AGENDA
Shawnee Public Schools
Board of Education - Administration Building
326 N. Union Ave.
Shawnee, OK 74801
Monday, November 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
2. Recognition of Sequoyah Principal, Dr. Stephen Haynes, staff, and students.
   A. Minute of Silence and Invocation
   B. Flag Salute
   C. Presentation of Sequoyah School programs
3. Opportunity for Public Comment
4. Report of the Superintendent
   A. Central Office Reports
      - Educational Services Report
      - Special Services Report
      - Counseling and Community Engagement
      - Communications Report
      - Operations Report
   B. Recognition of the Shawnee High School Girls Volleyball Team for their outstanding season and achievement as the 2026 OSSAA Class 5A State Runner-Up.
   C. Recognition of the Men's Cross Country State Qualifiers.
   D. Recognition of the Jim Thorpe Art Contest winners.
   E. Recognition of the Academic Letter jacket recipients for 2026-2027.
   F. Board discussion and possible action on 26 - 27 Oklahoma Teacher Empowerment Grant.
   G. Board discussion and possible action on Section G of the OSSBA Model Policies.

H. Board discussion and possible action to update Shawnee Board of Education's Policy FFG Reporting Suspected Child Abuse and/or Neglect.
I. Board discussion and possible action on a Christmas Bonus for all Full Time employees.
J. Board discussion and possible action on Baseball Turf.

5. Board of Education Resolution to County Election Board (SBE10)
6. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action by the Board of Education to approve:

A. Minutes of the October Regular Board Meeting
B. Report of the Chief Financial Officer
   a. Treasurer's Report
      September Treasurer's Report
      October Treasurer's Report
   b. Encumbrance Registers for 26-27FY
      BOND FUND 03 REGISTERS 8 -11
      GENERAL FUND 11 ENCUMBRANCES 603-666
      CO-OP FUND 12 ENCUMBRANCES 8-10
      BUILDING FUND 21 ENCUMBRANCES 28-29
      BOND FUND 33 ENCUMBRANCES 77-81
      GIFT FUND 81 ENCUMBRANCES 13-17
      PAYROLL PO'S FUND 11 50525 - 50528
   c. Organizations Requesting Sanctioning for the 26-27 SY.
      1) Varsity Cheer Booster Club
C. Agreements:
   a) Contract for Oklahoma School-Based Health Services Program with the Public Consulting Group LLC ("PCG") and the Oklahoma State Department of Education ("OSDE")
   b) MOU Chickasaw Nation - Summer EBT
   c) ESS Addendum
   d) KGFF Sports Broadcast Agreement
D. Disposal of Surplus School Property
E. Instructional Calendar 2027-2028
F. Revision of Regular Board Meeting dates for 2027

7. Proposed Executive Session to discuss:
   A. Superintendent's Personnel Report
      a. Vote to convene or not to convene into Executive Session
8. Acknowledge to return to Open Session
9. Board President's Statement of Executive Session Minutes.
10. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover).
11. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. § 311.
12. Board member comments and announcements
13. Adjournment

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

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

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

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Posted this Friday, November 6, 2026 at 3:00PM at the front glass doors of the Shawnee Board of Education Central Offices, Shawnee Public Schools, 326 N. Union, Shawnee, Oklahoma 74801.

SHAWNEE PUBLIC SCHOOLS

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ACADEMIC PRIORITIES OF WORK
2026–2027

PRINCIPAL EXPECTATION: INSTRUCTIONAL LEADERSHIP

Principals and assistant principals are district instructional leaders assigned to a school. They are responsible for translating district priorities into consistent classroom practices, supporting teachers, removing barriers, and monitoring the impact on student learning.

1. **High-Quality Tier 1 Instruction**
   - Conduct frequent classroom walkthroughs and provide timely, actionable feedback on instructional practices.
   - Lead staff in implementing essential standards, aligned pacing, explicit instruction, and appropriately rigorous student work.
   - Protect instructional time and address inconsistent implementation of district instructional expectations.

2. **Literacy and Reading Achievement**
   - Verify consistent implementation of Science of Reading practices and strong core reading instruction.
   - Review screening and progress-monitoring data with reading staff; ensure timely Tier 2 and Tier 3 interventions.
   - Monitor Strong Readers Act implementation while coordinating support to minimize disruption to classroom instruction.

3. **Data-Driven Instruction and PLCs**
   - Establish and actively participate in scheduled, purposeful grade-level or content-area PLCs.
   - Establish and monitor consistent practices for using essential standards, common formative assessments, and student work to inform instructional planning.
   - Review benchmark results and student progress trackers; follow up on agreed instructional adjustments.

4. **Student Academic Accountability**
   - Monitor attendance and chronic absenteeism; ensure prompt, consistent family outreach and intervention.
   - Set and reinforce building-wide expectations for student engagement, assignment completion, behavior, and academic effort.
   - Review grading, intervention, and promotion practices to ensure decisions reflect demonstrated learning and district expectations.
   - Ensure the learning environment is as orderly as possible by supporting teachers' classroom management.

5. **College, Career, and Military Readiness**
   - Monitor graduation progress, course performance, and readiness indicators; intervene early when students fall behind.
   - Ensure students develop and update a meaningful Individual Career Academic Plan (ICAP) and understand available academic and career pathways.
   - Coordinate access to academies, internships, apprenticeships, and work-based learning opportunities.

SHAWNEE PUBLIC SCHOOLS

Instructional Leadership Toolkit

2026–2027 Academic Priorities of Work | For principals and assistant principals

Principal Expectation: Instructional Leadership

Principals and assistant principals are district instructional leaders assigned to a school. They are responsible for translating district priorities into consistent classroom practices, supporting teachers, removing barriers, and monitoring the impact on student learning. The process below puts that expectation into a repeatable cycle built on the four DuFour PLC questions.

The Five District Priorities

Priority	Principal Expectations	Examples of Evidence
1. High-Quality Tier 1 Instruction	Frequent walkthroughs with timely, actionable feedback; lead essential standards, aligned pacing, explicit instruction, and rigorous student work; protect instructional time and address inconsistent implementation.	Walkthrough notes with teacher feedback; evidence that pacing matches district expectations.
2. Literacy and Reading Achievement	Verify Science of Reading practices and strong core reading instruction; review screening and progress-monitoring data with staff and ensure timely Tier 2 and Tier 3 interventions; monitor Strong Readers Act implementation (Elem).	Notes from data reviews; list of students in Tier 2 and Tier 3 interventions and start dates.
3. Data-Driven Instruction and PLCs	Establish and actively participate in scheduled, purposeful PLCs; require teams to use essential standards, CFAs, and student work to plan instruction; review benchmark results and progress trackers and follow up on agreed adjustments.	PLC schedule, agendas, and notes; CFA data by standard; re-teach and enrichment plans.
4. Student Academic Accountability	Monitor attendance and chronic absenteeism with prompt family outreach; set building wide expectations for engagement, assignment completion, behavior, and effort; review grading, intervention, and promotion practices; support teachers' classroom management for an orderly environment.	Attendance reports and family outreach records; building wide expectations; grading and promotion review notes.
5. College, Career, and Military Readiness	Monitor graduation progress, course performance, and readiness indicators and intervene early; ensure meaningful, updated Individual Career Academic Plans (ICAPs); coordinate access to academies, internships, apprenticeships, and work-based learning.	Graduation progress reviews; ICAP completion; student access to academies, internships, and work-based learning.

Action Steps

Step	When	Priority	What the leader does
1. Clarify the standards *Q1: What do we want students to learn?*	Before the unit	1, 3	Teams identify essential standards and unpack them into learning targets. The principal leads implementation of essential standards, aligned pacing, explicit instruction, and rigorous student work, and addresses inconsistent implementation.
2. Assess with CFAs *Q2: How will we know they have learned it?*	During the unit	2, 3	Review each essential standard before administering CFA instruction, give it on the agreed date, and score it with the same guide. The principal requires teams to use standards, CFAs, and student work to plan instruction. Principal reviews screening and progress-monitoring data with staff.
3. Enter the data	Within 48 hours of the CFA	2, 3	Teachers enter results in the district/site data system by the deadline. The principal checks completion before the PLC and reviews benchmark results and student progress/data trackers.
4. Lead the PLC meeting *Q3: How will we respond when they don't learn it?* *Q4: How will we extend learning for those who already know it?*	Weekly	2, 3	The principal establishes scheduled, purposeful PLCs, participates actively, and uses a set agenda: review data by standard, student, and teacher; plan reteaching for students who have not mastered the standard; plan enrichment for those who have; set next steps, owners, and a re-assessment date. The principal follows up on every agreed adjustment.
5. Support teachers and classroom management	Ongoing	1, 4	Frequent, short walkthroughs: Are standards visible? Is instruction aligned to the CFA? Are students engaged. Is the room well managed? Give feedback within 24–48 hours, protect instructional time, and coach teachers on classroom management so the environment is as orderly as possible.
6. Be ready to answer the questions	Always	1–5	Know the answers for your building (see below).

Be Ready to Answer

- What standards are being taught this week, and in which classrooms?
- Which CFAs are overdue, which students are not mastering the standard, and what is being done for them?
- Which students are in Tier 2 or Tier 3 reading interventions, and are they making progress?
- Which students are chronically absent or behind on graduation progress, and what outreach or intervention is in place?
- Which teachers need support, and what support are they receiving?

District Accountability

Frequency	Expectation
Weekly	Principals confirm CFA data entry and hold PLC meetings.
Monthly	Principals meet with the Assistant Superintendent or central office to review standards-level data and share evidence of the response to students who have not mastered a standard.
Quarterly	Leaders review trends and adjust pacing and professional development.

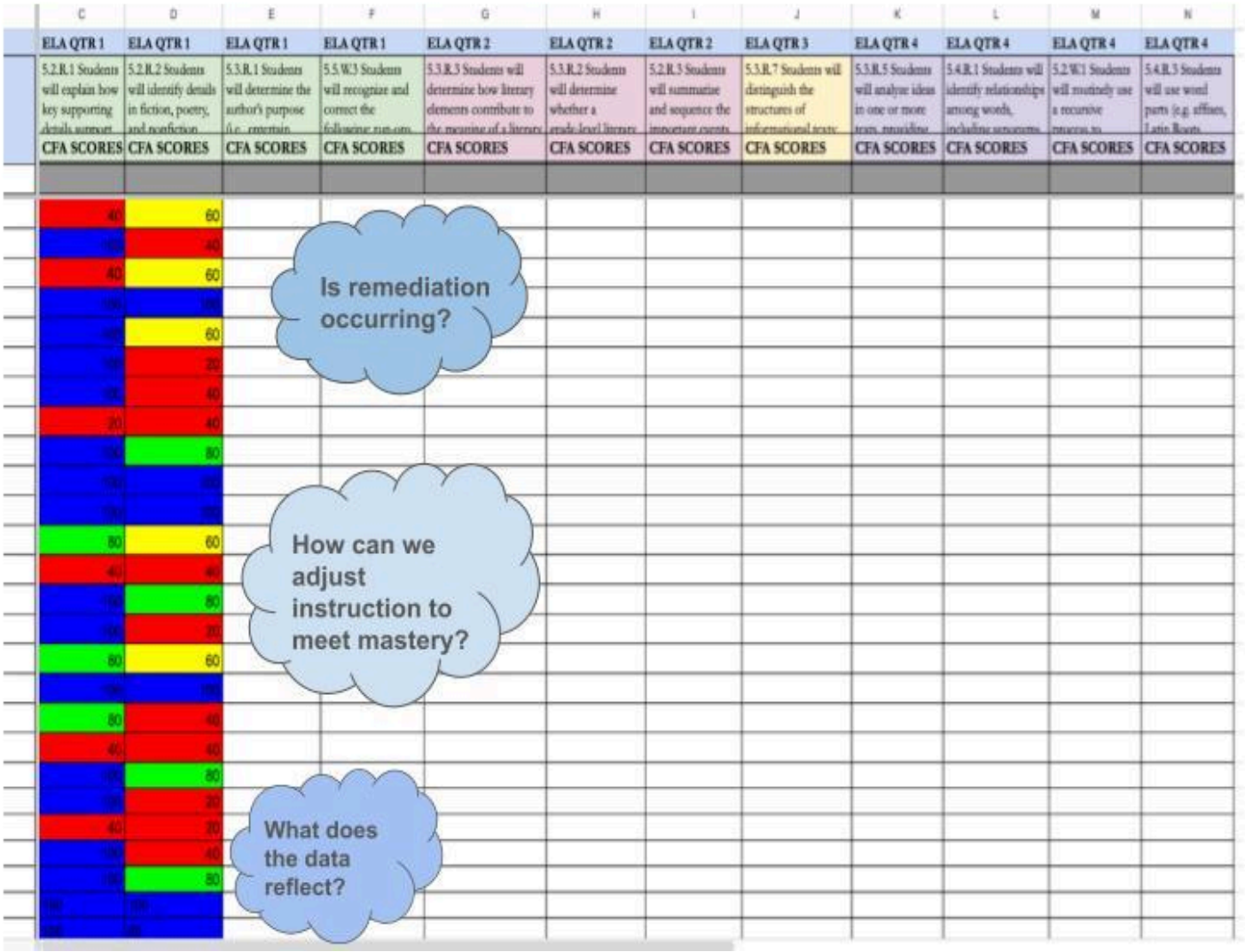
PLC Meeting Agenda Template

Team:

Date:

Facilitator:

Topic	Description	Notes
Norms Check in *(2-3 mins)*	Review Team Norms	
Celebrations *(2-3 mins)*	Student wins Teacher wins Team Progress	
Four Critical Questions Check In *(3-5 mins)*	Where are we in the instructional cycle?	
Data Review *(10-20 mins)*	Review CFA or formative data Identify proficient vs. Non proficient students	
Instructional Response Planning *(10-15 mins)*	What remediation/extension is needed? Who does what, by when?	
Curriculum/Assessment Planning *(10 mins)*	Upcoming standards, lessons and next CFA	
Norms Evaluation *(2 mins)*	How did we do today?	
Action Items and Next Steps *(3 mins)*	Assign Responsibilities Confirm next meeting date	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5.2.R.1 Students will explain how key supporting details support
5.2.R.2 Students will identify details in fiction, poetry, and nonfiction
5.3.R.1 Students will determine the author's purpose (i.e. entertain
5.5.W.3 Students will recognize and correct the following run-ons
5.3.R.5 Students will determine how literary elements contribute to the meaning of a literary
5.3.R.2 Students will determine whether a grade-level literary
5.2.R.3 Students will summarize and sequence the important events
5.3.R.7 Students will distinguish the structures of informational texts
5.3.R.5 Students will analyze ideas in one or more texts, providing
5.4.R.1 Students will identify relationships among words, including synonyms
5.2.W.1 Students will routinely use a recursive process to
5.4.R.3 Students will use word parts (e.g. affixes, Latin Roots
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Is remediation occurring?
How can we adjust instruction to meet mastery?
What does the data reflect?

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JACKIE NOBLE
EXECUTIVE DIRECTOR OF ACADEMIC SERVICES

Academic Services Board Update
11/9/26

- **Curriculum and Instruction**
  - The Learning Loop is shared with all site administrators every week. You should be able to view the documents for the weeks in between Board meetings by using the 'Documents Tab' on the left hand side in the document.

- **New teachers beginning 11/30/26 after release from Student Teaching**
  - Ella Kate King - WR 2nd grade
  - Hannah Markes and Aliya Dunk (one will be at WR in 3rd grade/other one TBD)
  - 10/30-11/20 (Fridays from 3:45-4:45pm) training sessions with our Curriculum & Instruction Specialists

- **Grade Level Chairs met 11/5/26**
  - Check in on Essential Standard pacing and progress toward mastery
  - Gather input for EmpowerEd professional development on Jan. 4th
  - Offer time for questions, reflection or discussion

- **SWOSU Job Fair**
  - 10/29/26 - Dr. Dominguez and four of our site administrators met SWOSU December graduates. Two of the students came last week for interviews with us…open positions - SMS Math and SHS Special Education.

- **Student Enrollment 2026-27 - 3277 total students (as of 11/3/26)**

PreK - 168	K - 205	1st gr - 226	2nd gr - 244	3rd gr - 206	4th gr - 211	5th gr - 236

6th gr - 228	7th gr - 233	8th gr - 241	9th gr - 288	10th gr - 257	11th gr - 280	12th gr - 248

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ALLYSON CLEVELAND
DIRECTOR OF SPECIAL SERVICES

Student Services Board Report - November 9, 2026

- Special Services has processed records for 146 new IEP and 504 students since August 1. The department is evaluating another 32 children at this time.

