



AGENDA  
Shawnee Public Schools  
Board of Education - Administration Building  
326 N. Union Ave.  
Shawnee, OK 74801  
Monday, March 9, 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
    - a. Swearing in of new board members to seat #3 and seat #6.
    - b. Reorganization of board officers in accordance with 70 O.S. Section 5-119.
  - B. Board to recognize Mrs. Christi Lovelady, Principal Horace Mann Elementary, and her students for Minute of Silence, Invocation, and Flag Salute
  - C. Minute of Silence and Invocation
  - D. Flag Salute
  - E. Horace Mann Student Presentation
2. Opportunity for Public Comment
3. Report of the Superintendent
  - Gordon Cooper agreement
  - OSSBA policy section A, B, & C
  - A. Board discussion on 2026-2027 DRAFT Instructional Calendar.
  - B. Board discussion and possible action on agreement with Gordon Cooper Technology Center for full-time programs and academic credits.
  - C. Board discussion and possible action on OSSBA Policies in Section A as presented:
  - D. Board discussion and possible action on OSSBA Policies in Section B as presented:
  - E. Board discussion and possible action on OSSBA Policies Section C as presented:
  - F. Central Office Reports
    - Educational Services Report
    - Special Services Report
    - Counseling and Community Engagement
    - Communications Report

- Operations Report
- G. Recognitions & Announcements
- Wrestling State Qualifiers
  - Swimming State Qualifiers
  - Dax Leone
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 February 9, 2026 Regular Board Meeting
  - B. Report of the Chief Financial Officer
    - a. Treasurer's Report
    - b. Encumbrance Registers for 25-26FY
      - BOND FUND 03 REGISTERS 40-50
      - GENERAL FUND 11 ENCUMBRANCES 913-995
      - BUILDING FUND 21 ENCUMBRANCES 175-189
      - BOND FUND 33 ENCUMBRANCES 38
      - GIFT FUND 81 ENCUMBRANCES 59-63
    - c. School Activity Fund Transfers for the 25-26 FY
    - d. FY 2026-2027 Insurance Broker RFP
  - C. Agreements:
    - a) Speech Therapy Contractual Agreement 2025-2026 with Alia Brewer, MS CC/SLP
    - b) Audit Contract with Jenkins & Kemper CPA P.C.
    - c) Ohiopyle Prints, Inc. Royalty Agreement
5. Proposed Executive Session to discuss:  
**Title 25, Section 307** of the Oklahoma Statutes (25 O.S. § 307 Section B(1)).

Quarterly Evaluation of the Superintendent  
 Superintendent's Personnel Report

- Exhibit A
  - Exhibit B (filed under separate cover)
  - A. Superintendent's Personnel Report
    - 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. 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.
10. Board member comments and announcements
11. 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 2026-2027 CALENDAR

4 Independence Day

JULY '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School  
 4 Professional Day  
 5 School Resumes  
 18 M.L. King Day/ No School

6 Professional Workday  
 7 Building Day  
 10-11 Professional Workdays  
 12 First Day of School  
 28 No School  
 Professional Day

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents Day/ No School

7 Labor Day/ No School

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 End of 3<sup>rd</sup> Quarter  
 15-19 Spring Break

9 End of 1<sup>st</sup> Quarter  
 12-16 Fall Break

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16 No School

11 Veterans Day  
 23-27 Thanksgiving Break

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Last Day of School/  
 End of 4<sup>th</sup> Quarter  
 21 Building Day  
 31 Memorial's Day  
  
 3<sup>rd</sup> Quarter: 47 Instructional Days  
 4<sup>th</sup> Quarter: 43 Instructional Days  
 2<sup>nd</sup> Semester: 90 Instructional Days  
 Parent/Teacher Conference: 1  
 Professional Day : 1  
 171 Days Taught  
 173 Total Instructional Days

18 End of Semester  
 21-31 Christmas Break

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1<sup>st</sup> Quarter: 41 Instructional Days  
 2<sup>nd</sup> Quarter: 40 Instructional Days  
 1<sup>st</sup> Semester: 81 Instructional Days  
 Parent /Teacher Conference: 1  
 Professional Days:4



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February 11, 2026

**Subject: FY27 Joint Agreement - Academic Credit and Sophomore Enrollment**

Dear Jason James,

To meet OSDE and ODCTE requirements, I am requesting your local Board of Education's approval for the following items regarding Gordon Cooper Technology Center (GCTC):

- **Academic Credit:** Approval for the attached list of academic courses (Document A) to count toward student graduation requirements. These courses meet all state standards and are taught by certified instructors.
- **Graduation Pathways (HB3278 & HB2672):** If your district utilizes the new graduation pathways, please sign the attached **Joint Agreement**. This allows full-time postsecondary programs (Document B) to fulfill math and science units.
- **Sophomore Enrollment:** Permission for sophomores to enroll in GCTC programs where appropriate (currently Pre-Engineering).
- **Weighted Credit:** We ask that your board grant the same weighted credit to GCTC courses as you would for identical courses taught on your campus.

Our goal is to help students meet increasingly rigorous graduation and testing requirements by providing high-quality, flexible options at GCTC.

**Next Steps:** Once your board has approved these items, please email a signed copy of the attached form and the board agenda to **Amanda Smiley, [amandas@gctech.edu](mailto:amandas@gctech.edu)**

If you have questions or would like me to present these items to your board in person, please let me know.

Respectfully,

A handwritten signature in cursive script that reads 'Julie M. McCormick'.

Julie McCormick Superintendent



**Joint Agreement – Academic Course Offerings  
And Sophomore Student Enrollment**

**Between**

**Shawnee Public Schools  
Shawnee, Oklahoma**

**And**

**Gordon Cooper Technology Center  
Shawnee, Oklahoma**

Shawnee Public Schools and Gordon Cooper Technology Center hereby agree to enter into a Joint Agreement allowing Gordon Cooper Technology Center to offer certain Academic Courses as approved by the Oklahoma State Board of Education and as listed on the attached sheets and allowing Sophomore level students to enroll in appropriate CTE courses at Gordon Cooper Technology Center.

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Jason James, Superintendent  
Shawnee Public Schools

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Board President  
Shawnee Public Schools

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Date of Local Board Approval

\*Please attach a copy of the appropriate board agenda after approval\*

2026-27 Unit Transcribing Options and Codes					
A Carnegie Unit of credit is given for the successful completion of a course that meets the equivalent of 120 clock hours within the school year. GCTC currently offers 625 clock hours of instruction each year to a high school student. This is equivalent to 4 units.					
Program Name	Total Units	SDE Code	OK Promise Comp. Science	Embedded Academic Units	SDE Units
<b>Advanced Manufacturing &amp; Machining (CNC)</b>	4				
CNC Machining Technician-1st year		9979		Geom(OK Promise)	4520
CNC Machining Technician-second year		9980		Pre-Calc(OK Promise)	4611
<b>Automotive Collision Technology (ACT)</b>	4				
Automotive Collision-1st year		9904		Int. Alg.	4418
Automotive Collision-second year		9905			
<b>Automotive Service Technology (AST)</b>	4				
Auto Service Technician-1st year		9906		Int. Alg/Geo (ok Promise)	4418
Auto Service Technician-specialty-second year		9907		math rotates every other yr	4520
<b>Aviation Maintenance Technician (AMT)</b>	4				
General Aviation-1st year		9901		Alg. 2(OK Promise)	4412
General Aviation-second year		9922		Pre-Calc(OK Promise)	4611
<b>Business Education Technologies (BET)-Pathway chosen by student</b>	4				
Admin Assst-1st year		9202			
Admin Assst- 2nd year		9208			
Accounting Associate-1st year		9208			
Accounting Associate- second year		9206			
Patent Account Specialist- 1st year		9230			
Patent Account Specialist- second year		9231			
Fundamentals of Technology (OK Promise)-1st semester, first year		8169	1		8169
<b>Carpentry &amp; Masonry Trades (CMT)</b>	4				
Carpenter's Helper-1st year		9098		Geom(OK Promise)	4520
Carpenter's Helper-second year		9099			
<b>Criminal Justice and Emergency Services (CJES)</b>	4				
Criminal Justice-1st year		9629			
Criminal Justice-Specialized-second year		9638			
<b>Computer Network Technology (CNT)</b>	4				
Network PC Support Technician-1st year		9542		Pre-Calc(OK Promise)	4611
Network PC Support Technician-second year		9543			
Fundamentals of Technology (OK Promise) -1st year, 1st semester		8169	1		8169
Routing and Switching I (OK Promise) -2nd year, 2nd semester		8125	1		8125
<b>Cosmetology (COSMO)</b>	4				
Cosmetology Public-1st year		9478			
Cosmetology Public-second year		9488			
<b>Digital Careers/Semihole Campus-ONLY (DCI)-Pathway chosen by student</b>	4				
Major Computer Programs		9550			
Fund of Tech(OK Promise)-1st year, grade given 2nd semester		8169	1		8169
Fund of Tech(OK Promise)-1st year, grade given 2nd semester		8169	1		8169
<b>Major-Graphic Design</b>	4				
Graphic Design Specialist-1st year		9537			
Graphic Design Specialist-second year		9538			
Desktop Publishing(OK Promise)-2nd year, grade given 2nd semester		8901	1		8901
<b>Major-Web Designer (one year)</b>		9557			
Fund of Tech(OK Promise)-1st year, grade given 2nd semester		8169	1		8169
Fund of Web Design(OK Promise)-1st year, grade given 2nd semester		8153	1		8153
Multimedia & Image Mat(OK Promise)-1st year, grade given 2nd semester		8150	1		8150
<b>Major-Video Production Assistant</b>		9554			
Multimedia & Image Mat(OK Promise)-1st year, grade given 2nd semester		8150	1		8150
Fund of Tech(OK Promise)-1st year, grade given 2nd semester		8169	1		8169
<b>Diesel &amp; Heavy Equipment Technology (PDT)</b>	4				
Medium/Heavy Diesel Serv Tech-1st year		9912		Int Alg	4418
Medium/Heavy Diesel Serv Tech -second year		9913			
<b>Early Care &amp; Education</b>	4				
Early Care/Educ Master Teacher-1st year		9480			
Early Care/Educ Master Teacher-Specialized-second year		9489			
<b>Teacher Prep(one year only)</b>		9241			
<b>Electrical Careers Technology</b>	4			Geom(OK Promise)	4520
Electrical Construction and Industrial Wiring-1st year		9096			
Electrical Construction and Industrial Wiring-second year		9096			
<b>Major-Foundations of Construction</b>	4				
Graphic Design (Shawnee Campus) (GD)		9133			
Desktop Publishing (OK Promise)- will get 1st yr-second semester		8149	1		8149
<b>Major-Graphic Communications-Specialized-second year</b>		9144			
Advanced Desktop Publishing & Graphic Design(OK Promise)- will get 2nd yr-1st semester		8901	1		8901
<b>Heat /Air Refrigeration Tech. (HAR)</b>	4				
Intro HVAC/R-1st year		9099		Geom(OK Promise)	4520
Residential/Light Commercial HVAC Tech -second year		9080			
<b>Health Careers (HCC)</b>	4				
Health Careers Cert		9301		Anatomy/Phys (OK Promise)	5333
				Medical Terminology (5)	8559
<b>ADV HCC (ADV HCC)-Pathway chosen by student</b>					
Unit Secretary/medical services/coding or w/CMA		9409			NO SCIENCE
Sports Med (rehab services)		9382			NO SCIENCE
Unit Assst (vet services) w/Coding or w/CMA		9345			NO SCIENCE
Nursing Apprenticeship		8990			
<b>Pre-Engineering (PEA)</b>	4				
Algebra I		4412		1	4412
Pre-AP Chemistry		5051		1	5051
Pre-Calculus		4611		1	4611
Calculus or College Calculus 1 in Fall/Calc 2 in Spring @ SSC (9999 OCAS)		4612		1	4612
AP Physics 1: Alg Based		5213		1	5213
AP Physics C: Mechanics		5216		1	5216
Aerospace Engineering (OK Promise)-science		8715		1	8715
Digital Electronics (OK Promise)-math		8711		1	8711
Engineering Design		8827		1	8827
Computer Science Principles(OK Promise)		8860	1	1	8860
Intro. to Engineering Design(OK Promise)		8709	1		8709
Principles of Engineering(OK Promise)		8710	1		8710
<b>Welding and Fabrication</b>	4				
Structural Welder-1st year		9702		Geom(OK Promise)	4520
Structural Welder-second year		9714			
Academic courses taught by highly qualified math or science certified instructors are also offered for one unit of credit to meet graduation requirements. The number of units of credit given for the technology program is reduced by one for each academic course taken. Students must be recommended by a home school counselor to take the below courses:					
Algebra II(OK Promise)				1	4412
PRECalc(OK Promise)				1	4611
Personal Financial Literacy (grad requirement)				0.5	1451

