
															\$ 445.50
Account Name: 924 - Will Rogers Elementary															
924 - Will Rogers	AT-01579	WR 2ND GR - Orr Family Farm	11/7/2025	ANTHONY, DONALD	0	\$0.00	5	\$32.34	5	90	\$251.70	N	N	60	\$ 90.00
924 - Will Rogers	AT-01579	WR 2ND GR - Orr Family Farm	11/7/2025	RELIFORD, STEVEN	0	\$0.00	5	\$25.16	5	86	\$211.80	N	N	56	\$ 84.00
924 - Will Rogers	AT-01767	WR 4TH GR - State Capitol	11/21/2025	ANTHONY, DONALD	0	\$0.00	5	\$32.34	5	90	\$251.70	N	N	60	\$ 90.00
924 - Will Rogers	AT-01767	WR 4TH GR - State Capitol	11/21/2025	THOMAS, BRADLEY	0	\$0.00	5	\$31.62	5	84	\$242.10	N	N	54	\$ 81.00
924 - Will Rogers	AT-01848	WR 5TH GR - OBU	11/14/2025	JOHNSON, NANCY	2	\$20.60	0	\$0.00	2	10	\$51.20	N	Y	0	\$ -
924 - Will Rogers	AT-01848	WR 5TH GR - OBU	11/14/2025	GRUDE, ROBERT	0	\$0.00	2	\$26.58	2	10	\$63.16	N	Y	0	\$ -
924 - Will Rogers	AT-01914	WR - Sovereign Bank	11/20/2025	RELIFORD, STEVEN	0	\$0.00	2	\$25.16	2	2	\$52.32	N	Y	0	\$ -
															\$ 345.00
														total	1,074.50



SHAWNEE PUBLIC SCHOOLS

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

Board of Education,

This is a request to add the following people as signers on our First United Checking Account for Shawnee Public Schools:

- Jeanne Swinney

Tristan Wyatt

Chief Financial Officer

Tristan Wyatt

Current Employees Only

JANUARY 12, 2026 - PERSONNEL BOARD ACTION

NAME	JOB & SITE	EFFECTIVE DATE
EMERGENCY CERTIFIED ON TEMPORARY CONTRACT SECOND SEMESTER		
Bliitch, Mikel		
Brown, Brendan		
Brown, Cheri		
Bullock, Brandi		
Johnson, Shelly		
Jones, Limmie		
Kentle, Jarris		
Loveless, Dustin		
Marshall, Paul		
Neal, Elizabeth		
Rowton, Erica		
Wietelman, Billi		
SUPPORT		
Tramble, Makyra	Adjunct Computer Science Teacher/ SMS	01/05/26
LEAVE OF ABSENCE CERTIFIED		
Johnson, Tiffany	Computer Science Teacher / SMS	12/19/25
RESIGNATION SUPPORT		
Abbott, Taylor	Paraprofessional / SECC	12/19/25
Dow, Jerry	Bus Driver / Transportation	12/16/25
National Board Certification Stipend		
Cash, Charla	Speech Language Pathologist / Sequoyah	
Dunn, Jill	Psychologist / Central Office	
Panther, Jennifer	Speech Language Pathologist / SECC	

Exhibit A