- SPS received notification that the Personnel Recruitment for Implementing Medicaid Services (PRIMS) Grant was approved. The total award amount is $72,290 with $67,500 designated for personnel expenses and $4,790 for supplies. The funding will be utilized to redesign and enhance the speech language program at Horace Mann Elementary.

- SHS continues to advertise an opening for a special education teacher. The team entertained a potential candidate yesterday via a campus visit. This December graduate would be a great fit for our district.

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AMANDA JOHNSON
DIRECTOR OF COMMUNICATIONS

Shawnee Public Schools – Communications Department Board Report
BOARD UPDATES | October 5, 2026

Athletics & Student Celebrations

October was another busy month for the Communications Department, with several exciting athletic accomplishments and celebrations across the district.

Both Shawnee Volleyball and Cross Country advanced to state competition, providing opportunities to celebrate our student-athletes and their achievements. Our department supported these accomplishments through graphic design, social media coverage, promotional materials, and custom T-shirt designs to commemorate these milestones.

As our winter sports and activities begin their seasons, we have also been working with coaches and sponsors on team apparel, schedules, website updates, promotional graphics, and other communication needs. This work helps ensure our programs have a professional, consistent presence while providing families and fans with timely information.

Sequoyah Elementary Ribbon Cutting

We celebrated another milestone in the community and district's continued investment in our schools with the Sequoyah Elementary Ribbon Cutting. The event provided an opportunity to showcase facility improvements and recognize the community's support of Shawnee Public Schools.

Running with the Wolves

Our final elementary sites were recognized at the Wolves' football games and Ran with the Wolves, also celebrating students for their outstanding achievements in academics, behavior, and citizenship.

This program has been a wonderful way to connect our elementary students to the traditions of Shawnee High School while recognizing their hard work and positive contributions to their school communities.

Pink Out & Senior Night

We continued our football season celebrations with Pink Out and Senior Night, recognizing individuals impacted by breast cancer and celebrating the contributions of our senior student-athletes and activity participants.

Our department provided event promotion, recognition graphics, photography, and social media coverage to highlight these special moments.

Haunt the Halls

The Central Office team joined the fun at Shawnee High School's Haunt the Halls event. Jackie and I represented Central Office with a table, handing out candy and connecting with families from across our community.

The event had a wonderful turnout and continues to be a great opportunity for our schools and community organizations to come together in a fun, welcoming environment.

National Walk, Bike & Roll to School Day

This year's National Walk, Bike & Roll to School Day was a tremendous success, with **more than 1,300 participants**, including students, families, staff, and community members.

Every district site participated in before-school activities encouraging physical activity, pedestrian safety, and healthy habits.

A highlight of the day was bringing together all district fifth-grade students, along with fifth graders from Pleasant Grove and Grove, for a community walk from Sequoyah Elementary to KidSpace Park, followed by activities and fun.

An event of this size requires extensive planning, coordination, and community partnerships. Special appreciation goes to:

- **Transportation and Child Nutrition** for their logistical support.
- **Our PE teachers** for coordinating activities and helping make the day successful for students.
- **Pottawatomie Go (Pogo)** for its continued partnership in promoting active transportation and safer routes to school.
- **Travis Flood** for volunteering his time and talents as our DJ.
- **Shawnee Police and Fire Departments** for their presence and assistance in keeping students and families safe throughout the festivities.

This event is a great example of how collaboration between our schools, community organizations, and city partners can create meaningful experiences for students while advancing broader community goals around health, safety, and connectivity.

(See below for some great media coverage!)

Social Media Performance | October 2026

Our district social media channels continue to maintain a strong digital presence, reaching families, alumni, staff, and community members through consistent storytelling and engagement.

October Highlights:

- **1,199,050 total impressions** across district social media channels.
- **86,010 engagements** with district content.
- **27,802 total audience members**, an increase of **1.3%** over September.
- **358 net new followers** added during October.
- **43,099 video views**, an increase of **35.3%** over September.
- **582 published posts** across district platforms.

While overall impressions moderated following September's extensive Homecoming marketing campaign, district content still generated nearly **1.2 million impressions in October**. September's concentrated Homecoming celebrations created an exceptionally high volume of activity, making it a particularly strong comparison month.

Our audience continued to expand, and video views increased by more than 35%, demonstrating continued opportunities to connect with our community through engaging visual storytelling.

Brand Consistency & Professional Standards

As the district's communications reach continues to expand, maintaining a consistent and professional public image remains an important priority.

One ongoing challenge is ensuring that materials created across the district follow established brand standards. We continue to receive designs that require significant revisions to incorporate official district logos, approved colors, and consistent visual elements.

The increasing availability of artificial intelligence design tools has added another layer to this challenge. While AI offers exciting opportunities for creativity and efficiency, it can also produce materials that may look polished but do not accurately represent our district's established identity. We are seeing an increase in the use of nonstandard colors,

altered visual elements, and designs that omit official district branding altogether.

Brand standards are not simply about logos, fonts, or colors. They are about recognition, credibility, and protecting the identity of Shawnee Public Schools.

Every T-shirt, flyer, social media graphic, athletic promotion, publication, and community-facing material becomes a representation of our district. When those materials consistently reflect the same visual identity, they reinforce a recognizable and professional image. When they do not, they can create confusion, weaken recognition, and diminish the impact of the district's overall communications efforts.

With nearly **1.2 million impressions in October alone**, the way we present ourselves matters. Our visual identity is often the first interaction someone has with Shawnee Public Schools, and it should reflect the same level of excellence, professionalism, and pride that we strive to demonstrate in our classrooms and programs.

Moving forward, our department will continue working with schools, departments, coaches, and sponsors to support creative communication while reinforcing the importance of district brand standards.

Our schools and programs each have unique stories worth celebrating, but they should all be immediately recognizable as part of one Shawnee Public Schools family.

Communications Focus

Our department remains committed to celebrating student achievement, strengthening community connections, supporting district programs, and ensuring that Shawnee Public Schools is represented with professionalism and consistency across every platform.

As our digital audience grows and the demand for communications support increases, maintaining a strong, recognizable district identity becomes even more important. Our goal is not simply to produce more content, but to ensure that every piece of communication builds trust, reinforces district pride, and contributes positively to the reputation of Shawnee Public Schools.

Shawnee Walks to School



Photos Provided by SPS

Horace Mann students, families and volunteers pose together on National Walk to School Day.

On Oct. 7, more than 1,200 students and volunteers from three local school districts came together around something that matters every day: getting students to school safely.

Students from Shawnee Public Schools, Pleasant Grove Public School, and Grove Public School joined communities across the country in celebrating National Walk, Bike, and Roll to School Day.

Before the school day began, students, families, and volunteers gathered at locations across Shawnee and walked together to school. The event was coordinated by Shawnee Public Schools in partnership with Pogo and the City of Shawnee, with support from local volunteers and families. While the morning was about getting moving, it was also about showing what is possible when a community comes together to create safer, more connected routes for students.



Later in the morning, fifth graders from Shawnee Public Schools, Pleasant Grove Public School, and Grove Public School came together for a walk from Sequoyah Elementary to Kid-Space Park, traveling along the newly installed

Shawnee schools come together to celebrate Safe Routes to School

From SPS

SHAWNEE -- On Wednesday, October 7, more than 1,200 students and volunteers from three local school districts came together around something that matters every day: getting students to school safely.

Students from Shawnee Public Schools, Pleasant Grove Public School, and Grove Public School joined communities across the country in celebrating National Walk, Bike, and Roll to School Day.

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Shawnee Police Officers Cpl. Soward, Officer Dougherty, and Cpl. Rider assist 5th-grade walk to KidSpace Park. *SPS*



Horace Mann students, families and volunteers on National Walk to School Day. *SPS*

Later in the morning, fifth graders from Shawnee Public Schools, Pleasant Grove Public School, and Grove Public School came together for a walk from Sequoyah Elementary to KidSpace Park, traveling along the newly installed sidewalks on Independence and Center. Once the students arrived at KidSpace Park, Shawnee Public Schools PE teachers kept the momentum going with games and activities designed to get students moving, playing, and connecting.

For many students, the morning provided an opportunity to experience these sidewalks firsthand, not just as new infrastructure in the community, but as a safe route they can use to walk, bike, and move through their community.

"If you looked out the window and saw all of our kids walking to school, you got just a

See SCHOOLS, Page A11



Students and families walk to Will Rogers Elementary. *SPS*



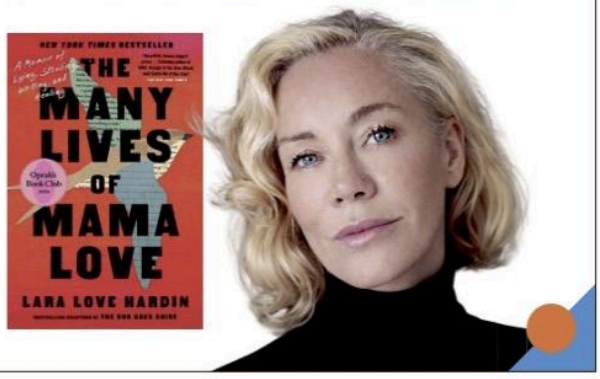
Pleasant Grove Elementary fifth-grade students and teachers at the National Walk to School Day event. *SPS*

Pioneer LIBRARY SYSTEM

Spark a Change

Read the Book

Join the Conversation



Schools

Continued from A10

glimpse of the Pottawatomie County we're building toward," said John Bobb-Semple, executive director of Pogo. "Safe sidewalks, crossings, and connected routes do more than move kids from point A to point B. Every student deserves a safe way to get to class, and National Walk, Bike and Roll Day shows what's possible when we invest in that."

The morning also showcased the important role of community partnerships in keeping students safe. The Shawnee Police Department provided support throughout the morning, helping students safely navigate their routes to school and supporting the fifth-grade walk and celebration at KidSpace Park.

"Student safety is a responsibility we share as a community, and safe routes to school are an important part of that commitment. National Walk to School Day gives us an opportunity to bring students, families, schools and community partners together to raise awareness, encourage safe walking and biking habits, and continue working toward safer routes for every student," said Dr. Jason James, Shawnee Public Schools Superintendent. "When we invest in safe ways for students to get to school, we invest in their well-being and their future."

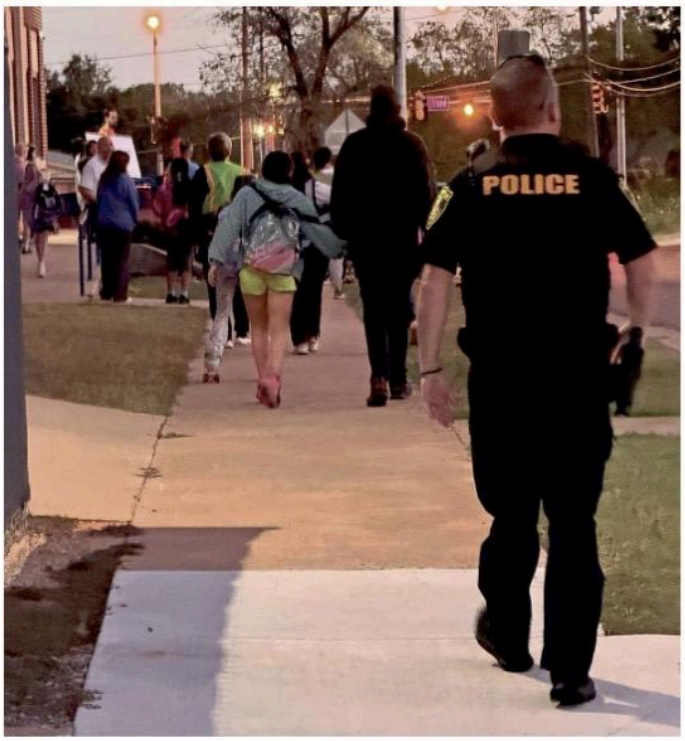
National Walk, Bike, and Roll to School Day may happen once a year, but the message behind the event is one that extends well beyond a single morning.

Students deserve safe ways to get to school. Wednesday's turnout showed what that commitment can look like when an entire community gets behind it; three school districts, more than 1,200 participants, and countless community partners all moving in the same direction.

Together, Shawnee is helping create a community where students can safely walk, bike, and roll to school, today and for years to come.



Sara Dame gives SECC student a high-five as they get moving on National Walk to School Day. *SPS*



Shawnee Police Sgt. Jay Keehn walks to school with Horace Mann students on National Walk to School Day. *SPS*



Olivia Wilson and Korie Hicks cheer on SECC students. *SPS*



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MATT JOHNSON
EXECUTIVE DIRECTOR OF OPERATIONS

Operations Board Update – November 9, 2026

Nutrition – A survey was sent out to students asking what food they like and what we should offer in the future. A new person (Kimberly Black) was hired by Chartwells to help with the responsibilities of our former coordinator.

Transportation – Brian Long has been hired as the new Transportation Supervisor (This is a reorganization of transportation. Lincoln Dearing will move to Director of Transportation. Lincoln's old position was reworked from an Asst. Director to a Supervisor's position). His first day will be November 9th. Updates to the Electric Bus Charging Panel has been scheduled to happen over Thanksgiving Break. Final Close Out Forms have been approved for our 2nd Clean School Bus Grant. This closes the grant process. Buses must remain actively used for the next 5 years.

Technology – Technology has been working hard on work orders. They deployed 30 new Chromebooks to the high school.

Custodial – We are giving our daytime custodians the option to move to Statewide (our night crew) in order to not only streamline our services between days and nights, but give them the opportunity to make more money.

Maintenance/Construction –Stucker interior walls are going up and sheetrock is up in the wrestling room. Sequoyah work is complete. Washington demo is going well.

Work Order Summary

Metric	October
Work orders submitted	110
Work orders completed	125
Work orders open (pending funding/planning)	97
Average response time	2.1 days
Average resolution time	2.6 days

The department completed more work orders than it received this month, reducing the backlog.

Completed Work

- **Water leaks:** Leaks were discovered at the High School, Jefferson, Horace Mann, PAAC, Middle School, and USG. Repairs are believed to be complete at all sites except the High School, Horace Mann, and Jefferson, where a few leaks remain. Staff are working with contractors to complete those repairs.
- **JTA parking lot:** Removed the old tennis fence.
- **High School:** Poured concrete northwest of the building to repair a caved-in sidewalk and the section adjacent to the block wall. Replaced poles in the west parking lot.
- **PAAC:** Installed bollards at the north end of the building.

In Progress

- **Central Office HVAC:** Working with a contractor to schedule the unit upgrade.
- **SECC:** A replacement unit for classroom 134 has been sourced (AC Outlet) and ordered.
- **SMS tennis building:** Preparation to replace the building has begun, and the old structure has been removed.

Upcoming Projects

Project	Timeline	Status
EV charging station power upgrade	Nov. 23–25	Pending material delivery
High School nurse's station flooring	Material delivery est. Dec. 2; installation Dec. 5–6	Scheduled
Jim Thorpe football sign	TBD	Awaiting Metro Sign update

Seasonal Note

As lawn maintenance slows, grounds staff are transitioning to equipment maintenance and repair.