09/09/25-updated

# FLOW CHART OF COURSE PROGRESSIONS

## PRE-ENGINEERING ACADEMY 2026-2027

This chart should be used to reference possible course progressions, not for absolute placement. Each student is scheduled based on his or her needs in math and science. *(revised 4/2021)*

### Sophomore Entry:

Algebra 2  
Pre-AP Chemistry  
Intro to Engineering Design\*  
Computer Science Principles\*

### Junior Year:

Pre-Calculus  
AP Physics I  
Digital Electronics  
Principles of Engineering\*

### Senior Year:

Concurrent Calculus I & II  
AP Physics C  
Engineering Design & Development  
Aerospace Engineering

### Junior Entry:

Algebra 2  
Pre-AP Chemistry  
Intro to Engineering Design\*  
Computer Science Principles\*

**OR**

### Junior Entry:

Pre-Calculus  
AP Physics I  
Intro to Engineering Design\*  
Computer Science Principles\*  
OR Principles of Engineering\*

### Senior Year:

Pre-Calculus  
AP Physics I  
Digital Electronics,  
Principles of Engineering\*

### Senior Year:

Concurrent Calculus I & II  
AP Physics C  
(2 of the following) Digital Electronics,  
\*Aerospace Engineering, \*Engineering Design & Development

**Senior Entry:** *(this is by arrangement only)*

*\*These classes meet the requirements for a computer technology credit for OHLAP and state graduation requirements.*



# *Gordon Cooper*

## TECHNOLOGY CENTER

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Gordon Cooper Technology Center (GCTC) offers training programs and services through Student Services and Work Force and Economic Development (WED). In addition, the three campuses provide facility usage for a wide variety of community and business organizations. Student Services transitions students into a skilled workforce. Many students go directly into training related jobs while others continue their education. In Student Services, full-time program instruction is delivered in scheduled classroom and lab environments under direct supervision of an instructor.

### **Fulltime Programs include:**

- Applied Welding Technology
- Advanced Health Careers Certification
- Automotive Collision Technology
- Automotive Services Technology
- Aviation Maintenance Technology
- Business Education Technology
- Carpentry & Masonry Trades
- Computer Network Technology
- Cosmetology
- Criminal Justice & Emergency Services
- Early Care & Education
- Electrical Careers Technology
- Foundations of Construction
- Graphic Design
- Heating, Air, & Refrigeration Technology
- Health Careers Certification
- Precision Machining
- Pre-Engineering Academy
- Professional Diesel Technology

**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**

*Adoption Date:*

*Revision Date(s):*

*Page 1 of 1*

**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

**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**

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**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**

**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 to 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.

**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**

**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**

## 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.

**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.

## 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**

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

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

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

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

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

**BOARD OF EDUCATION MEETING  
PUBLIC PARTICIPATION**

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**

## 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**

**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.**

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**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.

**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**

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**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. \* \_\_\_\_\_

**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. \_\_\_\_\_

**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. \_\_\_\_\_

*Adoption Date:*

*Revision Date(s):*

*Page 5 of 8*

**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. \_\_\_\_\_

**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):*

**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.

*Adoption Date:*

*Revision Date(s):*

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**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.

## 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:

**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.

*Adoption Date:*

*Revision Date(s):*

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**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.

*Adoption Date:**Revision Date(s):**Page 5 of 6*

**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*

**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

## 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.

## 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):*

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## **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.

*Adoption Date:*

*Revision Date(s):*

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**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: \_\_\_\_\_

**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 \$ 210,000.<sup>00</sup> 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.

## 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

## 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*



# SHAWNEE PUBLIC SCHOOLS

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

**JACKIE NOBLE**  
DIRECTOR OF ACADEMIC SERVICES

## Academic Services Board Update 3/9/26

- **Total Enrollment** (as of 3/4/26) -

6th gr - 225	7th gr - 236	8th gr - 232	9th gr - 269	10th gr - 269	11th gr - 273	12th gr - 253
PreK - 159	K - 226	1st gr - 238	2nd gr - 219	3rd gr - 211	4th gr - 249	5th gr - 225

- **Professional Development**

- 'Leaders Learning' - Our principals have been learning to recognize active engagement and effective time on task in classrooms. We continue to refine and enhance our instructional walk-through practices.
- Planning is underway for the Superintendent's Summer Leadership Retreat (tentatively July 21–23) to support strategic planning for the 2026–2027 school year.

- **Instruction/Curriculum Support**

- Mid-year student achievement data reports prepared for all elementary schools to guide instructional decisions.
- ACT Essentials planning and math meetings underway at Shawnee High School to support college readiness.
- Development of a Professional Learning Community (PLC) plan at Shawnee High School.
- Shawnee will host a regional literacy professional development event (Pages Across the Plains / Reading League) in June 2026.

- **Student Programs & Academic Events**

- Battle of the Books – March 24

- ACT Prep Day – March 28
- Senior Conference – March 27 at Immanuel Baptist Church
- Leadership Shawnee school tour – March 12
- ReCharge Oklahoma hosted at SHS – March 25



# SHAWNEE PUBLIC SCHOOLS

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

**ALLYSON CLEVELAND**  
DIRECTOR OF SPECIAL SERVICES

## **Student Services Board Report - March 9, 2026**

- Child Count sits at 699 with 16 students in the testing pipeline. As of February 27, Student Services had processed 205 new student files. This number reflects an increase over February 2025 for which our count was 174.
- In response to a formal state complaint filed against SPS in November, district internal processes for student removals is in the final stages of approval with SDE. The required training for administrators has been rescheduled for April 6 at 1:00 in the PDC. Our trainer is Alicia Currin-Moore, associate attorney and OU adjunct professor from Walsh-Gallegos Kyle Robinson & Roalson. Alicia is a knowledgeable and personable presenter who specializes in school law. Any board members interested in learning more about special education law are invited.
- Special Services will open the concession stand for the fifth grade basketball intramurals next week. Proceeds go toward the cost of sending SPS students to Special Olympics.
- To date, Special Services has completed 73 psychological evaluations, and 68 of those students qualified for services.
- Restructuring of our nursing staff has taken place. Front end staff has been trained and is assisting with the administration of medication and minor injuries/illnesses.
  - Ashlei Matlock, RN - SHS and JTA
  - LaRita Haffey, RN - SMS
  - Kristy Kellogg, LPN - WR and Sequoyah
  - Amanda Hunt, LPN - HM and Jefferson
  - Valerie Carson, LPN - SECC



# SHAWNEE PUBLIC SCHOOLS

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

**MICHELLE WALLACE**  
DIRECTOR OF COUNSELING  
AND COMMUNITY ENGAGEMENT

## Board Update March 9, 2026

- **Community Engagement:**

- HOWL Week: March 23 - March 30, 2026. SHS students will fundraise for a local community partner. Be watching for a list of opportunities to contribute and participate.
- Recharge Oklahoma Kickoff - March 25, 2026 9:00-12:00 @ PAC. We are partnering with OU regarding energy resources and the role our electric buses play. Students can sign up to work on projects, guided by energy partners to compete for cash.
- Shawnee High School's Senior Conference: Ready, Set, Go! will be held on Friday, March 27 from 9:00-1:00 at Immanuel Baptist Church. Miss Oklahoma will be the guest speaker!

- **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
  - Enrollment is happening!
  - 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

**MATT JOHNSON**  
DIRECTOR OF OPERATIONS

## Operations Board Update – March 9, 2026

- **Nutrition** – The nutrition department made sure that students had a hot lunch at Horace Mann when ONG shut down gas for 24 hours to fix a main gas line. Hot lunches were made at Sequoyah and driven over.
- **Transportation** – *MotorWeek*, a weekly automotive TV Series airing on PBS Stations nationwide, now in their 45<sup>th</sup> season on the air, is doing an interview and filming of our Electric Buses and charging infrastructure to be aired on March 28<sup>th</sup>. Filming will be on March 3<sup>rd</sup> here are the Transportation Department. OG&E upgraded our EV Bus Charging Transformer last week and installation of the new Bi-directional chargers should happen during the Month of March. Bell schedule changes and route updates are going smoothly. Use of the App is now at approximately 941. We have seen some increase in usage with the recent snow weather and with the Bell Schedule/Route Changes. Flag pole re-stringing is waiting on the new rope. Original rope was too large in diameter to fit the pulley. Thanks to Shawnee Fire Department for their assistance.
- **Technology** – Baseball press box fully operational after remodel. Exchanged out iPads at the Early Childhood center so the teachers and students can successfully demo the new Waterford instructional software. Deployed all Gear UP Chromebooks to high school.
- **Maintenance/Construction** – In the last month the maintenance department has completed 115 work orders out of 154 submitted. We average a 2.8 day completion time. 39 are marked waiting on parts or tabled to be scheduled. We have a few projects that rolled over from the previous month including Football stadium seating (we are making a few adjustments and they will be completed). We are waiting on the manufacturer of the Tennis bleachers to send us the missing parts to complete assembly. We believe we solved the HM smell in the art room, ONG found a gas leak at the main tap on the SE corner of the building that was traveling underground towards the building. The leak was about 30 feet away from the building itself. ONG replaced the service for the facility on 2/25/26 including

pressure testing. Jefferson tunnel has flooded and we are currently cleaning pit and lines (this is city owned but needed completed). This should be operational by 2/27/26

Upcoming scheduled projects include:

SMS north skylight replacement. (March 16th-17th)

Jefferson HVAC replacement (March 16th-18th)

PAAC Basketball Court Refinish (March 16th)

SMS Basketball Court Refinish (March 17th)

Sequoyah Parking Lot Repair (March 16th-20th)

SMS Basketball Goal will be started after spring break. This requires some concrete work.

USG Bathrooms are going to be updated starting April.



## Minutes of the Monday, February 9, 2026 Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Regular Session on Monday, February 9, 2026 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	Board President
	Russ Oliver	1 <sup>st</sup> Vice President
	Kristen Wilson	2 <sup>nd</sup> Vice President
	Jeanne Swinney	Clerk
	Turner Bass	Member
	Casey White	Member
	Mandy Hillhouse	Member

2. Board recognizes Mrs. Jennifer Epperley, Jefferson Elementary Principal, and students for Minute of Silence, Flag Salute, and Recognition.

#### A. Minute of Silence and Invocation

#### B. Flag Salute

### 3. Opportunity for Public Comment

No Public Comment

### 4. Report of the Superintendent

Dr. James, Superintendent, stated that some instructional time will be added because of the 3 weather days we lost. Dr. James stated that our Pre-K and Kindergarten center loses 30 minutes of instructional time a day due to transportation. If time is added to SECC, time has to be added to all sites due to transportation issues. Dr. James stated that he is excited to add time for two reasons, he shared that we could use more time for reading and math. Dr. James shared that there are upcoming bills that talk about adding days or hours to the calendar next year. This will give Shawnee an opportunity to be ahead of the process.

Dr. James thanked the County Commissioners and the City of Shawnee for the use of plows and a road grader. They helped clear parking lots at several sites.

Dr. James shared how difficult a decision it is to make whether to have school or not. Dr. James stated that our buses do not get off of pavement or leave the city limits where as the surrounding schools have different circumstances. Dr. James thanked the operations department and the transportation department for all of their hard work to get students back in school. Dr. James said that he will do anything in his power to have students in school.

Dr. James gave information in regards to a school using an hourly calendar or a certain number of days calendar.

Dr. James shared that there were parents who kept students home and he stated that it is a parent's right if they want to keep their students home.

Dr. James stated that it was more cost efficient to add minutes instead of days.

Dr. James shared that communications are ready to go out to parents regarding adding time to the days. Dr. James wanted to share with the board the changes before communication went out to families.

Provided that something disastrous does not happen, there is enough of a cushion with the added time that we will be good until the end of the school year.

Dr. James shared that is was a better solution to add time to the end of the day for middle school and high school instead of the beginning of the day due to transportation and making sure that elementary schools get to their sites on time.

#### A. Central Office Reports

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

#### B. Superintendent's Items, Announcements & Recognition

##### a. Recognitions & Announcements

#### C. Discussion and possible board action to approve SPS Board Policy EP, Indian Policies and Procedures.

Motion was made by Casey White and seconded by Turner Bass to approve SPS Board Policy EP, Indian Policies and Procedures. Motion carried.

Russ Oliver: Yes, Casey White: Yes, Kristen Wilson: Yes, Mandy Hillhouse: Yes, Clif Harden: Yes, Jeanne Swinney: Yes, Turner Bass: Yes

Yes: 7, No: 0

#### D. Discussion and possible action on the employment of Stephen L. Smith Corp. as financial consultant to the School District for 25-26 FY.

Motion was made by Mandy Hillhouse and seconded by Jeanne Swinney to approve the employment of Stephen L. Smith Corp. as financial consultant to the School District for 25-26 FY. Motion carried.

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

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

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

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

A. Minutes of the January 12, 2026, Regular Board Meeting

B. Report of the Chief Financial Officer

a. Treasurer's Report

a. Encumbrance Registers for 25-26FY

BOND FUND 03 REGISTERS 35-39

GENERAL FUND 11 ENCUMBRANCES 825-912

CO OP FUND 12 ENCUMBRANCES 15-16

BUILDING FUND 21 ENCUMBRANCES 166-173

BOND FUND 33 ENCUMBRANCES 36-37

GIFT FUND 81 ENCUMBRANCES 55-58

b. Encumbrance Change Orders for FY26

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

C. Organizations Requesting Sanctioning for the 25-26 SY

a) Shawnee Indian Education Parent Committee Booster Club

D. Agreements:

a) Brightwell Solar Contract

b) OSSBA Unemployment Services Contract

c) OSSAA - Grove Elementary and SMS

- Soccer (Girls)
- Soccer (Boys)
- Golf (Girls)
- Golf (Boys)

d) OSSAA - Pleasant Grove Public School and SMS (Baseball)

6. Proposed Executive Session to discuss:

A. Superintendent's Personnel Report

- a. Vote to convene or not to convene into Executive Session.  
Board did not convene to Executive Session.

7. Acknowledge to return to Open Session

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

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

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

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

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

Mandy Hillhouse, Board Member, asked how the response has been for the change in Parent/Teacher Conferences, and principals said teachers have enjoyed the change.

Mandy Hillhouse, also shared that LaVon Davis, who had been a long-time employee of Shawnee Public Schools passed away last week. LaVon had worked at Shawnee Middle School and Shawnee High School and was the past SFSE president.

Mandy Hillhouse, was very complimentary of the Fine Arts Festival that was held at the high school and was student-led. It was shared that Shawnee Public Schools has some very talented students.

12. Adjournment

Motion was made by Clif Harden, Board President, to adjourn meeting at 6:56 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
<b>Beginning Balance 02/01/2026</b>	\$ 5,742,171.59	\$ (11,283.05)	\$ 1,492,751.62	\$ 1,494,521.70	\$ 3,382,259.03	\$ 883,261.93	\$ 911,499.93	\$ 8,858,528.48
								\$ -
<b>Receipts - Local Revenue</b>	\$ 986,152.77	\$ -	\$ 189,636.26	\$ -	\$ 638,483.95	\$ 23,681.55	\$ -	\$ 1,837,954.53
<b>Receipts - Intermediate Revenue</b>	\$ 139,587.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,587.42
<b>Receipts - State Revenue</b>	\$ 2,123,375.38	\$ -	\$ 593,780.74	\$ -	\$ 387.49	\$ -	\$ -	\$ 2,717,543.61
<b>Receipts - Federal Revenue</b>	\$ 1,822,975.61	\$ -	\$ 239,074.40	\$ -	\$ -	\$ -	\$ -	\$ 2,062,050.01
<b>Receipts - Misc Revenue/Adjusting Entries</b>	\$ 3,100.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100.47
<b>Total Receipts</b>	\$ 5,075,191.65	\$ -	\$ 1,022,491.40	\$ -	\$ 638,871.44	\$ 23,681.55	\$ -	\$ 15,618,764.52
<b>Disbursements - FY 25 Checks Paid</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Disbursements - FY 26 Checks Paid</b>	\$ 2,717,116.16	\$ 8,513.88	\$ 240,181.14	\$ 23,442.70	\$ -	\$ 6,698.36	\$ 112,219.23	\$ 3,108,171.47
<b>Total Disbursements</b>	\$ 2,717,116.16	\$ 8,513.88	\$ 240,181.14	\$ 23,442.70	\$ -	\$ 6,698.36	\$ 112,219.23	\$ 3,108,171.47
<b>Adjusting Entries - Deposit In Transit</b>	\$ (45.00)							
<b>Adjusting Entries - Interest</b>								
<b>Ending Cash Balance 02/28/2026</b>	\$ 8,100,202.08	\$ (19,796.93)	\$ 2,275,061.88	\$ 1,471,079.00	\$ 4,021,130.47	\$ 900,245.12	\$ 799,280.70	<b>\$ 17,547,202.32</b>
<b>Outstanding Checks - FY 25</b>	\$ 2,221.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,221.57
<b>Outstanding Checks - FY 26</b>	\$ 1,135,404.11	\$ 5,639.86	\$ 50,577.30	\$ 395.00	\$ -	\$ 63.21	\$ 9,578.85	\$ 1,201,658.33
<b>Book End Balance (UNAUDITED)</b>	\$ 6,962,576.40	\$ (25,436.79)	\$ 2,224,484.58	\$ 1,470,684.00	\$ 4,021,130.47	\$ 900,181.91	\$ 789,701.85	\$ 16,343,322.42
<b>FY 26 Appropriations</b>	\$ 40,647,236.62	\$ -	\$ 5,204,826.73					
<b>FY 26 Encumbrances</b>	\$ 37,499,517.87		\$ 4,209,296.86					
<b>Estimated FY 26 Fund Balance</b>	<u>\$ 3,147,718.75</u>		<u>\$ 995,529.87</u>					

## Receipt Analysis

Options: Date Range: 2/1/2026 - 2/28/2026

Year	Receipt No Date	Received From	Amount
11 GEN FUND-FOR OP			
2026	378 2/2/2026	POTT CO	\$128,121.73
2026	378 2/2/2026	POTT CO	\$927,835.46
2026	378 2/2/2026	POTT CO	\$14,784.74
2026	378 2/2/2026	POTT CO	\$20,366.89
2026	378 2/2/2026	POTT CO	\$11,465.69
2026	378 2/2/2026	POTT CO	\$291.51
2026	378 2/2/2026	POTT CO	\$572.48
2026	378 2/2/2026	POTT CO	\$18.82
2026	379 2/2/2026	STATE OF OK - CP/HS - 421	\$45,379.50
2026	380 2/2/2026	CN - D SEEBECK	\$25.15
2026	380 2/2/2026	CN - D SEEBECK	\$25.15
2026	380 2/2/2026	CN - D SEEBECK	\$63.35
2026	380 2/2/2026	CN - D SEEBECK	\$2.00
2026	380 2/2/2026	CN - D SEEBECK	\$6.00
2026	380 2/2/2026	CN - D SEEBECK	\$0.20
2026	380 2/2/2026	CN - D SEEBECK	\$16.25
2026	382 2/3/2026	OSDE - IDEA-B FLOW THRU - 621	\$87,090.47
2026	382 2/3/2026	OSDE - IDEA-B FLOW THRU - 621	\$223,830.66
2026	383 2/3/2026	OSDE - TITLE I LEA'S - 511	\$192,662.14
2026	383 2/3/2026	OSDE - TITLE I LEA'S - 511	\$96,297.34
2026	384 2/3/2026	OSDE - TITLE II PART A - 541	\$233,093.43
2026	385 2/3/2026	OSDE - HOMELESS CHILDREN & YOUTH - 596	\$11,576.06
2026	386 2/3/2026	CN - D SEEBECK	\$26.15
2026	386 2/3/2026	CN - D SEEBECK	\$15.00
2026	386 2/3/2026	CN - D SEEBECK	\$4.00
2026	386 2/3/2026	CN - D SEEBECK	\$10.30
2026	386 2/3/2026	CN - D SEEBECK	\$70.50
2026	386 2/3/2026	CN - D SEEBECK	\$5.15
2026	387 2/3/2026	AMERICAN FIDELITY - REFUND - A JONES	\$19.50
2026	388 2/3/2026	AMERICAN FIDELITY - REIM	\$763.25
2026	389 2/4/2026	CN - D SEEBECK	\$20.00
2026	389 2/4/2026	CN - D SEEBECK	\$1.00
2026	389 2/4/2026	CN - D SEEBECK	\$15.45
2026	389 2/4/2026	CN - D SEEBECK	\$59.25
2026	389 2/4/2026	CN - D SEEBECK	\$5.15
2026	389 2/4/2026	CN - D SEEBECK	\$9.00
2026	389 2/4/2026	CN - D SEEBECK	\$29.50
2026	390 2/4/2026	UNA LLC - SURPLUS -INTERNATIONAL	\$2,550.00
2026	391 2/5/2026	CN - D SEEBECK	\$5.00
2026	391 2/5/2026	CN - D SEEBECK	\$10.30
2026	391 2/5/2026	CN - D SEEBECK	\$37.75
2026	391 2/5/2026	CN - D SEEBECK	\$3.75
2026	391 2/5/2026	CN - D SEEBECK	\$40.25
2026	391 2/5/2026	CN - D SEEBECK	\$5.15
2026	392 2/6/2026	CN - D SEEBECK	\$56.90
2026	392 2/6/2026	CN - D SEEBECK	\$48.75
2026	392 2/6/2026	CN - D SEEBECK	\$5.00
2026	392 2/6/2026	CN - D SEEBECK	\$18.00
2026	392 2/6/2026	CN - D SEEBECK	\$20.60
2026	393 2/6/2026	THRESA SWADDLEY - CTSWS - PAAC RENTAL	\$750.00
2026	394 2/6/2026	OSDE - NAT'L SCH LUNCH - FED - 763	\$157,719.06
2026	395 2/6/2026	OSDE - SCH BREAKFAST PROG - 764	\$59,773.14
2026	396 2/9/2026	MSB - HS, SECC	\$10.00
2026	396 2/9/2026	MSB - HS, SECC	\$50.00
2026	397 2/9/2026	OSDE - NATIOINAL BOARD CERT BONUS - 312	\$15,000.00
2026	398 2/9/2026	OSDE - TITLE I SCHOOL IMPROVEMENT - 515	\$9,696.40
2026	399 2/9/2026	OSDE - 21st CENTURY CLC - SPECIAL PROJECTS 554	\$43,056.71