Just FYI (Items you should be aware of)

Physical Plant / Operations

Working on

1. Elevator (adv. Oct. 20-27, bid Nov 10 @ 2p, Pre-bid Oct 28 10a)
2. Solar install started at MS
3. The PI has been submitted for EV chargers at transportation
4. FB sign is being painted - install starts soon
5. Softball turf starts Thursday?
6. Working with Coke to get new drinks in cafeterias at HS/MS
7. Coffee and snacks for HS/MS (caffeine free)
8. Working on ordering new equipment and food truck with Chartwells
9. CO HVAC arrives at shop Oct 21 (phased install)
10. Transportation interviews Wednesday
11. Floor heaters installing in USG bathrooms
12. Washington abatement starts Tuesday, demo starts Oct 28?
13. Statewide meeting

Know about Dept

1. Holiday meals will be the week prior (W, Th, F)
2. Sequoyah art room floors are demoed and replaced
3. Sequoyah milk box replaced and functional
4. Will Rogers mini split installed
5. NW HS sidewalk cut out for repair and replacement
6. MS boys bathroom fixtures installed
7. Grounds sprayed lawns for weed control (district)
8. MS classrooms/halls floors stripped and waxed (tiles scrubbed)
9. SECC south entry painted
10. Bollards inserts set at PAAC
11. NW parking poles installed at HS
12. NW sidewalk by wall poured at HS
13. Window tint will be completed at all sites
14. Grate replaced at HS (3x the size)
15. WR fence set (OGE line hit, unmarked)
16. Meet new Chartwells person today
17. Cleaned all Carpets at HS

SHAWNEE PUBLIC SCHOOLS

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

DR. JASON JAMES
SUPERINTENDENT

2026 Shawnee High School Volleyball Roster

Head Coach: Hunter Burnett
Assistant Coaches: Maddi Crowell, Sarah Licklider, and Harlee Bullard
Manager: Jordyn Davis

- #1 Ally Fichtner: Senior
- #2 Ava Plumley: Sophomore
- #3 Kopelyn Taylor: Junior
- #4 Payden Leone: Freshman
- #7 Reese Leone: Junior
- #8 Suzy Howle: Freshman
- #9 Alyssa Cheatwood: Sophomore
- #10 Parker Lilley: Freshman
- #13 Kensley Whittington: Junior
- #14 JaNya Bruner: Senior
- #17 Molly Megehee: Junior
- #18 Lessie Rich: Sophomore
- #21 Brylee Cosby: Freshman
- #22 Kenda Whittington: Junior
- #26 Madilynn Suttle: Sophomore

SHAWNEE PUBLIC SCHOOLS

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

DR. JASON JAMES
SUPERINTENDENT

2026 Shawnee High School Cross Country State Qualifiers

Coaches: Jaylin Stapleton and Bobby Licklider

- Conner Brantley | State Qualifier
- Kain Nenaikita | State Qualifier

SHAWNEE PUBLIC SCHOOLS

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DR. JASON JAMES
SUPERINTENDENT

2026 Jim Thorpe Legacy Art Contest Winners

Shawnee Early Childhood Center

- Leia Kelsay | Kindergarten, Division I (PK–K)

Horace Mann Elementary

- Blayke Hampton | 2nd Grade, Division II (1st–2nd)
- Lorelei Russ | 5th Grade, Division III (3rd–5th)

Jefferson Elementary

- Catalia Sloat-Castro | 2nd Grade, Division II (1st–2nd)
- Charlyne Jones | 3rd Grade, Division III (3rd–5th)

Sequoyah Elementary

- Raycee Lunsford | 2nd Grade, Division II (1st–2nd)
- Elliana Tackett | 3rd Grade, Division III (3rd–5th)

Will Rogers Elementary

- Mayzie Rigney | 2nd Grade, Division II (1st–2nd)
- Lily Young | 3rd Grade, Division III (3rd–5th)

Shawnee Middle School

- Nathalie Vazquez | 7th Grade, Division IV (6th–8th)

Shawnee High School

- Seneca Cintron | 11th Grade, Division V (9th–12th)

Jim Thorpe Academy

- Kaden Johnson | 11th Grade, Division V (9th–12th)

SHAWNEE PUBLIC SCHOOLS

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DR. JASON JAMES
SUPERINTENDENT

Shawnee Public Schools

2026-27 Oklahoma Teacher Empowerment Program

The Oklahoma Teacher Empowerment Program (OTEP) is state-funded through the Oklahoma Education Lottery Trust Fund. The program allows up to 10% of each district's certified classroom teachers to receive stipends ranging from $3,000 to $10,000, depending on their certificate designation. Shawnee Public Schools will apply for these funds each year and designate teachers as long as funding is available. The OTEP program focuses on certified classroom teachers, counselors, media specialists, and reading specialists.

Shawnee Public Schools will select and designate teachers once each school year. Each designated teacher will receive a stipend and must work additional contract time based on the designation. District-level staff members will facilitate the additional contract time for professional growth and the benefit of Shawnee Public Schools. Activities must supplement Shawnee Public Schools initiatives and not supplant work already being done.

1 day = 7.92 hours

Designation	Stipend Amount	Required Additional Time
Advanced	$3,000	5 days / 39.6 hours
Lead	$5,000	10 days / 79.2 hours
Master	$10,000	15 days / 118.8 hours

Teachers receiving a certificate designation are guaranteed the stipend amount for the year if they continue to work in Shawnee Public Schools, work with district-level staff who will serve as the owner of the work, fulfill the additional contract-time requirement, and complete their agreed-upon proposal. Stipends will be paid in the June pay period. Designated teachers must sign a contract agreeing to complete all required extra time. All FICA, state, and federal taxes will be deducted from the stipend total.

School districts that designate teachers for advanced, lead, and master certificates are not required to participate in annual TLE evaluations for those teachers. Teachers will return to the site evaluation schedule once they are no longer part of the teacher empowerment program.

Designated teachers must reapply each year and may stay at the "advanced" or "lead" designation for a maximum of two consecutive years. Designated teachers must begin at the "advanced" level. Teachers selected as "lead" or "master" may not decline in their designation in consecutive years.

The local board of education approved the Teacher Empowerment Plan on [DATE]. The selection criteria, designation of advanced, lead, or master teachers, and associated stipends shall not be subject to collective bargaining.

This program is open to all certified teachers in Shawnee Public Schools who meet the minimum qualifications in the rubric below for each designation category.

Qualification Rubric

Required Criteria	Advanced (Level 1)	Lead (Level 2)	Master (Level 3)
Years of Career Experience	Minimum of 3 years of certified classroom teaching experience	Minimum of 5 years of certified classroom teaching experience	Minimum of 7 years of certified classroom teaching experience
Years of District Experience	Minimum of 2 years of certified teaching experience in Shawnee Public Schools	Minimum of 3 years of certified teaching experience in Shawnee Public Schools	Minimum of 4 years of certified teaching experience in Shawnee Public Schools
OTEP Experience	N/A	Currently serving as an Advanced teacher	Currently serving as a Lead teacher
TLE Evaluation Results	Superior or highly effective rating on the most recent summative TLE evaluation	Superior or highly effective rating on the most recent summative TLE evaluation	Superior or highly effective rating on the most recent summative TLE evaluation

Application

To apply, certified educators must submit a paper portfolio in a 3-ring binder with items in plastic sleeves. Pages should be numbered. Please use 12-pt Times New Roman or Arial font. All items should be on a full 8.5 x 11 sheet of paper. Do not use cardstock, staples, tape, or liquid white-out. If multiple pages are used in one plastic sleeve, paperclip them together before placing them in the sleeve.

1. The cover sheet will be the only document in the portfolio with your name. Redact or remove your name, email address, and school or site name from all other documents in the portfolio.
2. Resume with your name removed.
3. Copy of the previous year's summative TLE evaluation with your name redacted.
4. The portfolio should include evidence for each section below. Add a narrative at the beginning of each section describing what is included and why.
    - Teacher Leadership (committees, volunteer, or leadership service)
    - Professional Development (training beyond site/district-required training; leading PD at the site, district, state, or national level)
    - Awards and Recognitions
    - Additional Certifications (National Board Certification, advanced degree, LETRS, AIMS Mastery certification, etc.)

- Student Performance (quantitative performance from the previous school year, which may include, but is not limited to, pre- and post-tests, summative or formative assessments, and portfolios)

5. After all portfolios have been submitted, your site principal will complete a teacher recommendation on your behalf.

A panel will review each numbered portfolio and score each of the five sections based solely on the information provided. The panel may include retired educators, external experts, former teachers of the year, patrons, or community members.

Portfolio Selection Rubric

Category	Description	Points Possible
Teacher Leadership	State or national committees; Shawnee Public Schools committees; site committees; other leadership services in Shawnee Public Schools	20
Professional Development	Lead PD at the site, district, state, or national level; attended PD beyond the district-required training	20
Awards or Recognitions	State or national awards; Shawnee Public Schools awards; site awards or recognitions; principal letter of recommendation	20
Additional Certifications	National Board Certification; LETRS, AIMS Mastery Certification, etc.	20
Student Performance	Quantitative performance or growth of students in the previous school year	20
Total		100

Timeline

Teachers seeking an OTEP designation for the 2026-2027 school year will submit a portfolio to the Shawnee Public Schools, Academic Services Office before [DEADLINE DATE] at [TIME].

If more than 10% of Shawnee Public Schools teachers qualify through the qualification rubric, priority will be given based on the selection rubric scores and years of experience. Teachers will be notified of their selection once the state has approved the funding. Teachers who receive a certificate designation will sign a contract and work their additional time before [COMPLETION DATE]. Stipends (minus all FICA and taxes) will be paid in the June paycheck.

Expectations

After being notified of selection, program participants will attend a mandatory kick-off meeting on [DATE] at [TIME]. During this meeting, the program expectations will be discussed in greater detail, and participants will sign a contract. Next, participants will submit a proposal to the Shawnee Public Schools, Academic Services Office for review detailing how they would like to use their extra contract days. Proposals are due by [TIME] on [DATE] and are subject to acceptance/approval. All proposals will be reviewed, and feedback will be provided. Participants will be required to check in periodically with their assigned representative from the Academic Services Office. These check-ins will be set up on an individual basis according to your empowerment project.

Proposals might focus on:

- Professional development for teachers and staff
- Resources for classroom instruction
- Resources to support special student populations
- Parent/community engagement
- Support for new or non-certified teachers
- Other ideas with district-level impact

COMMUNITY SPONSORED ACTIVITIES
CONTESTS FOR STUDENTS

While there is no intent to refuse to cooperate with community agencies, there is very definitely a desire to keep such cooperation within reasonable bounds.

The following statements are for the purpose of obtaining this objective. It is believed that this policy will make for greater uniformity in cooperative undertakings in the various communities served by the schools and, at the same time, protect the schools against participation in activities that are not in keeping with the purposes and the educational aims of the schools.

Regulations governing commercial, essay, speech, athletic, and music contests or tournaments in the Shawnee Public Schools include the following:

1. The primary educational aims of the schools and the needs and interests of the students must be the first consideration at all times.

2. Schools should not be used to promote private, political, and sectarian interests and causes that have not gained general approval as being for the public welfare.

3. Schools shall not be used for direct sales promotion of individual competitive goods or services, nor for concealed, misleading, or extravagant advertising.

4. All materials or activities initiated by private sources shall be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.

5. Business enterprises and community organizations desiring to sponsor activities and programs in the schools must present their plans and programs to the superintendent one month preceding the time in which the activities and programs are to be sponsored. (Meritorious exceptions to this regulation shall be given consideration.)

DRAFT

OPEN RECORDS ACT

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

_____ shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The school district may require advance payment of estimated fees when the estimated cost exceeds Seventy-five Dollars ($75.00) or if the requestor has outstanding fees from previous requests.

The fee schedule for searching for and copying of district records shall be as follows:

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

The written schedule of fees is posted at the central office and is on file with the county clerk. All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available online at the school district's website to comply with the obligation of providing prompt, reasonable access to records.

A requestor must complete a records request form which describes the records that are being requested with reasonable specificity. If the request is not specific, clarification must be provided. To have reasonable specificity, a request must:

a. specify a general time frame within which the requested records would have been created or transmitted,

b. seek identifiable records, rather than general information without any qualifiers or other specifications, and

c. include search terms that are sufficiently specific to assist the public body in identifying the requested records.

School personnel may seek additional information from the requestor to fulfill the request and to identify the records sought by the requestor. The request may be denied if it is still not reasonably specific in accordance with state law or if the information that is requested is protected by state or federal law. Any request denied on the basis that a record is not a public record shall include the statutory reference of the law which provides that the information is confidential.

OPEN RECORDS ACT (Cont.)

REFERENCE: 51 O.S. §24 A.l, et seq.

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

DRAFT

OPEN RECORDS ACT
(REGULATION)

In accordance with the policy of the Board of Education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulations. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:

   A. Records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.

   B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body, and transcripts from institutions of higher education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees).

   C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act. The following information may be kept confidential:

      1. Investigative evidence of a plan or scheme to commit an act of terrorism;

      2. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability;

      3. Plans for deterrence or prevention of or protection from an act of terrorism;

      4. Plans for response or remediation after an act of terrorism;

      5. Information technology of a public body or public official but only if the information specifically identifies:

         a. Design or functional schematics that demonstrate the relationship or connections between devices or systems;

         b. System configuration information;

         c. Security monitoring and response equipment placement and configuration;

         d. Specific location or placement of systems, components, or devices;

OPEN RECORDS ACT, REGULATION (Cont.)

e. System identification numbers, names, or connecting circuits;

f. Business continuity and disaster planning, or response plans; or

g. Investigation information directly related to security penetrations or denial of services; or

6. Investigation evidence of an act of terrorism that has already been committed.

The term "terrorism" means any act encompassed by the definitions set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

D. The home address or social security number of any employee or former employee.

2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.

3. The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches which cause excessive disruption to the district's essential functions. Search fees shall not be charged for records sought in the public interest, including, but not limited to releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Copies: 8 1/2" x 11" - $.25 per copy
8 1/2" x 14" - $.25 per copy

Search fee: $25.00 per hour

The referenced fees shall be posted at the principal office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:

A. Individual student records;

B. Teacher lesson plans, tests, and other teaching material; and

C. Personal communications concerning individual students;

OPEN RECORDS ACT, REGULATION (Cont.)

D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or

E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.

5. An employee of the district shall have a right of access to the employee's own personnel file.

REFERENCE: **51 O.S. §24A.5**
51 O.S. §24A.27

DRAFT

PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT

To: Shawnee Public School District
Shawnee, Oklahoma

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following school district records:

_____
_____
_____
_____

(Describe records as specifically as possible; attach additional sheets if necessary.)

2. If copies of the documents are requested, the undersigned agrees to pay $0.25 per page for copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes or causes excessive disruption of essential school functions, the undersigned agrees to pay a search fee of $25.00 per hour.

_____
(Name)

_____
(Address)

_____
(Telephone Number)

_____
(Date)

Received by Shawnee Independent School District No. I-093
on _____, _____

Record Request No. _____.

The Oklahoma Open Records Act requires that public records be provided in a reasonable amount of time. The district's use of this form is to create a checklist for the material requested with notification of fee requirements. This form is not intended to deter requests for open records.

DRAFT

INDIAN TRIBAL INVOLVEMENT

The following policy relates to tribal and parental involvement in the education of children residing on Indian lands within this school district and is hereby approved by the Shawnee Board of Education in regular session and shall remain in effect until rescinded by the Board of Education.

1. Children living on Indian land participate in school programs on an equal basis with all other children attending school in the Shawnee Public Schools. No teacher or program director is to exclude or limit participation in any district activity on the basis of race. The Shawnee Public Schools will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis. An annual statistical study will be conducted to determine the extent Indian children do participate on an equal basis and modifications will be made in the educational programs, as needed, to allow equal participation of all children.

2. Pertinent program policies/plans, applications, and evaluations will be disseminated through one or more of the following ways:

   A. Mail notices in advance to tribal leaders and send handouts home to parents of Indian children requesting their participation in meetings regarding education programs assisted with funds provided under Public Law 81-874.

   B. Inform the Indian community of events in education programs assisted with funds provided under Public Law 81-874 through student handouts and/or the student newspaper and make greater use of newspapers serving the Shawnee Public Schools area.

   C. Mail copies of an information summary sheet describing the Public Law 81-874 application and evaluations, program plans, and other information concerning education programs assisted with funds provided under Public Law 81-874 to the tribe and send copies home with children to all parents of Indian children, when these items become available, with a note saying that upon request to the superintendent/principal, copies of the original documents listed above will be provided.

3. By scheduling through the superintendent's office a place on the agenda of any open meeting of the Board of Education, a tribe, or their designee, parent, or group of parents, concerned with the educational opportunity of any student or group of students in the Shawnee Public Schools may:

   A. Present views regarding applications.

   B. Make recommendations concerning the needs of their children.

   C. Provide input into the planning and development of the educational program of the district.

   D. Present views on the education program and its operation.

DRAFT

INDIAN TRIBAL INVOLVEMENT (Cont.)

In addition to the above, the Shawnee Public Schools will:

A. Provide notice of any annual meetings regarding education programs assisted with funds provided under Public Law 81-874 to the Indian community and to the tribe.

B. Work with the tribal leaders to seek input from the Indian parents, tribe, and other Indians in the community by using available forms of communication and cooperation to seek and encourage such input.

C. Hold all meetings involving or discussing education programs assisted with funds provided under Public Law 81-874 in the school auditorium or a classroom of sufficient size to accommodate all Indian parents who might wish to attend.

D. Provide ample time for discussion of education programs assisted with funds provided under Public Law 81-874.

E. Invite comments and suggestions from the Indian community with regard to educational programs assisted with funds provided under Public Law 81-874 by holding as many meetings with the tribe and Indian community as are necessary to ensure that the needs of the Indian community are received and considered.

F. LEA officials will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis.

4. A public hearing will be held on _____[insert day of week and month)_____ at which parents of children living on Indian land and/or tribal officials may discuss the current status of school programs, desired directions for future development for board consideration, and any changes needed in the Indian policies and procedures. In addition to the above, Shawnee Public Schools will:

A. Encourage staff members of the LEA to elicit input regarding the general educational program from Indian parents and tribal leaders, and to submit such suggestions to the administration for consideration and evaluation.

B. Encourage staff members to use their best efforts in establishing a more amicable relationship with tribal leaders and parents of Indian children to elicit voluntary input.