## Receipt Analysis

Options: Date Range: 2/1/2026 - 2/28/2026

Year	Receipt No	Date	Received From	Amount
2026	400	2/9/2026	OSDE - HOMELESS CHILDREN & YOUTH - 596	\$5,792.21
2026	401	2/9/2026	CN - D SEEBECK	\$2.00
2026	401	2/9/2026	CN - D SEEBECK	\$33.25
2026	401	2/9/2026	CN - D SEEBECK	\$1.00
2026	401	2/9/2026	CN - D SEEBECK	\$10.30
2026	401	2/9/2026	CN - D SEEBECK	\$72.55
2026	401	2/9/2026	CN - D SEEBECK	\$5.15
2026	403	2/10/2026	CN - D SEEBECK	\$6.00
2026	403	2/10/2026	CN - D SEEBECK	\$29.25
2026	403	2/10/2026	CN - D SEEBECK	\$36.20
2026	403	2/10/2026	CN - D SEEBECK	\$68.50
2026	404	2/10/2026	OTC	\$5,564.50
2026	404	2/10/2026	OTC	\$165.66
2026	404	2/10/2026	OTC	\$122,540.63
2026	405	2/11/2026	CN - D SEEBECK	\$6.50
2026	405	2/11/2026	CN - D SEEBECK	\$5.15
2026	405	2/11/2026	CN - D SEEBECK	\$36.00
2026	405	2/11/2026	CN - D SEEBECK	\$8.00
2026	405	2/11/2026	CN - D SEEBECK	\$5.15
2026	405	2/11/2026	CN - D SEEBECK	\$26.50
2026	405	2/11/2026	CN - D SEEBECK	\$5.15
2026	407	2/12/2026	DOEP TREAS - INDIAN ED - TITLE VI - 561	\$72,451.25
2026	408	2/12/2026	OSDE - FOUNDATION & SALARY INCENTIVE AID	\$1,583,714.13
2026	409	2/12/2026	OSDE - CERT HEALTH ALLOW - 334	\$192,417.12
2026	410	2/12/2026	OSDE - SUPPORT HEALTH ALLOW - 335	\$96,972.12
2026	411	2/12/2026	OSDE - CERT HEALTH ALLOW IN LIEU OF FBA - 331	\$3,839.63
2026	412	2/12/2026	OSDE - SUPPORT HEALTH ALLOW IN LIEU OF FBA - 332	\$19,871.92
2026	413	2/12/2026	OSDE - TEXTBOOKS - 333	\$18,686.28
2026	415	2/12/2026	CN - D SEEBECK	\$5.15
2026	415	2/12/2026	CN - D SEEBECK	\$23.25
2026	415	2/12/2026	CN - D SEEBECK	\$0.60
2026	415	2/12/2026	CN - D SEEBECK	\$12.00
2026	415	2/12/2026	CN - D SEEBECK	\$33.85
2026	415	2/12/2026	CN - D SEEBECK	\$20.00
2026	415	2/12/2026	CN - D SEEBECK	\$10.30
2026	415	2/12/2026	CN - D SEEBECK	\$2.40
2026	416	2/13/2026	CN - D SEEBECK	\$3.00
2026	416	2/13/2026	CN - D SEEBECK	\$10.30
2026	416	2/13/2026	CN - D SEEBECK	\$35.75
2026	416	2/13/2026	CN - D SEEBECK	\$15.45
2026	416	2/13/2026	CN - D SEEBECK	\$27.00
2026	418	2/13/2026	STATE OF OK - CAREER & TECH ED - LOTTERY GRANT	\$14,902.88
2026	419	2/17/2026	MSB - HS, HM, WR	\$10.00
2026	419	2/17/2026	MSB - HS, HM, WR	\$35.00
2026	419	2/17/2026	MSB - HS, HM, WR	\$20.00
2026	420	2/17/2026	TECUMSEH PS - REIM FOR TRANSPORTATION TO OSD	\$1,350.00
2026	421	2/17/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	\$22.40
2026	423	2/17/2026	OSDE - TITLE IV LEAs FORMULA - 552	\$33,195.19
2026	424	2/17/2026	OSDE - IDEA-B MONITORING ASST - 615	\$103.58
2026	425	2/17/2026	OSDE - IDEA-B PRE-SCHOOL LEAs - 641	\$889.40
2026	425	2/17/2026	OSDE - IDEA-B PRE-SCHOOL LEAs - 641	\$9,197.74
2026	426	2/17/2026	MAUD PUBLIC SCHOOLS - TRANSPORTATION - SULPHUR	\$3,150.00
2026	427	2/17/2026	CN - D SEEBECK	\$2.75
2026	427	2/17/2026	CN - D SEEBECK	\$5.15
2026	427	2/17/2026	CN - D SEEBECK	\$19.25
2026	427	2/17/2026	CN - D SEEBECK	\$35.45
2026	427	2/17/2026	CN - D SEEBECK	\$46.50
2026	427	2/17/2026	CN - D SEEBECK	\$5.15

## Receipt Analysis

Options: Date Range: 2/1/2026 - 2/28/2026

Year	Receipt No	Date	Received From	Amount
2026	428	2/17/2026	JAMES & ALEXANDRA WATKINS - SPS PUP PACK - DAYCARE	\$654.00
2026	429	2/17/2026	SHAWNEE BAND BOOSTERS ASSOC - BAND TECHS	\$600.00
2026	429	2/17/2026	SHAWNEE BAND BOOSTERS ASSOC - BAND TECHS	\$333.00
2026	430	2/18/2026	CN - D SEEBECK	\$1.00
2026	430	2/18/2026	CN - D SEEBECK	\$75.45
2026	430	2/18/2026	CN - D SEEBECK	\$51.50
2026	430	2/18/2026	CN - D SEEBECK	\$9.00
2026	430	2/18/2026	CN - D SEEBECK	\$5.15
2026	430	2/18/2026	CN - D SEEBECK	\$43.25
2026	430	2/18/2026	CN - D SEEBECK	\$5.15
2026	431	2/19/2026	DOEP TREAS - TITLE VII - IMPACT AID - 592/DISABLED	\$4,238.00
2026	432	2/19/2026	CN - D SEEBECK	\$8.00
2026	432	2/19/2026	CN - D SEEBECK	\$1.00
2026	432	2/19/2026	CN - D SEEBECK	\$27.50
2026	432	2/19/2026	CN - D SEEBECK	\$5.00
2026	432	2/19/2026	CN - D SEEBECK	\$66.35
2026	432	2/19/2026	CN - D SEEBECK	\$38.75
2026	433	2/20/2026	SPS PUP PACK - DAYCARE - VARIOUS EMPLOYEES	\$9,896.00
2026	434	2/20/2026	LINDSEY PHELPS - LAPTOP	\$428.57
2026	435	2/20/2026	OSDE - NAT'L SCH LUNCH - FED - 763	\$145,633.20
2026	436	2/20/2026	OSDE - NAT'L SCH LUNCH - FED - 763	\$148,553.40
2026	437	2/20/2026	OSDE - SCH BREAKFAST PROG - 764	\$55,274.94
2026	438	2/20/2026	OSDE - SCH BREAKFAST PROG - 764	\$57,421.14
2026	439	2/20/2026	OSDE - FRESH FRUIT/VEG - NOVEMBER	\$422.37
2026	439	2/20/2026	OSDE - FRESH FRUIT/VEG - NOVEMBER	\$571.19
2026	439	2/20/2026	OSDE - FRESH FRUIT/VEG - NOVEMBER	\$489.59
2026	439	2/20/2026	OSDE - FRESH FRUIT/VEG - NOVEMBER	\$562.16
2026	439	2/20/2026	OSDE - FRESH FRUIT/VEG - NOVEMBER	\$652.78
2026	440	2/20/2026	OSDE - FRESH FRUIT/VEG - DECEMBER	\$419.43
2026	440	2/20/2026	OSDE - FRESH FRUIT/VEG - DECEMBER	\$559.02
2026	440	2/20/2026	OSDE - FRESH FRUIT/VEG - DECEMBER	\$502.11
2026	440	2/20/2026	OSDE - FRESH FRUIT/VEG - DECEMBER	\$601.92
2026	440	2/20/2026	OSDE - FRESH FRUIT/VEG - DECEMBER	\$638.88
2026	441	2/20/2026	CN - D SEEBECK	\$20.00
2026	441	2/20/2026	CN - D SEEBECK	\$37.75
2026	441	2/20/2026	CN - D SEEBECK	\$5.00
2026	441	2/20/2026	CN - D SEEBECK	\$19.00
2026	441	2/20/2026	CN - D SEEBECK	\$5.15
2026	442	2/23/2026	CN - D SEEBECK	\$20.60
2026	442	2/23/2026	CN - D SEEBECK	\$56.75
2026	442	2/23/2026	CN - D SEEBECK	\$20.00
2026	442	2/23/2026	CN - D SEEBECK	\$38.00
2026	442	2/23/2026	CN - D SEEBECK	\$80.00
2026	443	2/23/2026	MSB - JEFF, WR, SECC	\$20.00
2026	443	2/23/2026	MSB - JEFF, WR, SECC	\$20.00
2026	443	2/23/2026	MSB - JEFF, WR, SECC	\$10.00
2026	444	2/23/2026	OSDE - PROJECT RESPECT LEA - 780	\$50,665.68
2026	445	2/24/2026	CN - D SEEBECK	\$3.00
2026	445	2/24/2026	CN - D SEEBECK	\$20.85
2026	445	2/24/2026	CN - D SEEBECK	\$25.00
2026	445	2/24/2026	CN - D SEEBECK	\$57.00
2026	446	2/24/2026	KRISTI GIBSON - GRACE DANCE CENTER - PAAC RENTAL	\$312.50
2026	447	2/25/2026	OK HEALTH CARE AUTH - MEDICAID	\$13,959.70
2026	448	2/25/2026	COL - SCHOOL LAND EARNINGS	\$48,836.52
2026	449	2/25/2026	CN - D SEEBECK	\$70.60
2026	449	2/25/2026	CN - D SEEBECK	\$69.85
2026	449	2/25/2026	CN - D SEEBECK	\$5.40
2026	449	2/25/2026	CN - D SEEBECK	\$1.40

Receipt Analysis

Options: Date Range: 2/1/2026 - 2/28/2026

Year	Receipt No	Date	Received From	Amount
2026	449	2/25/2026	CN - D SEEBECK	\$5.15
2026	449	2/25/2026	CN - D SEEBECK	\$18.10
2026	449	2/25/2026	CN - D SEEBECK	\$5.15
2026	451	2/25/2026	TEACHER'S RETIREMENT - REFUND	\$323.90
2026	451	2/25/2026	TEACHER'S RETIREMENT - REFUND	\$1,993.82
2026	452	2/26/2026	CN - D SEEBECK	\$7.00
2026	452	2/26/2026	CN - D SEEBECK	\$5.15
2026	452	2/26/2026	CN - D SEEBECK	\$24.25
2026	452	2/26/2026	CN - D SEEBECK	\$20.00
2026	452	2/26/2026	CN - D SEEBECK	\$60.15
2026	452	2/26/2026	CN - D SEEBECK	\$65.50
2026	452	2/26/2026	CN - D SEEBECK	\$5.15
2026	452	2/26/2026	CN - D SEEBECK	\$2.00
2026	453	2/27/2026	OSDE - IDEA-B FLOW THRU - 621	\$60,005.82
2026	454	2/27/2026	CN - D SEEBECK	\$7.00
2026	454	2/27/2026	CN - D SEEBECK	\$37.60
2026	454	2/27/2026	CN - D SEEBECK	\$1.75
2026	454	2/27/2026	CN - D SEEBECK	\$20.75
2026	454	2/27/2026	CN - D SEEBECK	\$54.15
2026	454	2/27/2026	CN - D SEEBECK	\$70.25
2026	456	2/27/2026	BUYERS EDGE PLATFORM - REBATE (COOL SCHOOL PRIME)	\$213.89
2026	458	2/28/2026	MSB - HM, WR, SECC	\$35.00
2026	458	2/28/2026	MSB - HM, WR, SECC	\$35.00
2026	458	2/28/2026	MSB - HM, WR, SECC	\$10.00
<b>11 GEN FUND-FOR OP Total</b>				<b>\$5,075,191.65</b>
<b>21 BUILDING</b>				
2026	378	2/2/2026	POTT CO	\$132,435.31
2026	378	2/2/2026	POTT CO	\$2,110.31
2026	378	2/2/2026	POTT CO	\$81.71
2026	378	2/2/2026	POTT CO	\$2.69
2026	414	2/12/2026	OSDE - REDBUD SCHOOL GRANT - 318	\$593,699.03
2026	417	2/13/2026	DEPT OF EMERGENCY MANAGMENT-FEMA-CONC/FENC/TENNIS	\$130,789.88
2026	417	2/13/2026	DEPT OF EMERGENCY MANAGMENT-FEMA-CONC/FENC/TENNIS	\$108,284.52
2026	459	2/28/2026	FIRST UNITED - INTEREST - FEBRUARY	\$55,087.95
<b>21 BUILDING Total</b>				<b>\$1,022,491.40</b>
<b>41 41 SINKING</b>				
2026	378	2/2/2026	POTT CO	\$628,016.64
2026	378	2/2/2026	POTT CO	\$10,454.57
2026	378	2/2/2026	POTT CO	\$387.49
2026	378	2/2/2026	POTT CO	\$12.74
<b>41 41 SINKING Total</b>				<b>\$638,871.44</b>
<b>81 81 GIFT FUND</b>				
2026	381	2/2/2026	J PAUL CONSULTING INC-DONATION/FRIENDS ATHLETICS	\$6,000.00
2026	402	2/9/2026	COMMUNITIES FOUN OK/F GREENWOO - ADAP SEATING	\$10,000.00
2026	406	2/11/2026	JOSHUA/BEVERLY KOCH -DONATION - MS GIRLS SOCCER	\$2,500.00
2026	422	2/17/2026	ARVEST CREDIT CARD	\$387.95
2026	422	2/17/2026	ARVEST CREDIT CARD	\$3.23
2026	450	2/25/2026	BRYCE HOLLAND CONSTRUCTION -BASEBALL TURF DONATION	\$500.00
2026	455	2/27/2026	JOSHUA/BEVERLY KOCH -DONATION - MS SOCCER	\$853.76
2026	455	2/27/2026	JOSHUA/BEVERLY KOCH -DONATION - MS SOCCER	\$853.76
2026	457	2/27/2026	FRANTZ LAW GROUP - JUUL SETTLEMENT	\$2,582.85
<b>81 81 GIFT FUND Total</b>				<b>\$23,681.55</b>
<b>Receipts Total</b>				<b>\$6,760,236.04</b>