C. Recommendations of the tribe will be considered and written response will be submitted.

DRAFT

DISTRIBUTION OF INFORMATION AND MATERIALS ON SCHOOL PREMISES

(OPTION 1)

It is the policy of the Shawnee Board of Education that in order to prevent undue interruption of school time, personnel, and resources, the distribution or posting of non-school-related materials is prohibited in district schools and on district property at all times.

(OPTION 2)

It is the policy of the Shawnee Board of Education that students, school personnel, and school facilities may not be used in any manner for advertising, selling, fund raising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the superintendent or the superintendent's designee.

Requests by individuals or groups for schools to use or distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home must be submitted in writing to the superintendent's office. The materials and the proposed method of distribution shall be subject to review based on legitimate educational concerns. Such concerns shall include whether the material:

1. May be defamatory;
2. Is poorly written, inadequately researched, biased, or prejudiced;
3. Contains information that is not factual;
4. Is not free of racial, ethnic, or sexual bias; or
5. Contains advertising that violates public school laws, rules, and/or policy, is deemed inappropriate for students, or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school. The educational program of the school is understood to include instruction, extracurricular activities, athletics, assemblies, and other similar activities carried out by the school.

The administration shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
3. Solicitation of school-related groups such as parent organizations to distribute materials.

Announcements of events sponsored by non-school groups must meet the same criteria and, if approved, may be posted in a central area within the school.

DRAFT

DISTRIBUTION OF INFORMATION AND MATERIALS ON SCHOOL PREMISES (Cont.)

Commercial materials will not be distributed through the schools unless they are of benefit to the overall educational program of the school and are approved by the superintendent. These materials include, but are not limited to, equipment, supplies, printed matter, logos, slogans, trademarks, symbols, individuals and programs which are recognizable as representing a commercial firm, product, or service.

Any plans by an organization that would involve students in any manner must have the prior approval of the superintendent.

The practice of distributing pamphlets, booklets, flyers, brochures, and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

DRAFT

SCHOOL VISITORS (REGULATIONS)

Log Book

The principal in every school in the district must maintain a log book in which every visitor to the school shall write his or her name and address and indicate whether he or she is a parent of a child attending that school. This logbook shall be available in the principal's office at all times during the school day. All persons entering a school building must check in with the principal's office and identify themselves as soon as they enter the building, regardless of the purpose of their visit. The superintendent shall periodically ask for and review these log books and discuss unusual entries (or lack of) with the building principal. If necessary, the superintendent will work with the principal to solve any problems that have arisen.

Visitor Interruptions

While visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, the visitor must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.

Number of Visitors

In order to not unreasonably interfere with the education of the children or the school program, and in order to not overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom. In all such determinations, preference shall be given to parents of children attending the school.

Parents Visiting

Parents visiting their children at lunch time shall follow the above standards and, in addition, will inform the student's teacher in advance to allow an accurate count for lunch preparation for that day.

DRAFT

USE OF SCHOOL PROPERTY

The Shawnee Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes. The school district shall allow use of school buildings and facilities to youth groups listed in Title 36 of the United States Code as a patriotic society in accordance with the rules and requirements set forth in the school district's regulation on use of school facilities.

The school district will make school property available for public recreation before or after normal school hours, on weekends, or during school vacations. In making the determination as to whether property is available, the superintendent shall review current recommended guidelines regarding social distancing and gatherings to determine whether the district space that is requested will be able to be utilized. If a group is allowed to use school property, it will be the responsibility of the person who fills out the application for use to ensure that all appropriate steps are taken with regard to social distancing and that the CDC guidelines are followed with regard to sanitation and cleaning. Specific property that will be open includes: (list property that will be open). The school district will not provide supervision during these hours and any use should be carefully monitored by parents or legal guardians.

The school district *will/will not* provide emergency shelter for patrons during weather emergencies. Animals *will/will not* be permitted in the school district's tornado shelter.

If the school renders emergency care, aid, shelter, or other assistance during a national disaster or catastrophic event, the school district shall not be liable for damages resulting from the rendering of the emergency are, aid, shelter or other assistance unless the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter or assistance.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of sufficient insurance coverage.

If the district has provided classroom space or other school facilities for a federally sponsored Head Start program and is planning to make a material change in the arrangement, the superintendent will give notice to the director of the Head Start program at least seven (7) days prior to a school board hearing on the matter.

REFERENCE: **20 USC §7905**
70 O.S. §§5-129.3 and 5-130
11 O.S. §33-103

NOTE: **Senate Concurrent Resolution 60 of 1994 recommends that school districts make school transportation equipment available to community-based organizations in transporting elderly persons.**

DRAFT

USE OF SCHOOL PROPERTY (REGULATIONS)

Obtain from the district office the necessary application forms.

Application must be submitted at least one week in advance.

Return the forms to the district office.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to: Shawnee Public Schools.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular schoolwork.

Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted.

The primary use of district facilities and/or equipment shall be for district's educational and extracurricular programs. However, the community is encouraged to use district facilities and/or equipment when appropriate. Upon approval, by the superintendent, district facilities and/or equipment shall be available for use by the community when such use does not conflict with district's educational and extracurricular programs.

Those persons or groups using district facilities and/or equipment shall assume all responsibility for any injuries occurring or arising out of the use of the district's facilities and/or equipment and/or any damages done to the district's facilities and/or equipment. The district may establish and collect rentals, fees, and charges for the occupancy or use of the district's facilities and/or equipment and may require the payment of appropriate deposits prior to allowing the use of the district's facilities and/or equipment.

No intoxicants or narcotics shall be used in or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization. The school district's policy regarding tobacco use will be provided, which policy discloses the school's rules regarding tobacco products on school premises.

Juvenile organizations must have adequate adult sponsorship and supervision.

The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using a building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must reimburse the school for all employment costs incurred by the district for such employment of school personnel, in addition to any rental fee as prescribed.

DRAFT

USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)

The custodian is paid at his/her time and one-half rate.

All functions must close by midnight unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

It is the responsibility of the organization to provide proof of liability insurance before using any facility or transportation equipment. A copy of the organization's liability insurance shall be maintained on file in the district administration office.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

During School Hours

School buildings, property, or equipment may be used only by student groups for student group meetings or activities that are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

During Non-School Hours

School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined below.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

Schedule of Fees, Rates, and Charges for Non-Student-Led Groups

Gyms - $10.00 for practice (minimum rental of 3 hours).

Custodial service will be made available at the actual cost incurred by the school district for the employee's services.

Cafeterias - $10.00 per hour (minimum rental of 3 hours). If the kitchen is used, at least one cafeteria employee regularly assigned to that kitchen must be used for an additional rate of the actual cost incurred by the school district for the employee's services. Custodial service will be available the actual cost incurred by the school district for the employee's services.

Classrooms - $10.00 per hour per room (minimum rental of 3 hours).

Other buildings, property, or equipment may be available for use as described above at the discretion of the Board of Education.

CONTROL, USE, AND OPERATION OF THE SCHOOL AUDITORIUM (REGULATION)

General Control

General control of the building is delegated to the high school principal, assisted by such individuals or committee as deemed necessary.

Request for permission to use the auditorium shall be made in writing to the principal's office at least three weeks prior to the requested date of use. The principal will answer the request in writing within three days.

Use Schedule

A calendar of scheduled uses is to be maintained in the high school principal's office.

General Building Use

The auditorium is dedicated to use in the instructional and activity programs of the school district, and school-sponsored activities will have first priority for its use. There will be no charge for the use of the auditorium by the school, school organizations, or activities.

Use by Nonschool Organizations

The building will be available for other appropriate nonschool use subject to the building schedule and the following conditions:

1. Building Use
   Limited to groups within this school district requiring accommodations for more than 200 people. Anticipated use by community, civic, service, church groups, and convention gatherings. Not for use by outside fund-raising organizations which have no connection with the school or the community.

2. Charges
   In payment of general costs of utilities, custodial--maintenance services, and building supervision, the following fee schedule is to be followed:

When no admission is charged	$100.00
Rehearsals	$50.00
Recitals	$50.00
Political gatherings	$200.00
When admission is charged	$100.00 plus 10% of gross proceeds

DRAFT

CONTROL, USE, AND OPERATION OF THE SCHOOL AUDITORIUM, REGULATION (Cont.)

3. Method of Payment
Within one week following the performance, a representative of the group shall make a written report to the high school principal relative to the gross proceeds taken in. The principal and the representative will then figure the amount due the school district using the schedule. A check is to be made for the proper amount, payable to the Shawnee Board of Education. When the check is delivered to the business office, it shall be accompanied by a report on ticket sales signed by the principal and by the representative of the sponsoring organization.

4. Liability Insurance
Sponsors of the group using the auditorium shall, at least three days prior to the event, provide the Board of Education a certificate of liability insurance, covering performers and all persons in attendance, in the following amounts:

Damage to Property	$25,000.00
Physical injury of any one claimant	$50,000.00
Liability for any number of aggregate claims	$300,000.00

Concessions

Food and drinks are not permitted in the auditorium.

Special Arrangements

In those situations where established policy is not clear, special application through the superintendent to the Board of Education may be necessary.

DRAFT

USE OF ATHLETIC FACILITIES (REGULATION)

The following regulations shall apply to the use of all athletic facilities of the school district:

1. School facilities may be used only if not being used by any school group. Student activities will take priority over all other activities. Priority for use of the buildings is as follows:

   A. School-scheduled events.

   B. School children sponsored by in-district groups.

   C. Civic and fraternal organizations.

   D. In-district groups not involving students that do not fall in the above categories.

   E. No group outside the school district will be permitted use of the building.

   A student activity must be an organized, scheduled, sponsored activity. Students who do not have a sponsor will not be permitted to enter the gym while in use by another group. A fee may be charged by the school to cover the cost of utilities.

2. Groups using the school facilities must be responsible for damages incurred as a result of the use of the facilities. Only groups composed of graduates, patrons, or students living in the district may be eligible to use school facilities.

3. Floors must be swept after every practice and/or game. The wearing of street shoes on the gym floor will not be permitted.

4. An adult sponsor must be in constant supervision.

5. Groups must furnish their own basketballs. Groups are not permitted to borrow equipment from any student locker.

6. A deposit of $50.00 will be made by each group using the gym. The deposit will be refunded at the end of the season if no damages have occurred. Any damage in excess of the deposit must be fully reimbursed to the school.

7. Children permitted to come with parents must be kept under strict supervision. Under no circumstances should the children be allowed in the dressing rooms or on the playing courts.

8. Officials must be registered, responsible people who are sanctioned by the Oklahoma Secondary School Activities Association.

9. The key is to be checked out from the principal on the day of the event, to be returned by the following day. The sponsor assumes the responsibility that no duplicate keys are made. This is a community trust.

DRAFT

USE OF ATHLETIC FACILITIES, REGULATION (Cont.)

10. No intoxicants of any kind shall be brought into or near the facilities being used. No soft drinks shall be brought inside the gym. No smoking is allowed inside the gym.

11. Sponsors of a group using the facilities must ensure that all doors or gates are locked and all lights are turned off when they leave the school facilities.

12. Community groups must furnish their own concession facilities. This includes supplies, machines, and concession area. The regular concession stand is stocked with school group supplies that would have to be moved if the concession stand was to be used by community groups. Machines are property of a school group or a school group is responsible for rented machines; therefore, parts and repairs are charged to the school group.

13. Advertising and commercial announcements are not to be made in the schools. Advertisements may not be posted on the school premises.

14. The group must appoint one person to be responsible for ensuring that these rules are not violated. That person should sign these regulations and return them to the principal of the school involved.

15. If these regulations are not followed, the group forfeits its privilege to use the facilities. The principal is to determine if the group is abiding by the regulations. The principal can immediately terminate the use of the gym.

16. These rules shall be read by the sponsor to each member of the group. The rules are as follows:

Use of Football Field by Community Groups

1. Games are to be scheduled around the high school "A" and "B" teams and the junior high games. Most of these games will be played on Mondays, Thursday, and Fridays.

2. The field is not to be used by any organization when the field is in such condition that traffic on the field would damage the turf.

3. Lights are to be paid for at the current rate per hour. The number of hours is to be kept by the community group.

4. All items used by community groups are to be returned in the same condition as issued except for normal wear.

5. The coach of each group is to have a set of all the rules.

DRAFT

USE OF ATHLETIC FACILITIES, REGULATION (Cont.)

Use of Baseball Diamond by Community Groups

1. The community groups are to schedule their games around school games for the use of the high school diamonds.
2. The boys/girls who are eligible to participate must be from the Shawnee School District.
3. Base paths, base stakes, home plate, pitchers mound, foul lines, and grass are not to be altered.
4. Lights are to be paid for at the current rate.
5. The groups are to maintain the diamond and the dugouts.
6. The groups are to furnish their own marking materials.
7. All items used by community groups are to be returned in the same condition as issued except for normal wear.
8. The coach of each group is to have a set of all the rules.

The Board of Education respectfully requests that each group strive to keep our buildings in a neat and orderly condition in which we can have justifiable pride.

I AGREE TO THE PRECEDING REGULATIONS.

NAME OF COMMUNITY GROUP RESPONSIBLE PERSON DATE

DRAFT

USE OF HIGH SCHOOL/MIDDLE SCHOOL CAFETERIA (REGULATION)

The following regulations shall apply to the use of the cafeteria facilities at the high school and middle school.

1. Any group or organization wishing to use the cafeteria must call the superintendent's office to reserve the cafeteria calendar. Payments will be made in advance to the Shawnee Public Schools. In event of a cancellation, the deposit, less any expenses, will be returned if the notice is given at least one week in advance of the scheduled event. The rental fee rate is as follows:

Up to three hours	$30.00
Events requiring advance set-up and access to building	
24 hours	$50.00
48 hours	$75.00

2. Waiver of the rental fee will be considered by the administration if the potential user presents a written statement indicating how the activity to be held in the facility will directly benefit the students of this district. In the case of a fund raising event, the organization must be able to show how the major portion of the proceeds of that activity will directly benefit the students of this district. Where this cannot be satisfactorily accomplished, the above listed rental fee rate will be assessed.

3. If the group or organization desires the school cooks to prepare a meal, they must contact the High School Lunch Supervisor to agree upon the date, menu, etc. The organization will be responsible for purchasing the food and paying labor charges directly to the cooks.

4. If a non-school caterer is used and anticipates the use of the kitchen equipment, utensils, or supplies, a trained school lunch employee must be hired for the duration of the use of the kitchen. Federal and state laws govern the use of the kitchen.

5. The group or organization will pay a reasonable custodial fee made payable directly to the cafeteria custodian. The fee will depend upon the amount of work involved, such as the moving in and out of tables. Such fee is due on the date of the function. The organization should contract with the custodian in advance.

6. Users of the cafeteria facility shall not be allowed to alter the facility in any manner. In order to avoid potential damage to the wall surfaces and ceiling, the custodian must approve any plans to hang or place items or decorations on the walls or ceilings.

7. The cafeteria is a public school facility and no alcoholic beverages will be permitted.

8. Smoking is permitted in designated areas only.

9. The administration reserves the right to deny the use of the cafeteria to any person, group, or organization.

10. These regulations are necessary to maintain the school facility in its current condition; meet federal and state lunchroom regulations; cover operational costs (lighting, heating, air conditioning); and to provide guidelines for facility management.

DRAFT

USE OF SWIMMING FACILITIES (REGULATIONS)

Taking into consideration the liability of the school district in regard to the use of the swimming pool on all occasions, the following regulations shall apply:

Locks to the swimming facilities will be changed as deemed advisable by the administration. Keys will be issued to personnel as needed to perform their assigned duties. One key will be left with the superintendent's secretary for the use of all other personnel. Keys to the swimming facilities are not to be duplicated without the prior permission of the superintendent.

Reservations for the use of the swimming pool may be made in the superintendent's office. The reservation request should indicate the date and time the facilities are to be used. At the time a reservation is made, a waiver must be signed releasing the school from liability in the event of an accident. All persons must sign a waiver prior to use of the swimming pool, whether or not they have been issued keys.

Reservations are accepted on a first come, first served basis. It is recommended that reservations be made during the week for use on weekends. Reservations will not be accepted after regular office hours.

Any person signing for a key will be held responsible for ensuring that the building is properly locked and all lights turned off before leaving the premises.

No person will be permitted to swim alone at any time.

Persons using the swimming pool who have not followed the above procedures will be considered to be trespassing and appropriate action will be taken.

Any special circumstances that would call for an exception to these regulations must be cleared through the superintendent's office.

DRAFT

USE OF CONCESSIONS BUILDING (REGULATIONS)

The following regulations are established for the efficient operation of the concessions building located at the stadium. Since the facility is a school-owned building that may be used by several organizations for the purpose of raising funds, the following guidelines will be implemented:

Band Booster Club

The Band Booster Club may use the building for selling refreshments at all regularly scheduled home varsity, junior varsity, and high school football games. Regularly scheduled football games are defined as all football games that contribute to conference or state championship play or toward the overall win-loss record.