## Shawnee Public Schools

## Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2026 - 2/28/2026, Account: All, Status: All

Clearing No	Date		Account No Payment No	Account Type Amount	Amount	Status
	Year	Fund				
146	2/2/2026		101	AC	\$54,721.65	Posted
	2026	11	4827		\$540.00	
	2026	11	4817		\$10,093.09	
	2026	11	4789		\$187.00	
	2026	11	4299		\$188.50	
	2026	11	3023		\$3.18	
			2026 11 Total		\$11,011.77	
	2026	12	8		\$5,639.86	
			2026 12 Total		\$5,639.86	
	2026	21	460		\$37,995.74	
	2026	21	463		\$74.28	
			2026 21 Total		\$38,070.02	
147	2/3/2026		101	AC	\$30,666.43	Posted
	2026	11	4841		\$246.19	
	2026	11	4839		\$2,706.80	
	2026	11	4837		\$3,474.58	
	2026	11	4834		\$22,051.74	
	2026	11	4829		\$1,856.25	
	2026	11	4780		\$100.00	
	2026	11	3567		\$230.87	
			2026 11 Total		\$30,666.43	
148	2/4/2026		101	AC	\$63,205.77	Posted
	2026	11	3988		\$230.87	
	2026	11	4832		\$1,199.00	
	2026	11	4842		\$40.80	
			2026 11 Total		\$1,470.67	
	2026	21	459		\$260.60	
	2026	21	458		\$2,645.57	
			2026 21 Total		\$2,906.17	
	2026	33	28		\$12,382.44	
			2026 33 Total		\$12,382.44	
	2026	86	7		\$46,446.49	
			2026 86 Total		\$46,446.49	
149	2/5/2026		101	AC	\$49,793.95	Posted
	2026	11	4840		\$424.24	
	2026	11	4836		\$1,000.00	
	2026	11	4755		\$252.90	
	2026	11	3911		\$230.87	
			2026 11 Total		\$1,908.01	
	2026	21	475		\$47,885.94	
			2026 21 Total		\$47,885.94	
150	2/6/2026		101	AC	\$35,496.31	Posted
	2026	11	4853		\$105.10	
	2026	11	4835		\$8,850.00	
	2026	11	4845		\$4,919.66	
	2026	11	4852		\$6,216.49	
	2026	11	4847		\$3,916.65	

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2026 - 2/28/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	4870		\$432.23	
	2026	11	4869		\$71.90	
			2026 11 Total		\$24,512.03	
	2026	21	461		\$683.35	
	2026	21	454		\$1,250.00	
	2026	21	478		\$4,369.00	
	2026	21	464		\$312.95	
	2026	21	468		\$1,182.75	
	2026	21	474		\$185.74	
			2026 21 Total		\$7,983.79	
	2026	34	13		\$371.39	
			2026 34 Total		\$371.39	
	2026	81	30		\$2,629.10	
			2026 81 Total		\$2,629.10	
151	2/9/2026		101	AC	\$6,952.66	Posted
	2026	11	4856		\$388.88	
	2026	11	4849		\$563.75	
	2026	11	4855		\$33.39	
	2026	11	4850		\$514.94	
	2026	11	4861		\$675.73	
			2026 11 Total		\$2,176.69	
	2026	21	476		\$947.05	
	2026	21	471		\$2,662.18	
			2026 21 Total		\$3,609.23	
	2026	81	31		\$1,166.74	
			2026 81 Total		\$1,166.74	
152	2/10/2026		101	AC	\$19,129.74	Posted
	2026	11	4874		\$309.95	
	2026	11	4872		\$4,837.50	
	2026	11	4865		\$250.00	
	2026	11	4863		\$105.68	
	2026	11	4854		\$6,947.17	
	2026	11	4846		\$3,282.00	
	2026	11	4775		\$339.56	
	2026	11	4761		\$583.38	
			2026 11 Total		\$16,655.24	
	2026	21	469		\$455.51	
	2026	21	466		\$334.99	
			2026 21 Total		\$790.50	
	2026	33	27		\$1,684.00	
			2026 33 Total		\$1,684.00	
153	2/11/2026		101	AC	\$6,919.64	Posted
	2026	11	4868		\$48.15	
	2026	11	4859		\$6,264.50	
	2026	11	4851		\$201.39	
			2026 11 Total		\$6,514.04	
	2026	21	467		\$405.60	

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2026 - 2/28/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
		2026 21 Total	\$405.60		
154	2/12/2026	101	AC	\$5,575.00	Posted
	2026 11	4848	\$4,000.00		
	2026 11	4844	\$1,575.00		
		2026 11 Total	\$5,575.00		
155	2/13/2026	101	AC	\$425,330.83	Posted
	2026 11	4871	\$765.00		
	2026 11	4820	\$100.00		
	2026 11	4876	\$303,132.86		
	2026 11	4912	\$71,043.79		
	2026 11	4893	\$3,806.00		
	2026 11	4881	\$13,034.03		
	2026 11	4878	\$780.92		
	2026 11	4911	\$1,123.89		
	2026 11	4864	\$1,035.56		
	2026 11	4905	\$74.69		
		2026 11 Total	\$394,896.74		
	2026 12	9	\$2,571.90		
		2026 12 Total	\$2,571.90		
	2026 21	448	\$6,299.54		
	2026 21	483	\$5,795.99		
	2026 21	477	\$5,832.48		
	2026 21	482	\$133.30		
	2026 21	470	\$2,201.93		
	2026 21	487	\$6,067.08		
	2026 21	472	\$30.46		
	2026 21	486	\$863.55		
	2026 21	489	\$149.74		
		2026 21 Total	\$27,374.07		
	2026 81	33	\$340.00		
	2026 81	32	\$148.12		
		2026 81 Total	\$488.12		
156	2/17/2026	101	AC	\$77,384.87	Posted
	2026 11	4914	\$281.90		
	2026 11	4897	\$65.46		
	2026 11	4896	\$65.98		
	2026 11	4891	\$33.39		
	2026 11	4888	\$50.75		
	2026 11	4873	\$721.68		
	2026 11	4862	\$1,650.00		
	2026 11	4885	\$560.13		
		2026 11 Total	\$3,429.29		
	2026 21	473	\$8,182.79		
		2026 21 Total	\$8,182.79		
	2026 86	8	\$65,772.79		
		2026 86 Total	\$65,772.79		
157	2/18/2026	101	AC	\$21,070.52	Posted

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2026 - 2/28/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	4913		\$5,188.60	
	2026	11	4903		\$150.00	
	2026	11	4901		\$875.00	
	2026	11	4895		\$750.00	
	2026	11	4889		\$38.50	
	2026	11	4887		\$62.50	
	2026	11	4883		\$53.50	
	2026	11	4882		\$68.74	
	2026	11	4879		\$135.00	
	2026	11	4875		\$1,158.50	
	2026	11	4843		\$40.50	
	2026	11	3607		\$230.87	
	2026	11	3599		\$230.87	
	2026	11	4899		\$50.00	
			2026 11 Total		\$9,032.58	
	2026	21	484		\$2,795.04	
	2026	21	481		\$325.00	
			2026 21 Total		\$3,120.04	
	2026	33	29		\$8,917.90	
			2026 33 Total		\$8,917.90	
158	2/19/2026		101	AC	\$21,646.34	Posted
	2026	11	4916		\$9,240.00	
	2026	11	4910		\$4,391.07	
	2026	11	4894		\$470.00	
	2026	11	4890		\$5,545.27	
	2026	11	4898		\$2,000.00	
			2026 11 Total		\$21,646.34	
159	2/20/2026		101	AC	\$2,011,887.01	Posted
	2026	11	4915		\$500.56	
	2026	11	4907		\$112.95	
	2026	11	4900		\$17,121.26	
	2026	11	4886		\$2,845.00	
	2026	11	4884		\$7,165.22	
	2026	11	5499		\$9,896.00	
	2026	11	5498		\$210.00	
	2026	11	5497		\$428.57	
	2026	11	5484		\$1,511,040.41	
	2026	11	5481		\$291,051.82	
	2026	11	5480		\$124,064.55	
			2026 11 Total		\$1,964,436.34	
	2026	21	488		\$125.00	
	2026	21	509		\$36,890.16	
	2026	21	506		\$3,118.17	
	2026	21	507		\$7,317.34	
			2026 21 Total		\$47,450.67	
160	2/23/2026		101	AC	\$21,635.11	Posted
	2026	11	5528		\$517.31	

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2026 - 2/28/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	4880		\$1,000.00	
	2026	11	3962		\$230.87	
	2026	11	4821		\$1,565.00	
	2026	11	5475		\$1,160.00	
	2026	11	5506		\$536.65	
	2026	11	5521		\$2,200.73	
	2026	11	5508		\$7,020.01	
		2026	11 Total		\$14,230.57	
	2026	21	517		\$57.30	
	2026	21	485		\$328.90	
	2026	21	479		\$5,919.40	
	2026	21	514		\$960.96	
		2026	21 Total		\$7,266.56	
	2026	81	34		\$128.99	
	2026	81	35		\$8.99	
		2026	81 Total		\$137.98	
161		2/24/2026	101	AC		\$106,993.52    Posted
	2026	11	5526		\$500.00	
	2026	11	5524		\$585.00	
	2026	11	5523		\$110.00	
	2026	11	5520		\$8,610.00	
	2026	11	5518		\$829.42	
	2026	11	5517		\$22,854.01	
	2026	11	5515		\$865.16	
	2026	11	5514		\$9,353.75	
	2026	11	5510		\$131.01	
	2026	11	5509		\$120.00	
	2026	11	5500		\$493.73	
	2026	11	5496		\$50.00	
	2026	11	5495		\$650.00	
	2026	11	5489		\$240.00	
	2026	11	5487		\$771.25	
	2026	11	5479		\$188.90	
	2026	11	5449		\$347.24	
	2026	11	4902		\$460.00	
	2026	11	4866		\$50.00	
	2026	11	3780		\$230.87	
	2026	11	5490		\$54,657.00	
	2026	11	5522		\$1,061.58	
		2026	11 Total		\$103,158.92	
	2026	12	10		\$80.00	
		2026	12 Total		\$80.00	
	2026	21	516		\$35.00	
	2026	21	510		\$30.00	
	2026	21	505		\$590.00	
	2026	21	511		\$1,279.00	
	2026	21	518		\$1,500.00	

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2026 - 2/28/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status	
	Year	Fund	Payment No	Amount			
			2026 21 Total		\$3,434.00		
	2026	81	36		\$320.60		
			2026 81 Total		\$320.60		
162		2/25/2026	101	AC		\$7,173.44	Posted
	2026	11	5529		\$3,798.31		
	2026	11	5485		\$115.60		
	2026	11	5482		\$350.00		
	2026	11	5477		\$100.00		
	2026	11	5471		\$39.00		
	2026	11	4909		\$2,192.88		
	2026	11	5491		\$450.00		
	2026	11	5519		\$110.20		
			2026 11 Total		\$7,155.99		
	2026	21	490		\$17.45		
			2026 21 Total		\$17.45		
163		2/26/2026	101	AC		\$5,015.92	Posted
	2026	11	5513		\$55.00		
	2026	11	5512		\$405.00		
	2026	11	5511		\$1,000.00		
	2026	11	5151		\$166.23		
	2026	11	4906		\$1,000.00		
	2026	11	4858		\$1,945.94		
	2026	11	5545		\$150.00		
			2026 11 Total		\$4,722.17		
	2026	12	11		\$168.75		
			2026 12 Total		\$168.75		
	2026	21	515		\$125.00		
			2026 21 Total		\$125.00		
164		2/27/2026	101	AC		\$137,572.81	Posted
	2026	11	5541		\$1,177.42		
	2026	11	5516		\$45.00		
	2026	11	5505		\$6,200.00		
	2026	11	5486		\$50.00		
	2026	11	4892		\$86.35		
	2026	11	4877		\$124.75		
	2026	11	4857		\$289.29		
	2026	11	4188		\$28,340.00		
	2026	11	4098		\$14,714.00		
	2026	11	5478		\$583.38		
	2026	11	5531		\$18,051.92		
	2026	11	5473		\$11,851.33		
	2026	11	5530		\$5,766.30		
	2026	11	5476		\$5,194.15		
	2026	11	4917		\$316.66		
	2026	11	5532		\$1,126.79		
			2026 11 Total		\$93,917.34		
	2026	12	12		\$53.37		