1. All funds received or collected at each event shall be counted before two adult witnesses. The count shall be recorded in a receipt book in duplicate and signed by the two witnesses. One receipt copy shall be enclosed with the funds and said receipt copy and funds delivered to the bank's night deposit box. The bank will deposit the funds and provide a receipt to the student activity secretary. A second copy is to remain with the Band Booster Club representative.

2. The Band Boosters shall allocate 45% of the football concessions net profit to be spent on band instruments, uniforms, equipment, supplies, etc. An itemized copy of this expenditure will be presented to the board of education at the end of each school year.

3. The Band Boosters shall reserve 10% of the football concession profits to be deposited in a special activity fund account for the purpose of maintaining and replacing concession equipment. An itemized list of this expenditure will be submitted at the end of each school year in the same report as stated in the above paragraph.

4. Football concession product prices shall be increased only with the approval of the school administration.

5. The Band Boosters will keep the concession stands clean and comply with all County Health Department health and sanitation rules.

Quarterback Club

The Quarterback Club may use the concession building for selling refreshments at all football pre-season activities. Pre-season activities are defined as football activities prior to the beginning of the regularly scheduled football season.

1. During the regularly scheduled football season, the Quarterback Club may have two "tailgate parties." One "tailgate party" will be held at the first home football game and the other during "Homecoming" activities. The "tailgate parties" will consist of a hamburger menu. The cookouts will commence prior to the game in an area outside the stadium designated by the athletic director and end before kickoff.

2. Coordination of the "tailgate parties" will be made between the president of the Quarterback Club and the Band Boosters Club.

3. These regulations do not restrict the Quarterback Club from selling items that are not considered refreshments at all regularly scheduled football games. Such items may include rosters, cushions, hats, t-shirts, etc.

USE OF CONCESSIONS BUILDING, REGULATIONS (Cont.)

Soccer Booster Club

The Soccer Booster Club may use the concession building for selling refreshments at all pre-season and regularly scheduled soccer season events.

General Guidelines Pertaining to All Booster Clubs

1. Keys will be obtained from and returned to the athletic director before and after each pre-season or regularly scheduled sports season if a change in sponsorship should occur.

2. The concession stand will be kept clean and well-maintained by the using organization.

3. Organizations may use the concession building for storage of refreshments and items necessary to dispense such refreshments during their approved season of activity. The organization must remove all items belonging to their organization after the season of sponsorship has been concluded. No organization will be allowed to store items in the concession stand during off-seasons.

4. Once a season of sponsorship is completed, an organization has one week to vacate the building. When the organization is ready to return the concession building to the school, a representative must meet with the athletic director at the building for a visual inspection. Once the visual inspection has been successfully completed, the keys will be returned to the athletic director.

5. If possible, an organization will be given possession of the concession building one week prior to the scheduled activity. The keys as specified in this section will be obtained from the athletic director.

6. The school administration is empowered to resolve all conflicts between organizations as deemed equitable and necessary.

7. Conflicts arising between organizations on the usage of the concession building should be resolved between the presidents of the organizations involved. If this remedy is not successful, they should contact the athletic director for a meeting to resolve the issues. If this is not successful, the line and staff sequence of events to resolve conflicts of a school problem will be followed.

8. The Board of Education agrees to consider usage of the concession building on a yearly basis. Past performance and finances will be considered for approval.

9. All maintenance, plumbing, or building requirements will be reported immediately to the director of maintenance.

10. Any item belonging to an individual or organization that is left in the building at any time is done so at their own risk and is not a responsibility of this school district.

DRAFT

COACHING CLINICS/CAMPS HELD ON SCHOOL PREMISES (REGULATION)

Any coaching clinic or summer camp that is proposed to be conducted on school premises shall have the prior approval of the administration and board of education of the school district.

The following regulations shall apply to any coaching clinic or camp held on school premises during the summer utilizing the facilities or property of the school district:

1. Payment. Any payment for a summer clinic or summer camp shall be deposited in the _____ activity fund. All school district practices and procedures shall be adhered to with regard to school activity funds. Failure to adhere to school policy could lead to disciplinary action which could include an admonishment and/or termination of employment.

2. Compensation to Employee. Any compensation provided to a school district employee shall be run through the district's payroll and shall be reflected on the employee's W-2.

DRAFT

USE OF SCHOOL FACILITIES BY OUTSIDE SERVICE PROVIDERS

Purpose

The purpose of this policy is to describe the limited circumstances under which the Shawnee Public Schools will permit outside service providers to provide services to students on district property.

Definitions

For purposes of this policy, the term "outside service providers" encompasses any person or organization that seeks to provide services directly to one or more District students on District property at the request and expense of the student's parent/guardian or a nonschool organization involved in the student's life and who is not a District employee or under contract with the District to provide services to the student. Just by way of example, the term "outside service providers" may include tutors, music, art, or swimming instructors, counselors, therapists, psychologists, social workers, occupational therapists, physical therapists, ABA therapists, speech therapists, speech/language pathologists, music therapists and recreational therapists. The term does not include an observation at school by a nonschool employee or contractor during the regular school day at parent/guardian request and expense.

This policy is not intended to limit the right of Department of Human Services or law enforcement personnel to interview a student on District property during the regular school day when child abuse or neglect is suspected or as otherwise required by law.

Policy

The building principal may grant permission for an outside service provider to provide services to a student on District property only under the following circumstances:

1. The outside service provider agrees to comply with the District's Use of School Facilities policy;
2. The service sessions are scheduled outside of regular school hours;
3. The outside service provider provides his or her own apparatus or equipment to perform the services; and
4. The outside service provider certifies that a felony record search has been conducted of any person assigned to conduct a service session on District property and he/she/they have not been convicted in this state, the United States or another state of any felony offense unless ten years have elapsed since the date of the criminal conviction or the person has received a pardon for the offense. The outside service provider must also certify that any person assigned to conduct a service session on District property is not currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

DRAFT

REQUEST FOR USE OF SCHOOL PROPERTY

Request for use of _____
(School Property)

Date of use _____

Starting time _____ Ending time _____

Request made by _____
(Sponsoring Group or Organization)

Purpose of use _____

Admission charge: Yes _____ No _____

The following stipulations apply to non-school-related individuals, groups, and organizations.

The undersigned user of school property hereby agrees to:

1. Observe the rules and regulations for the use of school property as established in Section GK of the adopted board policy.
2. Assume full responsibility for loss or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury sustained by any person as a result of such use and waive all school district liability.
4. Pay the usual and customary fee for such use.
5. Sign a hold-harmless agreement with the District.
6. Signing this statement acknowledges that the person below has provided the school district with proof of insurance coverage.

_____
Signature

Request approved _____ Fee _____

DRAFT

LENDING AGREEMENT

Items to be borrowed _____

_____

Date needed _____ Date to be returned _____

From _____
(School or School Personnel)

Borrower _____
(Company or Organization)

Person responsible for above borrowed items _____

AGREEMENT: I, _____, agree to return all borrowed items in the same condition as when borrowed and to reimburse _____ Public Schools for any damages which might occur through usage during the period of lending.

_____
Signature

DRAFT

RENTAL OF SCHOOL AUDITORIUM
REPORT ON TICKET SALES

This report must be completed by the high school principal and the chairman of the organization renting the auditorium within one week after the date of rental.

NAME OF ORGANIZATION _____

CHAIRMAN _____ PHONE _____

NAME OF PROGRAM _____

DATE OF PROGRAM _____ TIME _____

	Price	Number	Total Amount
Advance Tickets Sold			
Student	@		$
Adult	@		$
Tickets sold at Gate			
Student	@		$
Adult	@		$
GRAND TOTAL TICKET SALES			$_____
			x10%
School receives 10% of gross sales:		$_____	$_____
Plus		$100.00	
TOTAL DUE SCHOOL (Make check to Board of Education)		$_____	

DATE _____

_____
Chairman of Organization

_____
High School Principal

DRAFT

CONTRACT FOR RENTAL
SCHOOL COMMUNITY CENTER

Date _____

I, _____ request to reserve the Community Center of _____ School District, _____ County, for the night or day of _____ for the purpose of _____.

The party reserving and contracting the Community Center will abide by the following policy adopted by the _____ Board of Education, on _____, 2_____, at the regular board meeting.

The Rules and Regulations for the Rental of _____ School Community Center are as follows:

I. A charge of $35.00 per day shall be charged for use of the auditorium. An additional charge of $15.00 per day if the kitchen facilities are used.

II. A $25.00 clean-up deposit shall be made. The deposit shall be returned if the facility is properly cleaned. The clean-up shall be at the conclusion of the event or before the next school day.

III. No alcoholic beverages or drugs or any kind shall be consumed or taken on the premises.

IV. Request for use of the facility shall be made through the superintendent of schools.

V. A key to the building may be picked up from the secretary to the superintendent on the day of the approved event and returned to the same immediately following the event.

VI. An individual, not a group, must assume responsibility for the facility.

VII. The facility will be available to any school group or youth group for fund raising activities.

VIII. The facility may not be rented by any individual or group as a profit-making endeavor.

I, _____ do hereby assume responsibility for the facility. We will be using the following:

Kitchen Facilities	_____	Deposit	$25.00 (Refundable)
Auditorium	_____	Rental	_____
		Total	_____

_____ Superintendent of Schools

_____ Signature (Renter)

DRAFT

CAFETERIA USE AGREEMENT FOR SCHOOL-RELATED BUT NOT SCHOOL-SPONSORED ACTIVITIES

Shawnee Public School organizations, classes, and support groups may make arrangements for the use of the school cafeteria for adequately sponsored dances or parties.

The following rules or guidelines must be observed:

1. Facility must be reserved at least two weeks in advance.
2. Activities may not be held on any night when classes will be held on the following day.
3. An adult sponsor must be in attendance in the kitchen.
4. Facility is to be left as originally found:
   A. Tables, chairs, etc., must be set up.
   B. All waste discarded.
   C. Decorations moved for reasons of decorating for occasion are to be returned to original places.
   D. Do not remove federal posters, clock, etc. Decorate over or around them.
   E. Furniture, fixtures, or any items missing or damaged will be replaced or repaired at the user's expense.
   F. Tables, chairs, or other fixtures or decorations borrowed for use of the activity are to be removed within 24 hours by the borrowers.

Any changes in the above rules must have the endorsement of the Shawnee Board of Education and the superintendent of schools.

_____ _____

Organization using facility Date of Request

_____ _____

Purpose Date to be Used

Chaperons (All must sign before the event!)

1. _____ 2. _____

3. _____ 4. _____

Key released to _____ Date _____

Key returned by _____ Date _____

DRAFT

AGREEMENT TO USE SHAWNEE PUBLIC SCHOOL FACILITY/BANQUET SERVICES

The _____ organization wishes to reserve the _____ facility for the purpose of _____ on the date(s) of _____ during the following times: _____
Responsible person: _____ Phone: _____

RENTAL FEE AND PROJECTED SALARY

Facility Rent ..... $ _____

Custodian service assignment and estimated fee:

NAME	HOURS WORKED (@1½ times pay rate for person assigned)			
#1 _____	Hrs _____	x $ _____	Total Due $ _____	
#2 _____	Hrs _____	x $ _____	Total Due $ _____	

Food service staff assignment and estimated fee:

#1 _____	Hrs _____	x $ _____	Total Due $ _____
#2 _____	Hrs _____	x $ _____	Total Due $ _____
#3 _____	Hrs _____	x $ _____	Total Due $ _____
#4 _____	Hrs _____	x $ _____	Total Due $ _____

Total Projected Cost $ _____
Less Deposit $ _____
Adjustments $ _____

TOTAL AMOUNT DUE $ _____

Attach this billing to Activity Fund Requisition when submitting to school administration office for payment. Note: NO SALARIES are to be paid directly to school personnel. Auditing regulations require that all monies must be receipted to and paid from the student activity account.

APPROVAL

The Shawnee Board of Education reserves the right to cancel any permission granted. The superintendent and/or Board of Education may make alternatives to the above requirements. All individuals below signify by signature that they understand and will fulfill their respective responsibilities in this agreement.

Approved by: _____ Date _____
_____ Public Schools Authority

_____ Date _____
Organization Representative

DRAFT

DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

The Board of Education has adopted this policy to provide disciplinary action for individuals who refuse to:

A. Use the multiple occupancy restroom or changing area designed for their sex;

B. Designate multiple occupancy restrooms or changing areas for the exclusive use of one sex; or

C. Provide access to a single-occupancy restroom or changing area to an individual who does not wish to utilize the multiple occupancy restroom or changing area designed for their sex; provided that such individual is authorized to be on the school premises.

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

1. Students. Students may be subject to the disciplinary methods listed in the student discipline code.

2. Staff. Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.

3. Patrons. Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

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

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

1. All students present are fully clothed;

2. The coach is accompanied by at least one additional adult at all times; and

3. If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present.

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

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

DRAFT

Jason James <jjames@shawnee.k12.ok.us>

Section G

Turner Bass <tbass@shawnee.k12.ok.us> Fri, Nov 6, 2026 at 10:42 AM
To: Jason James <jjames@shawnee.k12.ok.us>

Dr. James,

Certainly. Here are my notes outlining the committee's recommendation:

Approved as is:
GKF: Disciplinary Action for Misuse of School Bathrooms and Changing Facilities

Selection of Optional language:
GIA: Distribution of Information and Materials on School Premises

- Select Option 2: Superintendent review and approval process

GK: Use of School Property

- select "will not" and "will not"

Modifications needed:
GBA: Open Records Act

- the research rate should be $100/hr
- the "superintendent shall be the district's

GK: Use of School Property

- strike line of "specific property that will be open includes"

⚠️ **Not completed:**
GGFA: Indian Tribal Involvement

- Dr. James and Graham are working together to make better language for this policy

These procedures and forms to be removed:
GBA-R — Open Records Act (Regulation)
GBA-E — Public Record Access Request
GJ-R — School Visitors
GK-R1 — Use of School Property
GK-R2 — Control, Use, and Operation of the School Auditorium
GK-R3 — Use of Athletic Facilities
GK-R4 — Use of High School/Middle School Cafeteria
GK-R5 — Use of Swimming Facilities
GK-R6 — Use of Concessions Building
GK-R7 — Coaching Clinics/Camps Held on School Premises
GK-R8 — Use of School Facilities by Outside Service Providers
GK-E1 — Request for Use of School Property
GK-E2 — Lending Agreement
GK-E3 — Rental of School Auditorium: Report on Ticket Sales
GK-E4 — Contract for Rental: School Community Center
GK-E5 — Cafeteria Use Agreement
GK-E6 — Agreement to Use Facility/Banquet Services
GAE — Community Sponsored Activities / Contests for Students

Let me know if you need anything else!

Have a great day,

Turner
[Quoted text hidden]

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. In addition to the above, every school employee having reason to believe, or receiving an allegation or disclosure, that a student is the victim of sexual abuse, sexual assault, or sexual misconduct shall report the disclosure, allegation or information within twenty-four hours to local law enforcement.

Local law enforcement means a law enforcement agency that is independent of the school district, campus police department and shall not include a school resource officer employed by the school district unless directed by the independent law enforcement agency. When a school resource officer is utilized, the office shall submit a written report describing the circumstances and any actions taken to the independent law enforcement agency. Reports must be made prior to any formal investigation or questioning of the subject of the disclosure or allegation.

No school investigator, administrator or official shall conduct formal interviews of the subject of the disclosure or allegation or engage in disciplinary proceedings until law enforcement has been notified and has had the opportunity to interview the involved parties, unless law enforcement determines that an immediate school response is necessary to protect student safety.

Any school employee with knowledge of a report shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the State Department of Education.

The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

"Child Abuse and Neglect" shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;

REPORTING SUSPECTED CHILD ABUSE (Cont.)

7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;

8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;

9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;

10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;

11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes;

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes; and

16. Sexual battery, when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is eighteen (18) years of age or older and is an employee of a private or public school system.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees.

Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any

REPORTING SUSPECTED CHILD ABUSE (Cont.)

superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction be guilty of a felony in accordance with 21 O.S. § 593.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.

REFERENCE: 10A O.S. § 1-2-101
10A O.S. § 1-2-104
63 O.S. §1-120 (G)
70 O.S. §§ 1210.162, 1210.163 and 1210.164
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

SHAWNEE PUBLIC SCHOOLS

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

DR. JASON JAMES
SUPERINTENDENT

SHAWNEE PUBLIC SCHOOLS

MANDATORY REPORTING • QUICK REFERENCE

Suspected child abuse, sexual abuse, or neglect | ALL employees

If you have reason to believe a student is being abused or neglected, REPORT IMMEDIATELY. You do not need proof. Reporting is your individual legal responsibility.