## Shawnee Public Schools

## Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2026 - 2/28/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
Year	Fund	Payment No	Amount		
		2026 12 Total	\$53.37		
2026	21	526	\$39,295.69		
2026	21	520	\$65.45		
2026	21	519	\$136.78		
2026	21	528	\$1,743.79		
2026	21	523	\$317.60		
		2026 21 Total	\$41,559.31		
2026	34	14	\$86.97		
		2026 34 Total	\$86.97		
2026	81	38	\$1,122.18		
2026	81	37	\$833.64		
		2026 81 Total	\$1,955.82		

## Year and Fund Totals:

2026	11	\$2,717,116.16
2026	12	\$8,513.88
2026	21	\$240,181.14
2026	33	\$22,984.34
2026	34	\$458.36
2026	81	\$6,698.36
2026	86	\$112,219.28

Total Payment Clearing Posted = \$3,108,171.52  
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: 40 - 49999,  
Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
40	02/04/2026	39279	HARDESTY TEAM HVAC				\$6,414.00
41	02/17/2026	51184	COVER SPORTS		02/17/2026	\$28,242.89	\$0.00
42	02/17/2026	51183	Versa Desk				\$11,974.00
43	02/17/2026	51184	COVER SPORTS				\$28,242.90
44	02/20/2026	39279	HARDESTY TEAM HVAC				\$11,980.80
45	02/20/2026	34116	BURGESS ENGINEERING AND TES				\$4,043.00
46	02/20/2026	33767	SCHOOL OUTFITTERS				\$651.98
47	02/20/2026	50852	WYNN CONSTRUCTION CO, INC				\$111,355.69
48	02/20/2026	50852	WYNN CONSTRUCTION CO, INC				\$124,159.19
49	02/20/2026	50852	WYNN CONSTRUCTION CO, INC				\$141,844.68
50	02/25/2026	51175	Aerial Titans				\$12,500.00
<b>Non-Payroll Total:</b>							<b>\$453,166.24</b>
<b>Payroll Total:</b>							<b>\$0.00</b>
<b>Balance Forward:</b>							<b>\$3,550,773.86</b>
<b>Total:</b>							<b>\$4,003,940.10</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 913 - 49999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	913	01/20/2026	127	TEACHERS' RETIREMENT SYSTEM	TRS FIX	-1,256.43
11	914	02/06/2026	36133	APPLE INC	Laptops for Data Input 554	4,434.00
11	915	02/06/2026	32176	GOVCONNECTION, INC DBA	SECC Gumdrop cases	3,400.00
11	916	02/09/2026	39214	ARVEST BANK	Office/Teacher Supplies-WILL ROGERS	500.00
11	917	02/09/2026	51065	Erin O Kuehn	TMEA Conference	1,570.00
11	918	02/09/2026	51044	Desiree Whiteman	TMEA Conference	811.40
11	919	02/09/2026	51041	Joseph R Craven	TMEA Conference	1,570.00
11	920	02/09/2026	39214	ARVEST BANK	JTA building funds class room supplies	310.00
11	921	02/09/2026	39214	ARVEST BANK	HOLLAND-ICE MACHINCE PARTS FIELDHOUSE	121.45
11	922	02/09/2026	39214	ARVEST BANK	DAX/M.WENDELBERGER/STREN GTH TRAINING	280.07
11	923	02/09/2026	3290	BSN SPORTS, LLC	W. WELLS/GIRLS BASKETBALL	210.00
11	924	02/09/2026	44	FOLLETT CONTENT SOLUTIONS LLC	LIBRARY ALLOCATIONS	1,873.63
11	925	02/10/2026	4788	AMAZON	Prosper - NonPublic	3,500.00
11	926	02/11/2026	4788	AMAZON	iPad Cases (SECC)	973.70
11	927	02/11/2026	10608	DEMCO PRINTING INC	SHS ENVELOPES	158.00
11	928	02/11/2026	2580	GARRETT BOOK COMPANY	Library Books	1,173.93
11	929	02/11/2026	35855	RED BRICK RESOURCES	Books	563.40
11	930	02/11/2026	1177	HERTZBERG-NEW METHOD INC	Books	427.61
11	931	02/11/2026	39214	ARVEST BANK	classroom supplies	1,000.00
11	932	02/11/2026	3290	BSN SPORTS, LLC	DOUG WELLS/ BOYS GOLF	624.00
11	933	02/12/2026	4788	AMAZON	CLASSROOM NEEDS-JEFFERSON	374.82
11	934	02/12/2026	38714	AMERICAN FIDELITY ASSURANCE	PAYROLL CORRECTION	316.66
11	935	02/17/2026	21123	KAREN PARKER	Southwest luggage fees	80.00
11	936	02/17/2026	12217	Caria D Kennedy	Southwest Luggage Fees	80.00
11	937	02/17/2026	40627	Lauren Elizabeth Martin	Southwest Luggage fees	80.00
11	938	02/17/2026	39179	Serena Mae Neely	Southwest luggage fees	80.00
11	939	02/17/2026	3290	BSN SPORTS, LLC	MADONNA/ FOOTBALL HELMET RECON	800.00
11	940	02/17/2026	50308	ERIC WILLIAMS MUSIC SERVICES	GRAVES/CHOIR	400.00
11	941	02/17/2026	39326	EPIC SPORTS	BLITCH/ HS GIRLS SOCCER	200.00
11	942	02/17/2026	4788	AMAZON	BLITCH/HS GIRLS SOCCER	19.99
11	943	02/17/2026	4788	AMAZON	SHS OFFICE SUPPLIES	296.26
11	944	02/17/2026	4788	AMAZON	SMS-Gen Fund 11-Library Books-Cherity Pennington	28.78
11	945	02/17/2026	2150	PINECLIFF PRINTERS INC	SMS-Gen Fund 11-Printing Supplies-Gotchas	124.25
11	946	02/17/2026	39214	ARVEST BANK	Pens for job fairs & new hire meetings	315.09
11	947	02/17/2026	1177	HERTZBERG-NEW METHOD INC	Library Allocation-Charron	381.89
11	948	02/18/2026	4788	AMAZON	GT Folders	25.00
11	949	02/18/2026	4788	AMAZON	Project Respect - Supplies	208.53
11	950	02/19/2026	39214	ARVEST BANK	PARTS TOWN	4,500.00
11	951	02/19/2026	39214	ARVEST BANK	Food Science-SETZER/HALL	3,000.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 913 - 49999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	952	02/19/2026	1177	HERTZBERG-NEW METHOD INC	LIBRARY BOOKS	1,650.00
11	953	02/19/2026	72	QUILL LLC	CARD STOCK, PAPER, STAPLER,FOLDERS,LAMATION,ET C	2,000.00
11	954	02/19/2026	1177	HERTZBERG-NEW METHOD INC	LIBRARY ALLOCATED FUNDS	1,300.66
11	955	02/19/2026	4788	AMAZON	SPRING BINGO NIGHT- JEFFERSON	970.09
11	956	02/20/2026	4788	AMAZON	CLASSROOM SUPPLIES-HORACE MANN	2,000.00
11	957	02/20/2026	33302	SCHOOL MATE	Purchase School Planner for 2026-2027 school year	200.00
11	958	02/20/2026	39214	ARVEST BANK	Asst Supt Dr Mike Dominguez Training and Travel	2,000.00
11	959	02/20/2026	51084	Mike H Dominguez	Out of District Travel Reimbursement	1,500.00
11	960	02/20/2026	39214	ARVEST BANK	Stickers for Job Fairs & New Hire Meetings	383.00
11	961	02/20/2026	10608	DEMCO PRINTING INC	SMS General 11-Printing Supplies -Envelopes	229.00
11	962	02/20/2026	51207	SKYLINE PRINT	Laminator Heat Bulb-WILL ROGERS	299.51
11	963	02/20/2026	4788	AMAZON	PRINTER INK FOR BRADLEY-SECC	149.97
11	964	02/25/2026	36133	APPLE INC	iPad	547.95
11	965	02/25/2026	51200	BLUUM USA INC	Laptops for Areospace Program	14,940.00
11	966	02/25/2026	39214	ARVEST BANK	ANDREW MCCUNE/WRESTLING REGIONALS HOTEL STAY	1,799.86
11	967	02/25/2026	39214	ARVEST BANK	ANDREW MCCUNE/WRESTLING STATE HOTEL STAY	2,200.00
11	968	02/25/2026	4788	AMAZON	classroom supplies	2,000.00
11	969	02/26/2026	4788	AMAZON	Battle of Books	100.00
11	970	02/26/2026	38672	CASEY WHITE	TRAVEL REIMBURSEMENT-CASEY WHITE	1,500.00
11	971	02/26/2026	38389	KRISTEN WILSON	TRAVEL REIMBURSEMENT- KRISTEN WILSON	1,500.00
11	972	02/26/2026	3932	Jeanne L Swinney	TRAVEL REIMBURSEMENT- JEANNE SWINNEY	600.00
11	973	02/26/2026	3626	Amanda L Hillhouse	TRAVEL REIMBURSEMENT- MANDY HILLHOUSE	600.00
11	974	02/26/2026	40354	CLIF HARDEN	TRAVEL REIMBURSEMENT-CLIF HARDEN	600.00
11	975	02/26/2026	3290	BSN SPORTS, LLC	BARAHONA/BOYS SOCCER- PARKA	115.00
11	976	02/26/2026	4788	AMAZON	COUNSELING PRINTER AND SUPPLIES	257.30
11	977	02/27/2026	39214	ARVEST BANK	Botvin Training	387.50
11	978	03/01/2026	4788	AMAZON	Leveled Reading Leveled Lives	875.00
11	979	03/01/2026	39214	ARVEST BANK	OTHER SUPPLIES	5,000.00
11	981	03/03/2026	5716	Amanda J Pruitt	TRAVEL REIMBURSEMENT- AMANDA PRUITT	300.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 913 - 49999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	982	03/03/2026	50624	ALIA BREWER	SPEECH SERVICES	5,000.00
11	983	03/03/2026	11026	SCHOLASTIC BOOKCLUBS INC	SPRING READING NIGHT 2026	810.34
11	984	03/03/2026	44	FOLLETT CONTENT SOLUTIONS LLC	PURCHASE LIBRARY BOOKS	483.63
11	985	03/03/2026	4788	AMAZON	SPRING READING NIGHT 2026	52.00
11	986	03/03/2026	50603	TRINITY CERAMIC SUPPLY, INC	CERAMICS- CLAY	1,337.50
11	987	03/03/2026	39214	ARVEST BANK	CERAMICS SUPPLIES	150.00
11	988	03/04/2026	2131	PAT'S TROPHY	MCCUNE/ WRESTLING AWARDS	515.00
11	989	03/04/2026	35705	STAPLES BUSINESS ADVANTAGE	BUSINESS OFFICE SUPPLIES	1,000.00
11	990	03/04/2026	35705	STAPLES BUSINESS ADVANTAGE	SHS STAMPS AND SEALS	140.00
11	991	03/06/2026	38843	MUSEUM OF OSTEOLOGY	SPRING READING NIGHT 2026	425.00
11	992	03/06/2026	3290	BSN SPORTS, LLC	JEFF SHAFER/HS BASEBALL-HATS	315.00
11	993	03/06/2026	3290	BSN SPORTS, LLC	JEFF SHAFER/HS BASEBALL-BAG	516.00
11	994	03/06/2026	4788	AMAZON	KFarris-SMS	1,799.40
11	995	03/06/2026	39214	ARVEST BANK	Office/Teacher Supplies	500.00
<b>Non-Payroll Total:</b>						<b>\$92,604.74</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$92,604.74</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 174 - 49999, Fund(s): BUILDING