1 CALL DHS For a student under 18, immediately call the Child Abuse Hotline: 1-800-522-3511.

2 REQUEST DHS REFERENCE NUMBER Ask for the DHS report/reference number before ending the call. If unavailable, record the date, time, and information provided.

3 REPORT TO LAW ENFORCEMENT Immediately call one of the Shawnee Police Department officers below AND follow up by email to document your report:

- If during the school day contact the Police at:
- Officer Kyle Dougherty — Shawnee High School, Ext. 1410 | kyldougherty@shawnee.k12.ok.us
- Officer Allen Nichosl — Shawnee Middle School, Ext. 1176 | allnichols@shawnee.k12.ok.us

If neither officer answers, or if it is outside the school day, immediately call Shawnee Police Department at 405-273-2121. Do not delay reporting. Email alone does not satisfy the law enforcement reporting requirement. Send a follow-up email for documentation without including sensitive allegations.

4 REQUEST POLICE REPORT NUMBER Ask for an incident/report number. If unavailable, record the agency, officer, date, and time, and follow up.

5 NOTIFY YOUR ADMINISTRATOR After external reports, notify your principal or immediate administrator. If implicated, notify the Superintendent or another uninvolved administrator.

6 COMPLETE DOCUMENTATION Complete the district reporting form with dates/times, reference numbers, administrator notified, and factual information. Store securely.

CRITICAL REMINDERS

- If there is immediate danger, call 911 and take appropriate protective action.
- For students 18 or older, immediately report suspected abuse to local law enforcement.
- Never wait for a principal, counselor, or colleague to report. Do not investigate or interview witnesses or an accused person.
- Allegations involving school employees trigger additional administrator reporting and investigation restrictions.
- Keep student information confidential; do not include detailed allegations in routine email.

REPORT FIRST • DOCUMENT • NOTIFY ADMINISTRATION

Legal references: 10A O.S. § 1-2-101; 70 O.S. § 1210.163. Confirm district contact procedures and final wording with legal counsel.

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

DR. JASON JAMES
SUPERINTENDENT

SHAWNEE PUBLIC SCHOOLS
Mandatory Reporting Protocol

Suspected Child Abuse, Sexual Abuse, or Neglect

Applies to: ALL Shawnee Public Schools Employees

Oklahoma law requires school employees to immediately report suspected child abuse or neglect to the appropriate authorities. This includes suspected physical abuse, sexual abuse, and neglect, regardless of whether the suspected abuser is a parent, family member, community member, school employee, or another individual.

You do not need proof that abuse or neglect occurred. If you have reason to believe a student is being abused or neglected, you must report it.

REQUIRED REPORTING PROCEDURES

STEP 1 — CALL DHS IMMEDIATELY

Call the Oklahoma Department of Human Services Child Abuse Hotline:

1-800-522-3511

Report the information that caused you to reasonably suspect abuse or neglect.

For students under 18, this call is required regardless of who is suspected of committing the abuse.

STEP 2 — OBTAIN A DHS REFERENCE NUMBER

Before ending the call, request the DHS report or reference number and record it for your documentation.

If DHS does not provide a number, document the date, time, and any identifying information provided. Do not delay other required reporting.

STEP 3 — REPORT TO LOCAL LAW ENFORCEMENT

Immediately call one of the Shawnee Police Department officers below AND follow up by email to document your report:

If during the school day contact the Police at:

- Officer Kyle Dougherty — Shawnee High School, Ext. 1410 | kyldougherty@shawnee.k12.ok.us
- Officer Allen Nichols — Shawnee Middle School, Ext. 1176 | allnichols@shawnee.k12.ok.us

If neither officer answers, or if it is outside the school day, immediately call Shawnee Police Department at 405-273-2121. Do not delay reporting. Email alone does not satisfy the law enforcement reporting requirement. Send a follow-up email for documentation without including sensitive allegations.

Important: An email alone is not sufficient confirmation that law enforcement has received your report. Make direct contact with an officer or the appropriate law enforcement agency.

If neither officer is immediately available, contact the local law enforcement agency directly. Do not delay reporting.

STEP 4 — REQUEST A POLICE REPORT NUMBER

Request the police incident or report number associated with your report.

Record the number for your documentation. If a number is not immediately available, record the agency, officer's name, date, and time of your report, and follow up to obtain the number.

STEP 5 — NOTIFY YOUR BUILDING PRINCIPAL OR ADMINISTRATOR

After making the required external reports, notify your building principal or immediate district administrator that a mandatory report has been made.

If the allegation involves your building principal or administrator, notify the Superintendent or another uninvolved district administrator.

District notification does not replace reporting to DHS or law enforcement.

STEP 6 — COMPLETE THE DOCUMENTATION FORM

Complete the district's Mandatory Reporting Documentation Form.

Include:

- Date and time of the suspected incident or disclosure
- Date and time of your DHS report
- DHS reference number, if provided
- Date and time of your law enforcement report
- Police report number, if provided
- Name of the administrator notified
- Factual information relevant to the report

Maintain the documentation securely in accordance with district procedures. Do not place sensitive student information or detailed allegations in routine email messages or unsecured files.

IMPORTANT REMINDERS

- Reporting is your individual responsibility. Do not assume someone else has made the report.
- Do not investigate. School employees should not independently question witnesses, interview an accused person, or attempt to determine whether an allegation is true.
- Do not delay. Reporting to DHS and law enforcement takes priority over district notification and paperwork.
- Maintain confidentiality. Share information only with appropriate authorities and district personnel who have a legitimate need to know.
- Protect the student. If a student is in immediate danger, call 911 and take appropriate immediate protective action.
- Reports involving school employees require additional administrative action. District administrators must comply with the statutory reporting and investigation restrictions applicable to allegations involving school personnel.
- Good-faith reporting is protected. Retaliation against an employee for making a good-faith report is prohibited.

REMEMBER-When in doubt, make the report.

Our responsibility is to recognize and report reasonable suspicions. Determining whether abuse or neglect occurred is the responsibility of the appropriate investigative authorities.

Legal references: 10A O.S. § 1-2-101; 70 O.S. § 1210.163, as amended; applicable district policy.

CHILD ABUSE REPORTING FORM

Hotline number: 800-522-3511
Agency Contacted: DHS ☐ Law Enforcement (LE) ☐

Date of Contact with Agency/LE: _____ Time of Contact with DHS: _____

Agency/LE Confirmation Number: _____ Contact Person: _____

Name of Child: _____ Age of Child: _____ ID # _____

School: _____ Grade: _____

Names, Ages, ID #s of Additional Children: _____

_____

Address of Child/ren: _____

_____

Describe the injuries and/or incident as reported: _____

_____

_____

_____

_____

_____

_____

Submit form(s) to the principal and/or other designated administrator within 24 hours of hotline reporting. Submit one form for each agency contacted.

_____ _____

Signature of Principal/Director *Date Received*

_____ _____

Principal and/or other Designated Administrator *Date Received*

OKLAHOMA Education

Vision Bank 's Term Sheet for Shawnee Public Schools

Baseball & Softball Turf Project

Type of Financing:	Bank Qualified/Tax Exempt Lease Purchase Agreement
Amount:	$1,300,000.00
Term:	6 years
1st payment date:	12 months after inception of lease purchase
Payment Frequency:	Annual
Rate:	4.05%
Origination Fee:	$1,950 documentation fee (15BPs)
Estimated Annual Payment:	$244,421
	This bid is contingent upon the lease being a Bank Qualified/Tax Exempt Lease Purchase Agreement

BOARD OF EDUCATION ELECTION RESOLUTION

TO: Pottawatomie County Election Board

FROM: The Shawnee School District, Independent School District No. I-93 of Pottawatomie, County, Oklahoma

The Board of Education of the Shawnee School District has approved the following resolution calling for an election to be submitted to the voters of the district.

Date of the Election:

A Board of Education Primary Election shall be held on February 9, 2027, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 6, 2027, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

Board Member Position on Ballot:

The voters shall elect a board member for board position No. 1, which has a 4-year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a

period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voters shall call for the voters to:

1. Select one candidate for Shawnee School Board Position No. 1.

Approved by the Shawnee Board of Education this ___ day of _____, ____.

_____ _____

President of the Board of Education Clerk of the Board of Education

Minutes of the Monday, October 5, 2026 Board Meeting

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Regular Session on Monday, October 5, 2026 at the Board of Education - Administration Building, 326 N. Union Ave., Shawnee, OK 74801.

1. Call to Order

2. Roll Call

Attendance Taken at 6:00 PM.

Turner Bass:	Present
Clif Harden:	Present
Amanda Hillhouse:	Present
Casey White:	Present
Russ Oliver:	Present
Jeanne Swinney:	Absent
Ms. Kristen Wilson:	Absent

3. Recognition of Jefferson Elementary Principal Jennifer Epperley, Students, and Staff

A. Flag Salute

B. Minute of Silence and Invocation

C. Presentation to the Board of Education of Jefferson Elementary Programs

4. Opportunity for Public Comment
Cyndi Berger came forward to discuss 5.C., Policy Changes.

5. Report of the Superintendent
Dr. James announced that the Jim Thorpe art winners will be presented at the next board meeting.
Dr. James also shared that Tristan Wyatt will be at each of the site faculty meetings to discuss a health insurance option.
Dr James shared upcoming dates available for conferences for board members to attend.
Turner Bass gave a shout-out regarding the Learning Loop and also recognized communications.

A. Central Office Reports

- Educational Services Report
- Special Services Report

- Communications Report
- Operations Report

B. Board discussion and possible action on Regular Board Meeting dates for 2027
Motion was made by Clif Harden and seconded by Mandy Hillhouse to approve Regular Board Meeting dates for 2027. Motion carried.
Jeanne Swinney: Absent, Ms Kristen Wilson: Absent, Clif Harden: Yes, Russ Oliver: Yes, Casey White: Yes, Turner Bass: Yes, Mandy Hillhouse: Yes
Yes: 5, No: 0, Absent: 2

C. Board discussion and possible action on OSSBA Policy Section F
Motion was made by Mandy Hillhouse and seconded by Clif Harden to approve Section F of the OSSBA Policy as committee recommends. Motion carried.
Jeanne Swinney: Absent, Ms Kristen Wilson: Absent, Casey White: Yes, Clif Harden: Yes, Russ Oliver: Yes, Turner Bass: Yes, Mandy Hillhouse: Yes
Yes: 5, No: 0, Absent: 2

D. Update on Stucker construction
Matt Johnson presented an update on the construction of Stucker.

E. Board discussion and possible action on contract with Shaughnessy Group, LLC
No action was taken on the contract with Shaughnessy Group, LLC.

F. Discussion about 2027 Graduation
Dr. James gave an update on the surveys that were sent out regarding the 2027 Graduation and the possible locations for graduation to be held.

G. Board discussion on 2027-2028 DRAFT Instructional Calendar.
Dr. James shared that this 2027-2028 DRAFT instructional calendar has been shared with approximately 50 teachers who provided feedback for this calendar.

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

Motion was made by Clif Harden and seconded by Casey White to approve Consent Agenda as presented. Motion carried.
Jeanne Swinney: Absent, Ms Kristen Wilson: Absent, Casey White: Yes, Mandy Hillhouse: Yes, Clif Harden: Yes, Russ Oliver: Yes, Turner Bass: Yes
Yes: 5, No: 0, Absent: 2

A. Minutes of the September 14, 2026 Regular Board Meeting

B. Report of the Chief Financial Officer

a. Payroll POs

b. Encumbrance Registers for 26-27FY
BOND FUND 03 REGISTERS 5-7
GENERAL FUND 11 ENCUMBRANCES 503-602
CO-OP FUND 12 ENCUMBRANCES 6-7

BUILDING FUND 21 ENCUMBRANCES 23-27
BOND FUND 33 ENCUMBRANCES 23-76
GIFT FUND 81 ENCUMBRANCES 11-12

C. Agreements:
a) SSM Health Athletic Trainer Contract
b) Oklahoma Secondary School Activities Association (OSSAA) Cooperative Agreements w/Pleasant Grove School & Shawnee Middle School for the 26-27 SY
c) Oklahoma Secondary School Activities Association (OSSAA) Cooperative Agreements w/Grove School & Shawnee Middle School for the 26-27 SY
d) Holly McBride, M.Ed., M.S. - School Psychometrist Evaluation Services

D. Organizations Requesting Sanctioning for the 26-27 SY.
a) Shawnee Varsity Pom

7. Proposed Executive Session to discuss:

A. Superintendent's Personnel Report

a. Vote to convene or not to convene into Executive Session
Motion was made by Casey White and seconded by Russ Oliver to not convene to Executive Session. Motion carried.
Jeanne Swinney: Absent, Ms Kristen Wilson: Absent, Mandy Hillhouse: Yes, Turner Bass: Yes, Russ Oliver: Yes, Clif Harden: Yes, Casey White: Yes
Yes: 5, No: 0, Absent: 2

8. Acknowledge to return to Open Session

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

10. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)
Motion was made by Casey White and seconded by Clif Harden to approve Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover). Motion carried.
Jeanne Swinney: Absent, Ms Kristen Wilson: Absent, Casey White: Yes, Mandy Hillhouse: Yes, Russ Oliver: Yes, Turner Bass: Yes, Clif Harden: Yes
Yes: 5, No: 0, Absent: 2

11. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. § 311.
No new business.

12. Board member comments and announcements
Mandy Hillhouse commended the Homecoming parade.
Mandy Hillhouse complimented the students involved in the high school play.
Dr. James shared that work was already beginning for the 2027 Homecoming Parade to be bigger and better. Dr. James also shared that several businesses from downtown have reached out to share that they had a great business day.
Turner Bass shared the excitement and energy downtown for the Homecoming Parade.

13. Adjournment

Motion was made by Turner Bass, Board President, to adjourn meeting at 6:59PM.
Motion unseconded.

ATTEST: _____ President

Clerk: _____

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

Approved: _____

Secretary: _____

Shawnee Public Schools - Statement of Financial Activity

	General	CooP Funds	Building	Bond Funds	Sinking Funds	Gift Funds	Insurance Funds	Total
Beginning Balance 09/01/2026	$ 5,022,390.14	$ 2,865.41	$ 2,904,106.40	$ 1,386,646.74	$ 317,164.46	$ 683,407.77	$ 1,345,784.67	$ 11,662,365.59
								$ -
Receipts - Local Revenue	$ 117,129.51	$ -	$ 46,611.82	$ -	$ 35,028.79	$ 18,254.98	$ -	$ 217,025.10
Receipts - Intermediate Revenue	$ 18,255.63	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,255.63
Receipts - State Revenue	$ 2,188,666.54	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,188,666.54
Receipts - Federal Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Receipts - Misc Revenue/Adjusting Entries	$ 202.50	$ -	$ -	$ -	$ -	$ -	$ -	$ 202.50
Total Receipts	$ 2,324,254.18	$ -	$ 46,611.82	$ -	$ 35,028.79	$ 18,254.98	$ -	$ 14,086,515.36
Disbursements - FY 26 Checks Paid	$ 2,749.16	$ -	$ -	$ 15,100.00	$ -	$ -	$ -	$ 17,849.16
Disbursements - FY 27 Checks Paid	$ 2,348,943.74	$ -	$ 67,228.84	$ 28,448.58	$ -	$ 1,750.00	$ 862,316.39	$ 3,308,687.55
Total Disbursements	$ 2,351,692.90	$ -	$ 67,228.84	$ 43,548.58	$ -	$ 1,750.00	$ 862,316.39	$ 3,326,536.71
Adjusting Entries - Interest								
Adjusting Entries - YE Reclassifications								
Ending Cash Balance 09/30/2026	$ 4,994,951.42	$ 2,865.41	$ 2,883,489.38	$ 1,343,098.16	$ 352,193.25	$ 699,912.75	$ 483,468.28	**$ 10,759,978.65**
Pending PO's							$ 483,468.28	
Outstanding Checks - FY 26	$ 1,649.69	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,649.69
Outstanding Checks - FY 27	$ 663,989.66	$ -	$ 15,514.60	$ 1,995.00	$ -	$ -	$ -	$ 681,499.26
Book End Balance (UNAUDITED)	$ 4,329,312.07	$ 2,865.41	$ 2,867,974.78	$ 1,341,103.16	$ 352,193.25	$ 699,912.75	$ 0	$ 10,076,829.70
FY 27 Appropriations	$ 42,517,915.00	$ -	$ 4,995,731.28					
FY 27 Encumbered Balance	$ 38,360,000.00		$ 2,263,000.00					
Estimated FY 27 Fund Balance (Unaudited)	$ 4,157,915.00		$ 2,732,731.28					