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	175	02/17/2026	13214	MILL CREEK CARPET & TILE	FLOOR TILE-MIDDLE SCHOOL	779.76
21	176	02/17/2026	35385	SEHORN YAMAHA INC	UTV FOR LAWN MAINTENANCE	8,500.00
21	177	02/17/2026	39214	ARVEST BANK	65 GAL UTV SPRAYER	1,250.00
21	178	02/17/2026	39214	ARVEST BANK	60 GAL SKID SPOT SPRAYER	1,520.00
21	179	02/17/2026	39214	ARVEST BANK	LAWN EQUIPMENT & SUPPLIES	1,350.00
21	180	02/17/2026	32193	McKEY BOBCAT SERVICE INC	SNOW REMOVAL	1,500.00
21	181	02/17/2026	51202	NEW DADE PUMP & SUPPLY INC	VERTICAL PUMP FOR UNION ST GYM	2,100.00
21	182	02/19/2026	51202	NEW DADE PUMP & SUPPLY INC	VERTICAL PUMP FOR UNION ST GYM	600.00
21	183	02/24/2026	36576	JERRY E MANKIN	DISTRICT PLUMBING REPAIRS	1,000.00
21	184	02/25/2026	4952	HERC RENTALS	MIDDLE SCHOOL SKYLIGHT PROJECT	2,000.00
21	185	03/04/2026	33981	CONSTELLATION NEWENERGY GAS DIV LLC	DISTRICT GAS UTILITIES	15,000.00
21	186	03/04/2026	2886	LOWE'S INC	MAINTENANCE SUPPLIES	2,000.00
21	187	03/04/2026	51210	SUPPLYHOUSE LLC	MAINTENANCE SUPPLIES	500.00
21	188	03/04/2026	39214	ARVEST BANK	MOVE CONTAINER	220.00
21	189	03/04/2026	39214	ARVEST BANK	HOODWRAP & DECAL	170.00
<b>Non-Payroll Total:</b>						<b>\$38,489.76</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$38,489.76</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 38 - 49999, Fund(s): 33 2023 BUILDING BOND FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
33	38	02/05/2026	35691	CHICKASAW PERSONAL COMMUNICATIONS	BASE STATION & ANTENNA	2,121.25
<b>Non-Payroll Total:</b>						<b>\$2,121.25</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$2,121.25</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 59 - 49999, Fund(s): 81 GIFT FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	59	02/12/2026	39214	ARVEST BANK	BATTLE OF THE PLAINS	700.00
81	60	02/17/2026	3290	BSN SPORTS, LLC	LIMMIE JONES/MS GIRLS SOCCER	2,500.00
81	61	02/24/2026	39214	ARVEST BANK	LECKEY CHAIR/FLEETA GRANT	10,000.00
81	62	03/02/2026	39214	ARVEST BANK	Lapell Pins for Pendergrass Promos	750.00
81	63	03/03/2026	4788	AMAZON	TENNIS BALL CART-MIDDLE SCHOOL	110.00
<b>Non-Payroll Total:</b>						<b>\$14,060.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$14,060.00</b>

**MEMO**

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk *AM*  
**Date:** March 9, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer of \$31.00 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 January 2026.

**RECOMMENDATION:** That the Board approves the transfer as presented.

## JANUARY ACTIVITY TRIP REPORT 2026

Account Name	Trip ID	Trip Description	Trip Date	Driver	Driving Time	Driver Rate	OT	OT Rate	Total Time	Distance	Total	District Paid Trip?	Within 30 Miles?	Adjusted Mileage	Adjusted Charges
<b>Account Name: 834 - SHS Speech/Debate</b>															
Speech/De	AT-01975	HS S&D - Stratford	1/10/2026	BUTLER, KENDRA	0	\$0.00	0	\$0.00	0	92	\$92.00	N	N	62	\$31.00
															\$31.00
<b>Account Name: 853 - High School Choral</b>															
School	AT-01935	HS CHOIR - OKC (1/8-1/10)	1/8/2026	GRAVES, McKENZIE	0	\$0.00	0	\$0.00	0	116	\$116.00	Y	N	86	\$0.00
School	AT-01936	HS CHOIR - Tulsa (1/21-1/24)	1/21/2026	GRAVES, McKENZIE	0	\$0.00	0	\$0.00	0	198	\$198.00	Y	N	168	\$0.00
School	AT-01984	Casino	1/30/2026	GRAVES, McKENZIE	0	\$0.00	0	\$0.00	0	27	\$27.00	N	Y	0	\$0.00
															\$0.00
<b>Account Name: 882 - Academic Team</b>															
Academic	AT-02007	MS ACAD BOWL - Bethel	1/14/2026	MURRAY, STEPHANIE	0	\$0.00	0	\$0.00	0	26	\$26.00	N	Y	0	\$0.00
															\$0.00
														TOTAL	\$31.00

## MEMO

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk  
**Date:** March 9, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer of \$452.50 from the School Activity account #818 (Playoffs) to the School Activity account #942 (Refunds and Reimbursements).

This transfer is to reimburse the District for salaries paid to school employees for working the 2026 OSSAA Class 6A Girls Wrestling Regionals Tournament.

**RECOMMENDATION:** That the Board approves the transfer as presented.



# SHAWNEE ATHLETICS

1001 NORTH KENNEDY | SHAWNEE, OKLAHOMA 74801 | (405) 214-7130

Director of Athletics: Dax Leone      Assistant Director: Julia Holland  
Athletic Secretary: Letty Martinez

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## 2026 OSSAA Class 6A Girls Wrestling Regionals Financial Report Shawnee High School February 16th-17th

### Expenses

Roy Effinger	Bag Checker (10 hours @\$15.00 per hour)	\$150.00	PO 60-3076
Ardery Effinger	Gate/Tickets (10 hours @ \$15.00 per hour)	\$150.00	PO 60-3076
Kay Corley	Gate/Tickets (4 hours @\$15.00 per hour)	\$60.00	PO 60-3076
Amanda Locke	Bag Checker (3.5 hours @\$15.00 per hour)	\$52.50	SAF 818
Tyler Wilkey	Announcer	\$200.00	PO 60-3076
Patrick Dougherty	Security (6 hours @\$40 per hour)	\$240.00	PO 60-3075
James Woolbright	Security (10.5 hours @\$40 per hour)	\$420.00	PO 60-3075
Jason Madonna	Site Manager	\$200.00	SAF 818
Andrew McCune	Floor Manager	\$200.00	SAF 818
Wrestling	Clean Up Crew (\$200 per day/ 2 days)	\$400.00	

<b>TOTAL TICKET INCOME:</b>	<b>\$5,640.00</b>
<b>SCHOOL SITE TICKET INCOME:</b>	<b>- \$1,692.00</b>
<b>REPORTABLE INCOME:</b>	<b>\$3,948.00</b>
<b>TOTAL EXPENSES</b>	<b>- \$2,072.50</b>
<b>NET INCOME DUE TO OSSAA</b>	<b>\$1,875.50</b>

Please transfer **\$452.50** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #942 (Refunds and Reimbursement). This transfer is to reimburse the District for salaries paid to school employees for working the OSSAA Class 6A Girls Wrestling Regionals. Please transfer **\$400.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #807 (Wrestling).

**Please cut a check** in the amount of **\$1,875.50** made payable to OSSAA from Student Activity Fund sub-account #818, PO 60-3501. Please notify me when the check is ready.

Please transfer **\$1,692.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #819.

**MEMO**

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk  
**Date:** March 9, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer of \$1,692.00 from the School Activity account #818 (Playoffs) to the School Activity account #819 (AD Contingency).

This transfer is to reimburse the AD Contingency for the Districts share of the ticket income for hosting the 2026 OSSAA Class 6A Girls Wrestling Regionals Tournament.

**RECOMMENDATION:** That the Board approves the transfer as presented.



# SHAWNEE ATHLETICS

1001 NORTH KENNEDY | SHAWNEE, OKLAHOMA 74801 | (405) 214-7130

Director of Athletics: Dax Leone      Assistant Director: Julia Holland  
Athletic Secretary: Letty Martinez

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## 2026 OSSAA Class 6A Girls Wrestling Regionals Financial Report Shawnee High School February 16th-17th

### Expenses

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<b>TOTAL TICKET INCOME:</b>	<b>\$5,640.00</b>
<b>SCHOOL SITE TICKET INCOME:</b>	<b>- \$1,692.00</b>
<b>REPORTABLE INCOME:</b>	<b>\$3,948.00</b>
<b>TOTAL EXPENSES</b>	<b>- \$2,072.50</b>
<b>NET INCOME DUE TO OSSAA</b>	<b>\$1,875.50</b>

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Please transfer **\$1,692.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #819.

## MEMO

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk  
**Date:** March 9, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer of \$400.00 from the School Activity account #818 (Playoffs) to the School Activity account #807 (Wrestling).

This transfer is to reimburse Wrestling for cleanup during the 2026 OSSAA Class 6A Girls Wrestling Regionals Tournament.

**RECOMMENDATION:** That the Board approves the transfer as presented.



# SHAWNEE ATHLETICS

1001 NORTH KENNEDY | SHAWNEE, OKLAHOMA 74801 | (405) 214-7130

Director of Athletics: Dax Leone      Assistant Director: Julia Holland  
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## 2026 OSSAA Class 6A Girls Wrestling Regionals Financial Report Shawnee High School February 16th-17th

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Please transfer **\$1,692.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #819.

# Tabulation of Bidders

**Request for Proposals (RFP): Insurance Broker Services**  
**Fiscal Year: 2026–2027**

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## Purpose

This document serves as the official tabulation of bids received in response to the District’s Request for Proposals for Insurance Broker Services. The information below is compiled directly from bidder submissions and is provided for review and evaluation purposes.

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## Bidder Summary Table

Bidder Name	Bid Price (\$)	Yearly Maximum Increase
Beckman Group	50,000	10%
BancFirst Insurance Group	25,000	0%
Higginbotham Insurance	59,000	5%
Gallagher	75,000	3%
Insurica	55,000	0%, 0%, 5%, 5% (per proposal)

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## Notes

- Bid prices reflect the annual proposed cost for services.
  - Yearly maximum increase represents the maximum allowable annual rate adjustment proposed by each bidder.
  - This tabulation does not constitute an award recommendation.
- 

## Certification

I certify that the above information is a true and accurate tabulation of bids received.

Prepared by: *David C. [Signature]*  
Title: CFO  
Date: 3/2/2026

**SEALED DOLLAR COST BID  
Disclosure of  
Fees/Commission**

**SCHEDULE OF PROFESSIONAL FEES  
INSURANCE CONSULTING AND BROKERAGE SERVICES**

This bid includes which of the following options (check one):

Indicate below the total fixed service fee for providing consulting and brokerage services. **All commissions and override fees earned or received by the agency/broker shall be returned to the District in the form of an invoice credit off the fixed service fee or a direct payment. The net cost/expense to the District shall be the fixed service fee stated hereon less all commissions and override fees earned by the broker/agent. Agency may also indicate the amount of commission they receive and show net cost to district.**

Period	Maximum Annual Fixed Fee Rate
Fixed Fee for period <u>7-1-26 - 6-30-27</u>	\$ <u>25000.00</u>
Fixed Fee for period as Indicated (?)	\$

MAXIMUM PERCENTAGE ESCALATION IN FEES (Based on 20\_\_-20\_\_ Fee)

Fiscal Year	20__-20__	20__-20__	20__-20__	20__-20__
Maximum % Increase	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Maximum Dollar Increase	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Attach other fee/commission based proposals and Indicate: NONE

I, the undersigned, have been duly authorized to act as an agent on the behalf of the firm and hereby submit this pricing in accordance with the terms and conditions of the RFP. I, the undersigned, further understand that this is a firm bid inclusive of all work to be performed in accordance with the scope of work as specified in the RFP.

<u>Bancfirst Insurance Services</u> Company/Firm	<u>Kyle R. Rosebure</u> Print Name of Representative
 Signature of Representative	<u>2/13/2026</u> Date

## Speech Therapy Contractual Agreement 2025-2026

This agreement is made and entered into between Shawnee Public School and Alia Brewer, MS CC/SLP.

Whereas the Shawnee School District desires:

- A. That speech language evaluations be administered by a qualified, certified Speech Pathologist in accordance with all federal, state, and local laws and regulations.
- B. That speech language evaluations of the highest quality be available to the students of Shawnee School District and that such services be provided by a qualified, certified Speech Pathologist in accordance with all federal, state, and local laws and regulations.
- C. Whereas, Alia Brewer, is a certified Speech Pathologist, qualified to practice Speech Pathology in the state of Oklahoma, and whereas the prime objective of Alia Brewer is to provide the highest quality of speech pathology services in the Shawnee School District, the parties hereto agree as follows:
  1. The school board of Shawnee School District hereby agrees to privately contract with Alia Brewer to perform the services described hereunder.
  2. The term of this contract will be for the remainder of the 2025-2026 school year. This agreement can be terminated by either party upon written notice of (30) days to either party.
  3. Alia Brewer agrees to perform speech pathology duties for the Shawnee School District and will follow all guidelines as set by the State of Oklahoma Board of Examiners for Speech Pathology and Audiology and Policies and Procedures for Special education in Oklahoma. Duties shall include all or part of the following: direct student evaluations and/or screenings, and written treatment program (IEP's).
  4. For such services, Shawnee School District agrees to pay \$70 per hour and .72.5 cents /mile.
  5. During the term of this agreement, Shawnee School District shall not provide accident or health insurance to Alia Brewer. Alia Brewer will provide her own professional liability or malpractice insurance and agrees to be covered by adequate professional liability and malpractice insurance.

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Board of Education, President

Date

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Board of Education, Clerk

Date

*Alia Brewer MS CCC/SLP*  
Alia Brewer M.S. CCC/SLP

2/24/26

Date



**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

February 16, 2026

Shawnee School District  
Attn: Mr. Tristan Wyatt  
326 N. Union Ave.  
Shawnee, OK 74801

Dear Mr. Wyatt:

We are pleased to confirm our understanding of the services we are to provide Shawnee School District (the School District) for the year ended June 30, 2026.

**Audit Scope and Objectives**

We will audit the financial statements of the School District as of and for the year ended June 30, 2026. We understand the financial statements will be presented in accordance with the financial reporting model as prescribed by the Oklahoma State Department of Education (the Regulatory Basis).

We have also been engaged to report on supplementary information other than RSI that accompanies the School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards
- 2) Combining statements

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with accounting and financial reporting regulations prescribed by the Oklahoma State Department of Education, which differs from GAAP, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Controls**

We will obtain an understanding of the entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School District's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee had complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the Regulatory Basis with the oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the

financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by the date of final audit work.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the Regulatory Basis. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the Regulatory Basis; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the Regulatory Basis; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Other Services**

We will also assist in preparing the financial statements, annual estimate of needs, schedule of expenditures of federal awards, and related notes of the School District in conformity with the Regulatory Basis and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit

services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collections Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Jenkins & Kemper, Certified Public Accountants, P.C., and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oklahoma State Department of Education, the Oklahoma Department of Career Tech, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jenkins & Kemper, Certified Public Accountants, P.C.'s personnel. Furthermore, upon request, we may provide photocopies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Oklahoma State Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs such as report reproduction, typing, postage, travel, copies, etc., except that we agree that our gross fee, including expenses, will not exceed \$11,050.00. However, the filing fee to the State Auditors and Inspectors Office will be an additional \$100. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

#### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of the School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and

(2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Shawnee School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described herein, please sign the enclosed copy and return it to us.

Very truly yours,

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Shawnee School District, I-093, Pottawatomie County.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Board member signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Royalty Agreement  
Shawnee High School  
School ID: 402757001463**

This agreement is **BETWEEN** Ohiopyle Prints Inc., a corporation having an address of 410 Dinnerbell Rd. Ohiopyle, PA 15470 (“OP”),

**AND** \_\_\_ Shawnee Public \_\_\_\_\_ School located at  
\_\_\_\_ 326 N Union St, Shawnee OK. 74801 \_\_\_\_\_ (the “School”).

**License to use Marks:** The school grants OP the non-exclusive right and a license to use the school Marks for marketing, manufacturing, and distribution of apparel and accessories (“Products”) sold to retailers and consumers. School “Marks” are defined as school name, nickname, mascot, and related designs, logo graphics and symbols.

**School Sales:** This agreement shall not affect the purchase and sales of the School’s booster clubs and bookstore in any way.

**School Marks:** The School warrants and represents that it is the owner of all rights in and to the licensed Marks. The School authorizes its Marks to OP for the sale and distribution of Products bearing the School’s name, nickname, and related designs, logo graphics, and symbols. This agreement does not authorize OP to sublicense School Marks to other parties.

**Indemnification:** OP agrees to indemnify and hold the School, its officers, agents, employees, and assignees harmless from liability, loss or damage suffered as a result of claims, demands, cost or judgments, including legal fees arising out of the duties and obligations pursuant to license use school Marks in connection with any product sold by OP.

**Term/Termination:** This agreement will remain in effect for one year. The School may terminate this agreement at any time for any reason upon written notification to OP. Upon written notification, OP will immediately discontinue production of any new products but shall retain the right to sell any remaining inventory.

**Payments:** Payment will be made to the School based on 7% of the net sales invoiced to OP’s customers each quarter. No royalties are collected nor paid on direct sales to the school or its booster clubs. OP will make payments within thirty days following the end of each calendar quarter. Any checks not cashed after 90 days from issuance will become property of OP.

Persons executing this Agreement warrant and represent that they have been authorized to sign this Agreement to legally bind the party for which they are signing:

“School”	“Ohiopyle Prints Inc.”
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Fax: _____	Fax to: 1-866-314-1305
Email: _____	Email to: mytown@ohiopyleprints.com



Thank you. Please save a copy for your records & return via email or fax.  
A fully executed copy will be emailed back to you from Ohiopyle Prints Inc.

## Exhibit A

### March 9, 2026 - PERSONNEL BOARD ACTION

NAME	JOB & SITE	EFFECTIVE DATE
<b>RECOMMEND TO REHIRE CERTIFIED NON-TEACHERS</b>		
Bloom, Megan	Assistant Principal / SHS	7/1/2026
Bullen, Courtney	Administrative Intern / Jefferson	7/1/2026
Cook, Bobby	Principal / SHS	7/1/2026
Cook, Tara	Assistant Principal / SHS	7/1/2026
Davenport, Victoria	Assistant Principal / SECC	7/1/2026
Dearing, Lincoln	Assistant Director of Transportation / Central Office	7/1/2026
Dobrinski, Levi	Assistant Principal / SMS	7/1/2026
Epperley, Jennifer	Principal / Jefferson	7/1/2026
Harrison, Caitlin	Administrative Intern / Will Rogers	7/1/2026
Haynes, Dr. Stephen	Principal / Sequoyah	7/1/2026
Holland, Hannah	Principal / Jim Thorpe Academy	7/1/2026
Holland, Julia	Assistant Director Athletics & Activities / PAAC	7/1/2026
Hutchcraft, Jayme	Assistant Principal / SMS	7/1/2026
Lovelady, Christi	Principal / Horace Mann	7/1/2026
Tolin, Keely	Principal / SMS	7/1/2026
Watkins, Karen	Principal / SECC	7/1/2026
Wiles, Johnny	Director Transportation / Central Office	7/1/2026
Wilson, Molly	Principal / Will Rogers	7/1/2026
<b>RECOMMEND TO REHIRE SUPPORT NON-TEACHERS</b>		
Johnson, Amanda	Director Communications / Central Office	7/1/2026
Leone, J Dax	Director Athletics & Activities / PAAC	7/1/2026
Stiles, Evan	Director Building & Grounds / Central Office	7/1/2026
Zarella, Daniel	Director Technology / Central Office	7/1/2026
<b>CERTIFIED</b>		
Butler, Kendra	Adjunct Journalism / SHS	02/23/26
<b>RESIGNATION CERTIFIED</b>		
Anderson, Sydney	Librarian / Horace Mann	5/26/2026
Beheler, Kataryna	Teacher / Horace Mann	5/26/2026
Brown, Linsey	Teacher / SHS	5/26/2026
<b>RESIGNATION SUPPORT</b>		
Bittner, Holly	SPED Paraprofessional / Jefferson	2/20/2026
Lewis, Gary	Bus Driver / Transportation	3/4/2026
Murdock, Gwendolyn	Food Service Assistant / SHS	2/20/2026
Thomas, William	Bus Driver / Transportation	2/9/2026
Willis, Nerissa	SPED Paraprofessional / Horace Mann	2/19/2026

## **Exhibit A - Continued**

### **RETIREMENT CERTIFIED**

Binkley, Suzy	Teacher / SMS	5/26/2026
Stelzer, Jana	Teacher / Sequoyah	5/26/2026

### **RETIREMENT SUPPORT**

Franks, Glenda	Custodian / Central Office	5/29/2026
Miller, Anita	Assistant Treasurer & Activity Fund / Central Office	6/30/2026

## Exhibit B

### March 9, 2026 - PERSONNEL BOARD ACTION

NAME	JOB & SITE	EFFECTIVE DATE
<b>RECOMMEND TO HIRE ON TEMPORARY CONTRACT 2025-2026</b>		
<b>SUPPORT</b>		
McBroom, Brandi	Bus Monitor / Transportation	2/3/2026
Wright, Craig	Bus Driver / Transportation	2/10/2026



## Exhibit A

### March 9, 2026 - PERSONNEL BOARD ACTION

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<b>RECOMMEND TO REHIRE CERTIFIED NON-TEACHERS</b>		
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Bullen, Courtney	Administrative Intern / Jefferson	7/1/2026
Cook, Bobby	Principal / SHS	7/1/2026
Cook, Tara	Assistant Principal / SHS	7/1/2026
Davenport, Victoria	Assistant Principal / SECC	7/1/2026
Dearing, Lincoln	Assistant Director of Transportation / Central Office	7/1/2026
Dobrinski, Levi	Assistant Principal / SMS	7/1/2026
Epperley, Jennifer	Principal / Jefferson	7/1/2026
Harrison, Caitlin	Administrative Intern / Will Rogers	7/1/2026
Haynes, Dr. Stephen	Principal / Sequoyah	7/1/2026
Holland, Hannah	Principal / Jim Thorpe Academy	7/1/2026
Holland, Julia	Assistant Director Athletics & Activities / PAAC	7/1/2026
Hutchcraft, Jayme	Assistant Principal / SMS	7/1/2026
Lovelady, Christi	Principal / Horace Mann	7/1/2026
Tolin, Keely	Principal / SMS	7/1/2026
Watkins, Karen	Principal / SECC	7/1/2026
Wiles, Johnny	Director Transportation / Central Office	7/1/2026
Wilson, Molly	Principal / Will Rogers	7/1/2026
<b>RECOMMEND TO REHIRE SUPPORT NON-TEACHERS</b>		
Johnson, Amanda	Director Communications / Central Office	7/1/2026
Leone, J Dax	Director Athletics & Activities / PAAC	7/1/2026
Stiles, Evan	Director Building & Grounds / Central Office	7/1/2026
Zarella, Daniel	Director Technology / Central Office	7/1/2026
<b>CERTIFIED</b>		
Butler, Kendra	Adjunct Journalism / SHS	02/23/26
<b>RESIGNATION CERTIFIED</b>		
Anderson, Sydney	Librarian / Horace Mann	5/26/2026
Beheler, Kataryna	Teacher / Horace Mann	5/26/2026
Brown, Linsey	Teacher / SHS	5/26/2026
<b>RESIGNATION SUPPORT</b>		
Bittner, Holly	SPED Paraprofessional / Jefferson	2/20/2026
Lewis, Gary	Bus Driver / Transportation	3/4/2026
Murdock, Gwendolyn	Food Service Assistant / SHS	2/20/2026
Thomas, William	Bus Driver / Transportation	2/9/2026
Willis, Nerissa	SPED Paraprofessional / Horace Mann	2/19/2026

## **Exhibit A - Continued**

### **RETIREMENT CERTIFIED**

Binkley, Suzy	Teacher / SMS	5/26/2026
Stelzer, Jana	Teacher / Sequoyah	5/26/2026

### **RETIREMENT SUPPORT**

Franks, Glenda	Custodian / Central Office	5/29/2026
Miller, Anita	Assistant Treasurer & Activity Fund / Central Office	6/30/2026