Shawnee Public Schools

Receipt Analysis

Options: Date Range: 9/1/2026 - 9/30/2026

Year	Receipt No	Date	Received From	Amount
11 11 - General Fund				
2027	83	9/1/2026	POTT CO	$5,830.00
2027	83	9/1/2026	POTT CO	$51,343.37
2027	83	9/1/2026	POTT CO	$476.12
2027	83	9/1/2026	POTT CO	$12,425.63
2027	83	9/1/2026	POTT CO	$129.45
2027	84	9/2/2026	DIAMOND ASSETS - MACBOOK BUY BACK	$12,731.25
2027	85	9/2/2026	CN - N ALOWAY	$20.00
2027	85	9/2/2026	CN - N ALOWAY	$5.00
2027	86	9/3/2026	CN - N ALOWAY	$5.00
2027	87	9/4/2026	CN - N ALOWAY	$2.50
2027	87	9/4/2026	CN - N ALOWAY	$2.50
2027	88	9/8/2026	CSM/COST SOLUTIONS - REBATE	$76.45
2027	90	9/8/2026	MSB - HS	$10.00
2027	91	9/8/2026	SERVICE OK - MOTOR VEH & REG	$117,844.90
2027	93	9/8/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	$90.40
2027	94	9/9/2026	CN - N ALOWAY	$5.50
2027	95	9/9/2026	CSM/COST SOLUTIONS - REBATE	$442.57
2027	96	9/10/2026	OK STATE TREASURER	$7,260.00
2027	97	9/10/2026	OTC	$8,867.38
2027	97	9/10/2026	OTC	$182.64
2027	98	9/14/2026	EDWARD JONES-MICHAEL SPERRY DONATION-HOMRUN CLUB	$5,000.00
2027	99	9/15/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	$150.60
2027	100	9/16/2026	CN - N ALOWAY	$5.50
2027	100	9/16/2026	CN - N ALOWAY	$2.50
2027	100	9/16/2026	CN - N ALOWAY	$0.60
2027	101	9/16/2026	SPS - PUP PACK MEALS	$2,076.75
2027	102	9/17/2026	OSDE - CERT HEALTH ALLOW IN LIEU OF FBA - 331	$3,538.48
2027	103	9/17/2026	OSDE - STATE PAID SALARY ADJUSTMENT 302	$16,635.86
2027	104	9/17/2026	OSDE - SUPPORT HEALTH ALLOW IN LIEU OF FBA - 332	$17,823.27
2027	105	9/17/2026	OSDE - SUPPORT HEALTH ALLOW - 335	$96,208.56
2027	106	9/17/2026	OSDE - CERTIFIED HEALTH ALLOWANCE - 334	$195,471.36
2027	107	9/17/2026	OSDE - FINANCIAL SUPPORT OF SCHOOLS	$1,655,760.08
2027	108	9/17/2026	MSB - MOSIAC -HS	$4.20
2027	108	9/17/2026	MSB - MOSIAC -HS	$5.98
2027	110	9/22/2026	JAMES & ALEXANDRA WATKINS - SPS PUP PACK - DAYCARE	$654.00
2027	111	9/23/2026	COL - SCHOOL LAND EARNINGS	$48,125.56
2027	112	9/24/2026	MSB - MOSIAC -HS	$2.10
2027	113	9/28/2026	CN - MEALS	$12.00
2027	113	9/28/2026	CN - MEALS	$5.00
2027	113	9/28/2026	CN - MEALS	$1.50
2027	114	9/28/2026	OSDE	$6,000.00
2027	115	9/28/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	$41.80
2027	116	9/28/2026	SPS PUP PACK - DAYCARE - VARIOUS EMPLOYEES	$10,083.00
2027	117	9/28/2026	SPS - WORK KEYS - BROOK PARTAIN	$202.50
2027	118	9/28/2026	CSM/COST SOLUTIONS - REBATE	$150.84
2027	118	9/28/2026	CSM/COST SOLUTIONS - REBATE	$170.64
2027	118	9/28/2026	CSM/COST SOLUTIONS - REBATE	$500.12
2027	118	9/28/2026	CSM/COST SOLUTIONS - REBATE	$218.90
2027	119	9/28/2026	MSB - MOSIAC - HS	$6.90
2027	120	9/28/2026	STATE OF OK - CAREER & TECH ED-1ST QRT 411/412	$3,250.00
2027	120	9/28/2026	STATE OF OK - CAREER & TECH ED-1ST QRT 411/412	$3,250.00
2027	120	9/28/2026	STATE OF OK - CAREER & TECH ED-1ST QRT 411/412	$4,000.00
2027	120	9/28/2026	STATE OF OK - CAREER & TECH ED-1ST QRT 411/412	$9,499.00
2027	120	9/28/2026	STATE OF OK - CAREER & TECH ED-1ST QRT 411/412	$2,080.00
2027	121	9/29/2026	CPN - IN LIEU OF TAXES - TAGS	$25,417.12
2027	122	9/29/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	$148.80
			11 11 - General Fund Total	**$2,324,254.18**

Shawnee Public Schools

Receipt Analysis

Options: Date Range: 9/1/2026 - 9/30/2026

Year	Receipt No	Date	Received From	Amount
21 21 - BUILDING				
2027	83	9/1/2026	POTT CO	$7,328.53
2027	123	9/30/2026	FIRST UNITED - INTEREST - SEPTEMBER	$39,283.29
			21 21 - BUILDING Total	**$46,611.82**
41 41 SINKING				
2027	83	9/1/2026	POTT CO	$35,028.79
			41 41 SINKING Total	**$35,028.79**
81 81 GIFT FUND				
2027	89	9/8/2026	SOVEREIGN BANK - STEM	$15,000.00
2027	92	9/8/2026	CLEO L GRAIG FOUNDATION-ICE MACHINE FOR TENNIS	$1,400.00
2027	92	9/8/2026	CLEO L GRAIG FOUNDATION-ICE MACHINE FOR TENNIS	$1,400.00
2027	109	9/21/2026	ARVEST CREDIT CARD	$447.42
2027	109	9/21/2026	ARVEST CREDIT CARD	$7.56
			81 81 GIFT FUND Total	**$18,254.98**
			Receipts Total	**$2,424,149.77**

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 9/1/2026 - 9/30/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
47	9/1/2026	101	AC	$24,021.44	Posted
	2026 11	9045	$94.77		
		2026 11 Total	$94.77		
	2027 11	664	$350.00		
	2027 11	651	$1,203.60		
	2027 11	650	$3,519.51		
	2027 11	649	$125.00		
	2027 11	644	$446.39		
	2027 11	637	$4,157.82		
	2027 11	583	$158.13		
	2027 11	322	$230.87		
	2027 11	318	$230.87		
	2027 11	314	$230.87		
	2027 11	238	$230.87		
	2027 11	235	$230.87		
	2027 11	167	$230.87		
	2027 11	665	$8,222.00		
		2027 11 Total	$19,567.67		
	2027 21	62	$2,230.00		
		2027 21 Total	$2,230.00		
	2027 33	30	$379.00		
		2027 33 Total	$379.00		
	2027 81	3	$1,750.00		
		2027 81 Total	$1,750.00		
48	9/2/2026	101	AC	$22,175.12	Posted
	2026 33	36	$15,100.00		
		2026 33 Total	$15,100.00		
	2027 11	652	$2,625.00		
	2027 11	646	$353.95		
	2027 11	641	$1,756.60		
	2027 11	639	$769.50		
	2027 11	296	$230.87		
		2027 11 Total	$5,735.92		
	2027 33	31	$389.20		
	2027 33	11	$950.00		
		2027 33 Total	$1,339.20		
49	9/3/2026	101	AC	$11,955.39	Posted
	2027 11	640	$1,180.00		
	2027 11	633	$138.00		
	2027 11	213	$230.87		
	2027 11	647	$415.00		
	2027 11	686	$150.00		
		2027 11 Total	$2,113.87		
	2027 33	32	$241.52		
	2027 33	28	$9,600.00		
		2027 33 Total	$9,841.52		
50	9/4/2026	101	AC	$31,121.54	Posted

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 9/1/2026 - 9/30/2026, Account: All, Status: All

Clearing No	Date	Year	Fund	Account No / Payment No	Account Type / Amount	Amount	Status
		2027	11	673	$12,082.64		
		2027	11	669	$7,668.88		
		2027	11	667	$2,912.77		
		2027	11	688	$234.09		
		2027	11	683	$2,244.24		
			2027	11 Total	$25,142.62		
		2027	21	65	$923.04		
		2027	21	63	$4,588.73		
			2027	21 Total	$5,511.77		
		2027	33	35	$348.89		
		2027	33	40	$118.26		
			2027	33 Total	$467.15		
51	9/8/2026			101	AC	$75,460.47	Posted
		2027	11	668	$3,045.00		
		2027	11	406	$195.08		
		2027	11	336	$230.87		
		2027	11	323	$230.87		
		2027	11	223	$230.87		
		2027	11	188	$230.87		
		2027	11	680	$66,521.79		
		2027	11	675	$109.04		
		2027	11	300	$230.87		
		2027	11	670	$1,705.00		
		2027	11	643	$139.64		
			2027	11 Total	$72,869.90		
		2027	21	64	$30.80		
			2027	21 Total	$30.80		
		2027	33	36	$2,090.82		
		2027	33	38	$468.95		
			2027	33 Total	$2,559.77		
52	9/9/2026			101	AC	$38,906.28	Posted
		2026	11	9075	$2,005.00		
		2026	11	9065	$225.00		
		2026	11	9060	$292.39		
			2026	11 Total	$2,522.39		
		2027	11	692	$1,905.00		
		2027	11	690	$3,735.00		
		2027	11	689	$306.00		
		2027	11	685	$73.30		
		2027	11	682	$63.04		
		2027	11	679	$651.17		
		2027	11	678	$5,565.00		
		2027	11	677	$9,455.00		
		2027	11	676	$7,556.25		
		2027	11	674	$5,615.06		
		2027	11	672	$390.47		
		2027	11	671	$196.91		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 9/1/2026 - 9/30/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
	2027 11	604	$50.00		
	2027 11	452	$129.08		
	2027 11	357	$230.87		
	2027 11	294	$230.87		
	2027 11	290	$230.87		
	2027 11 Total		$36,383.89		
53	9/10/2026	101	AC	$4,817.07	Posted
	2027 11	684	$4,118.00		
	2027 11	691	$699.07		
	2027 11 Total		$4,817.07		
54	9/11/2026	101	AC	$5,445.59	Posted
	2027 11	666	$5,445.59		
	2027 11 Total		$5,445.59		
55	9/14/2026	101	AC	$11,613.62	Posted
	2026 11	9074	$132.00		
	2026 11 Total		$132.00		
	2027 11	603	$40.00		
	2027 11	687	$742.48		
	2027 11	697	$5,411.88		
	2027 11	696	$1,150.95		
	2027 11	699	$860.00		
	2027 11	710	$605.45		
	2027 11	150	$230.87		
	2027 11 Total		$9,041.63		
	2027 33	45	$200.45		
	2027 33	39	$188.00		
	2027 33	43	$690.63		
	2027 33	47	$358.93		
	2027 33	44	$174.32		
	2027 33	41	$827.66		
	2027 33 Total		$2,439.99		
56	9/15/2026	101	AC	$29,472.84	Posted
	2027 11	712	$309.95		
	2027 11	708	$58.32		
	2027 11	706	$11,346.75		
	2027 11	702	$25.44		
	2027 11	701	$13,497.01		
	2027 11	707	$405.63		
	2027 11 Total		$25,643.10		
	2027 33	37	$3,756.77		
	2027 33	46	$72.97		
	2027 33 Total		$3,829.74		
57	9/16/2026	101	AC	$6,861.98	Posted
	2027 11	700	$4,740.48		
	2027 11	694	$121.50		
	2027 11	703	$2,000.00		
	2027 11 Total		$6,861.98		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 9/1/2026 - 9/30/2026, Account: All, Status: All

Clearing No	Date	Year	Fund	Account No / Payment No	Account Type / Amount	Amount	Status
58	9/18/2026			101	AC	$1,885,875.19	Posted
		2027	11	711	$670.00		
		2027	11	705	$8,240.75		
		2027	11	698	$4,000.00		
		2027	11	681	$500.00		
		2027	11	1215	$1,426,244.28		
		2027	11	1211	$399,018.49		
		2027	11	1207	$1,260.00		
		2027	11	1238	$58.25		
		2027	11	704	$600.00		
				2027 11 Total	$1,840,591.77		
		2027	21	82	$35,390.20		
		2027	21	80	$9,893.22		
				2027 21 Total	$45,283.42		
59	9/21/2026			101	AC	$32,455.03	Posted
		2027	11	248	$230.87		
		2027	11	198	$230.87		
		2027	11	1240	$12,617.25		
		2027	11	1258	$471.85		
		2027	11	1241	$9,365.67		
		2027	11	1250	$2,645.00		
		2027	11	1243	$2,299.54		
		2027	11	1255	$398.97		
				2027 11 Total	$28,260.02		
		2027	33	50	$1,165.76		
		2027	33	52	$2,910.00		
		2027	33	49	$119.25		
				2027 33 Total	$4,195.01		
60	9/23/2026			101	AC	$20,622.02	Posted
		2027	11	1253	$500.00		
		2027	11	1245	$20,122.02		
				2027 11 Total	$20,622.02		
61	9/17/2026			101	AC	$1,109.73	Posted
		2027	11	695	$427.40		
				2027 11 Total	$427.40		
		2027	33	34	$682.33		
				2027 33 Total	$682.33		
62	9/24/2026			101	AC	$38,842.01	Posted
		2027	11	1256	$1,994.88		
		2027	11	1254	$2,157.38		
		2027	11	1251	$461.50		
		2027	11	1249	$1,000.00		
		2027	11	1244	$32,820.00		
		2027	11	259	$230.87		
				2027 11 Total	$38,664.63		
		2027	33	51	$177.38		
				2027 33 Total	$177.38		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 9/1/2026 - 9/30/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
63	9/22/2026	101	AC	$75,003.78	Posted
	2027 11	1246	$12,657.00		
	2027 11	1239	$4,429.80		
	2027 11	876	$1,681.69		
	2027 11	766	$461.75		
	2027 11	1223	$53,264.00		
	2027 11	713	$320.00		
		2027 11 Total	$72,814.24		
	2027 21	84	$1,233.00		
		2027 21 Total	$1,233.00		
	2027 33	48	$224.20		
	2027 33	54	$732.34		
		2027 33 Total	$956.54		
64	9/25/2026	101	AC	$11,071.38	Posted
	2027 11	1242	$69.74		
	2027 11	1269	$9,850.00		
	2027 11	1285	$201.64		
		2027 11 Total	$10,121.38		
	2027 33	42	$950.00		
		2027 33 Total	$950.00		
65	9/28/2026	101	AC	$10,083.00	Posted
	2027 11	1281	$10,083.00		
		2027 11 Total	$10,083.00		
66	9/28/2026	101	AC	$202.50	Posted
	2027 11	1229	$202.50		
		2027 11 Total	$202.50		
67	9/28/2026	101	AC	$883,157.17	Posted
	2027 11	1280	$2,133.60		
	2027 11	1257	$370.00		
	2027 11	1247	$4,539.00		
	2027 11	1259	$5,960.77		
	2027 11	1261	$2,245.46		
	2027 11	1286	$1,413.03		
	2027 11	1276	$1,202.93		
	2027 11	1262	$1,078.60		
	2027 11	1266	$260.16		
	2027 11	1274	$1,006.28		
		2027 11 Total	$20,209.83		
	2027 33	53	$630.95		
		2027 33 Total	$630.95		
	2027 86	2	$862,316.39		
		2027 86 Total	$862,316.39		
68	9/29/2026	101	AC	$75,705.27	Posted
	2027 11	1271	$35.48		
	2027 11	1268	$7,582.05		
	2027 11	1267	$205.20		
	2027 11	1248	$65,537.50		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 9/1/2026 - 9/30/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
	2027 11	1232	$383.79		
	2027 11	1219	$771.25		
	2027 11	1210	$600.00		
		2027 11 Total	$75,115.27		
	2027 21	79	$590.00		
		2027 21 Total	$590.00		
69	9/30/2026	101	AC	$28,481.54	Posted
	2027 11	1279	$690.59		
	2027 11	1273	$571.50		
	2027 11	1252	$5.79		
	2027 11	1212	$300.00		
	2027 11	1205	$10,466.33		
	2027 11	1208	$4,097.48		
		2027 11 Total	$16,131.69		
	2027 21	87	$12,349.85		
		2027 21 Total	$12,349.85		
88	9/11/2026	101	AC	$2,076.75	Posted
	2027 11	709	$2,076.75		
		2027 11 Total	$2,076.75		

Year and Fund Totals:

2026	11	$2,749.16
2026	33	$15,100.00
2027	11	$2,348,943.74
2027	21	$67,228.84
2027	33	$28,448.58
2027	81	$1,750.00
2027	86	$862,316.39

Total Payment Clearing Posted = $3,326,536.71

Total Payment Clearing Not Posted = $0.00

Shawnee Public Schools - Statement of Financial Activity

	General	CooP Funds	Building	Bond Funds	Sinking Funds	Gift Funds	Insurance Funds	Total
Beginning Balance 10/01/2026	$ 4,994,951.42	$ 2,865.41	$ 2,883,489.38	$ 1,343,098.16	$ 352,193.25	$ 699,912.75	$ 483,468.28	$ 10,759,978.65
								$ -
Receipts - Local Revenue	$ 32,979.85	$ -	$ 40,100.62	$ -	$ 12,799.75	$ 5,441.75	$ -	$ 91,321.97
Receipts - Intermediate Revenue	$ 8,903.76	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,903.76
Receipts - State Revenue	$ 2,205,948.87	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,205,948.87
Receipts - Federal Revenue	$ 581,702.05	$ -	$ -	$ -	$ -	$ -	$ -	$ 581,702.05
Receipts - Misc Revenue/Adjusting Entries	$ 40.50	$ -	$ -	$ -	$ -	$ -	$ -	$ 40.50
Total Receipts	$ 2,829,575.03	$ -	$ 40,100.62	$ -	$ 12,799.75	$ 5,441.75	$ -	$ 13,647,895.80
Disbursements - FY 26 Checks Paid	$ 100.08	$ -	$ 257.27	$ -	$ -	$ -	$ -	$ 357.35
Disbursements - FY 27 Checks Paid	$ 3,157,261.79	$ 1,743.19	$ 77,369.00	$ 35,109.09	$ -	$ 1,359.56	$ 2,300.00	$ 3,275,142.63
Total Disbursements	$ 3,157,361.87	$ 1,743.19	$ 77,626.27	$ 35,109.09	$ -	$ 1,359.56	$ 2,300.00	$ 3,275,499.98
Adjusting Entries - Interest Correcting Entries	$ 2,583.00							
Ending Cash Balance 10/31/2026	$ 4,664,581.58	$ 1,122.22	$ 2,845,963.73	$ 1,307,989.07	$ 364,993.00	$ 703,994.94	$ 481,168.28	**$ 10,369,812.82**
Pending PO's							$ 35,185.00	
Outstanding Checks - FY 26	$ 1,549.61	$ -	$ 779.76	$ -	$ -	$ -	$ -	$ 2,329.37
Outstanding Checks - FY 27	$ 781,565.26	$ -	$ 142,308.36	$ 5,870.46	$ -	$ -	$ 445,983.28	$ 1,375,727.36
Book End Balance (UNAUDITED)	$ 3,881,466.71	$ 1,122.22	$ 2,702,875.61	$ 1,302,118.61	$ 364,993.00	$ 703,994.94	$ 0.00	$ 8,991,756.09
FY 27 Appropriations	$ 42,517,915.00	$ -	$ 4,995,731.28					
FY 27 Encumbered Balance	$ 38,360,000.00		$ 2,263,000.00					
Estimated FY 27 Fund Balance (Unaudited)	$ 4,157,915.00		$ 2,732,731.28					

Shawnee Public Schools

Receipt Analysis

Options: Date Range: 10/1/2026 - 10/31/2026

Year	Receipt No	Date	Received From	Amount
11 11 - General Fund				
2027	124	10/1/2026	JOSH & NATALIE CHISM - SPS PUP PACK DAYCARE	$654.00
2027	126	10/1/2026	DHS - SOCIAL WORKER BENEFITS & SALARY	$3,071.38
2027	127	10/1/2026	POTT CO	$2,473.79
2027	127	10/1/2026	POTT CO	$18,723.10
2027	127	10/1/2026	POTT CO	$472.29
2027	127	10/1/2026	POTT CO	$6,429.97
2027	127	10/1/2026	POTT CO	$61.32
2027	128	10/2/2026	MSB - MOSIAC -HS	$4.02
2027	129	10/5/2026	CN - MEALS	$20.50
2027	129	10/5/2026	CN - MEALS	$43.50
2027	130	10/5/2026	STATE OF OK - OPIOID GRANT	$18,750.00
2027	131	10/5/2026	CSM/COST SOLUTIONS - REBATE	$145.62
2027	133	10/5/2026	MSB - MOSIAC -HS	$2.10
2027	134	10/6/2026	CSM/COST SOLUTIONS - REBATE	$176.67
2027	135	10/6/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	$209.00
2027	136	10/7/2026	MSB - MOSIAC -HS	$2.10
2027	137	10/8/2026	CN - MEALS	$2.50
2027	138	10/8/2026	SERVICE OK - MOTOR VEH & REG	$141,992.82
2027	139	10/9/2026	OSDE - SCH BREAKFAST/LUNCH PROG - (SSO) - 763/764	$183.00
2027	139	10/9/2026	OSDE - SCH BREAKFAST/LUNCH PROG - (SSO) - 763/764	$803.55
2027	140	10/9/2026	OSDE - SCH BREAKFAST/LUNCH PROG - (SSO) - 763/764	$262.30
2027	140	10/9/2026	OSDE - SCH BREAKFAST/LUNCH PROG - (SSO) - 763/764	$433.43
2027	141	10/13/2026	OTC	$6,014.72
2027	141	10/13/2026	OTC	$192.58
2027	142	10/13/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	$325.80
2027	143	10/15/2026	OSDE - FINANCIAL SUPPORT OF SCHOOLS	$1,655,760.07
2027	144	10/15/2026	OSDE - CERTIFIED HEALTH ALLOWANCE - 334	$195,471.36
2027	145	10/15/2026	OSDE - SUPPORT HEALTH ALLOW - 335	$96,208.56
2027	146	10/15/2026	OSDE - SUPPORT HEALTH ALLOW IN LIEU OF FBA - 332	$17,823.28
2027	147	10/15/2026	OSDE - SCHOOL SECURITY REVOLVING FUND	$8,317.93
2027	148	10/15/2026	OSDE - MAC PMT-PROJ 697	$3,858.01
2027	149	10/15/2026	OSDE - CERT HEALTH ALLOW IN LIEU OF FBA - 331	$3,538.48
2027	150	10/15/2026	DHS - SOCIAL WORKER BENEFITS & SALARY	$3,071.38
2027	151	10/15/2026	DHS - SOCIAL WORKER BENEFITS & SALARY	$3,071.38
2027	152	10/15/2026	OSDE - STUDENT TEACHING STIPEND - E. YARDY	$1,749.00
2027	153	10/16/2026	OSDE - NAT'L SCH LUNCH - 763	$129,990.04
2027	154	10/16/2026	OSDE - SCH BREAKFAST PROG - 764	$50,968.55
2027	155	10/16/2026	OSDE - MAC PMT-PROJ 697	$34,286.28
2027	156	10/19/2026	CN - MEALS	$52.50
2027	157	10/19/2026	OSDE - PROJECT RESPECT LEA - 780	$45,648.15
2027	158	10/20/2026	CN - MEALS	$2.50
2027	160	10/20/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	$67.00
2027	161	10/21/2026	CN - MEALS	$2.50
2027	161	10/21/2026	CN - MEALS	$7.50
2027	162	10/22/2026	CN - MEALS	$14.00
2027	162	10/22/2026	CN - MEALS	$2.50
2027	163	10/23/2026	CN - MEALS	$5.25
2027	165	10/23/2026	CSM/COST SOLUTIONS - REBATE	$169.92
2027	165	10/23/2026	CSM/COST SOLUTIONS - REBATE	$105.24
2027	165	10/23/2026	CSM/COST SOLUTIONS - REBATE	$140.94
2027	165	10/23/2026	CSM/COST SOLUTIONS - REBATE	$241.81
2027	165	10/23/2026	CSM/COST SOLUTIONS - REBATE	$88.21
2027	165	10/23/2026	CSM/COST SOLUTIONS - REBATE	$199.10
2027	165	10/23/2026	CSM/COST SOLUTIONS - REBATE	$104.43
2027	166	10/23/2026	COL - SCHOOL LAND EARNINGS	$50,854.61
2027	167	10/23/2026	OSDE - SCH BREAKFAST PROG - 764	$93,357.45
2027	168	10/26/2026	OSDE - NAT'L SCH LUNCH - 763	$221,911.29

Shawnee Public Schools

Receipt Analysis

Options: Date Range: 10/1/2026 - 10/31/2026

	Year	Receipt No	Date	Received From	Amount
	2027	169	10/27/2026	CN - MEALS	$5.00
	2027	169	10/27/2026	CN - MEALS	$2.50
	2027	169	10/27/2026	CN - MEALS	$0.50
	2027	169	10/27/2026	CN - MEALS	$2.75
	2027	169	10/27/2026	CN - MEALS	$22.00
	2027	170	10/27/2026	SPS - WORK KEYS - ALYSON STONE	$40.50
	2027	171	10/27/2026	SPS PUP PACK - DAYCARE - VARIOUS EMPLOYEES	$10,901.00
	2027	172	10/29/2026	CN - MEALS	$2.50
	2027	172	10/29/2026	CN - MEALS	$20.00
	2027	172	10/29/2026	CN - MEALS	$32.50
	2027	172	10/29/2026	CN - MEALS	$6.50
				11 11 - General Fund Total	**$2,829,575.03**
21 21 - BUILDING					
	2027	127	10/1/2026	POTT CO	$2,672.46
	2027	132	10/5/2026	BANCFIRST - OVERPAYMENT OF LOAN 16408600	$103.31
	2027	173	10/31/2026	FIRST UNITED - INTEREST - OCTOBER	$37,324.85
				21 21 - BUILDING Total	**$40,100.62**
41 41 SINKING					
	2027	127	10/1/2026	POTT CO	$12,799.75
				41 41 SINKING Total	**$12,799.75**
81 81 GIFT FUND					
	2027	125	10/1/2026	DOLLAR GENERAL LIT FOUN - JEFF LITERACY GRANT	$5,000.00
	2027	159	10/20/2026	ARVEST CREDIT CARD	$332.27
	2027	159	10/20/2026	ARVEST CREDIT CARD	$9.48
	2027	164	10/23/2026	JMG VACUUM TRUCKS - FRIENDS OF ATHLETICS DONATION	$100.00
				81 81 GIFT FUND Total	**$5,441.75**
				Receipts Total	**$2,887,917.15**

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 10/1/2026 - 10/31/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
70	10/1/2026	101	AC	$7,247.54	Posted
	2027 11	1278	$3,211.81		
	2027 11	1272	$1,299.45		
	2027 11	1260	$60.00		
	2027 11	1222	$20.41		
	2027 11	246	$230.87		
	2027 11	1209	$100.00		
	2027 11	1306	$330.00		
	2027 11 Total		$5,252.54		
	2027 33	33	$1,995.00		
	2027 33 Total		$1,995.00		
71	10/2/2026	101	AC	$70,848.36	Posted
	2027 11	1270	$20,650.00		
	2027 11	1224	$578.25		
	2027 11	1221	$180.00		
	2027 11	1216	$89.70		
	2027 11	1214	$317.40		
	2027 11	1206	$30,391.42		
	2027 11	1293	$2,657.46		
	2027 11	1305	$5,863.20		
	2027 11	1291	$297.16		
	2027 11 Total		$61,024.59		
	2027 21	83	$30.00		
	2027 21	78	$748.84		
	2027 21	88	$2,796.92		
	2027 21 Total		$3,575.76		
	2027 33	55	$6,055.00		
	2027 33	57	$38.13		
	2027 33 Total		$6,093.13		
	2027 81	4	$154.88		
	2027 81 Total		$154.88		
72	10/5/2026	101	AC	$105,848.46	Posted
	2027 11	1301	$8,534.14		
	2027 11	1292	$299.00		
	2027 11	1265	$14,461.90		
	2027 11	1264	$5,218.48		
	2027 11	1228	$50.00		
	2027 11	1227	$550.00		
	2027 11	1218	$50.00		
	2027 11	1203	$39.00		
	2027 11	1303	$75,834.02		
	2027 11	1295	$159.96		
	2027 11	268	$230.87		
	2027 11 Total		$105,427.37		
	2027 33	59	$421.09		
	2027 33 Total		$421.09		
73	10/6/2026	101	AC	$39,757.07	Posted

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 10/1/2026 - 10/31/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
	2027 11	1307	$199.00		
	2027 11	1304	$26,335.91		
	2027 11	1299	$260.00		
	2027 11	1297	$4,658.60		
	2027 11	1294	$489.63		
	2027 11	1217	$271.03		
	2027 11	1204	$252.90		
	2027 11	1263	$6,040.00		
	2027 11 Total		$38,507.07		
	2027 21	89	$1,250.00		
	2027 21 Total		$1,250.00		
74	10/7/2026	101	AC	$1,855.28	Posted
	2027 11	1300	$520.40		
	2027 11	1290	$112.95		
	2027 11	367	$230.87		
	2027 11	1308	$750.00		
	2027 11	1289	$172.50		
	2027 11	1288	$68.56		
	2027 11 Total		$1,855.28		
75	10/8/2026	101	AC	$195.93	Posted
	2026 11	9066	$25.02		
	2026 11	8632	$25.02		
	2026 11	8106	$25.02		
	2026 11	7522	$25.02		
	2026 11 Total		$100.08		
	2027 11	1275	$75.00		
	2027 11	1226	$20.85		
	2027 11 Total		$95.85		
76	10/9/2026	101	AC	$297,050.26	Posted
	2027 11	1296	$1,089.72		
	2027 11	1235	$147.00		
	2027 11	1213	$277,447.69		
	2027 11	693	$2,234.25		
	2027 11	1337	$6,976.00		
	2027 11	1312	$106.50		
	2027 11 Total		$288,001.16		
	2027 21	81	$9,049.10		
	2027 21 Total		$9,049.10		
77	10/13/2026	101	AC	$323,830.81	Posted
	2027 11	1313	$4,428.00		
	2027 11	1225	$225.00		
	2027 11	1310	$286,584.01		
	2027 11	1287	$127.54		
	2027 11	1317	$6,842.41		
	2027 11	1315	$5,091.04		
	2027 11	1234	$5,403.71		
	2027 11	1340	$879.92		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 10/1/2026 - 10/31/2026, Account: All, Status: All

Clearing No	Date	Year	Fund	Account No / Payment No	Account Type / Amount	Amount	Status
		2027	11	1309	$517.07		
				2027 11 Total	$310,098.70		
		2027	21	85	$5,546.41		
		2027	21	86	$140.25		
		2027	21	90	$4,588.73		
				2027 21 Total	$10,275.39		
		2027	33	56	$26.44		
		2027	33	61	$940.97		
		2027	33	60	$626.07		
		2027	33	64	$658.56		
				2027 33 Total	$2,252.04		
		2027	81	5	$1,204.68		
				2027 81 Total	$1,204.68		
78	10/14/2026			101	AC	$62,950.74	Posted
		2027	11	1345	$309.95		
		2027	11	1342	$7,020.00		
		2027	11	1336	$873.00		
		2027	11	1335	$250.00		
		2027	11	1334	$20,298.00		
		2027	11	1328	$300.00		
		2027	11	1326	$8,417.50		
		2027	11	1324	$12,206.25		
		2027	11	1321	$4,976.28		
		2027	11	1298	$524.20		
		2027	11	1277	$900.00		
		2027	11	1236	$1,830.00		
		2027	11	1350	$2,407.05		
				2027 11 Total	$60,312.23		
		2027	33	58	$2,638.51		
				2027 33 Total	$2,638.51		
79	10/15/2026			101	AC	$27,956.75	Posted
		2027	11	1343	$2,194.62		
		2027	11	1330	$39.00		
		2027	11	1323	$11,348.59		
		2027	11	1322	$382.00		
		2027	11	1316	$2,992.50		
		2027	11	1346	$330.00		
		2027	11	1331	$2,000.00		
		2027	11	1318	$522.50		
				2027 11 Total	$19,809.21		
		2027	12	1	$1,643.20		
				2027 12 Total	$1,643.20		
		2027	21	92	$6,504.34		
				2027 21 Total	$6,504.34		
80	10/16/2026			101	AC	$49,328.75	Posted
		2026	21	802	$257.27		
				2026 21 Total	$257.27		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 10/1/2026 - 10/31/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
	2027 11	1344	$37,283.52		
	2027 11	1338	$5,511.03		
	2027 11	1327	$250.00		
	2027 11	1325	$729.81		
	2027 11	1314	$808.87		
	2027 11	381	$230.87		
	2027 11 Total		$44,814.10		
	2027 33	65	$4,257.38		
	2027 33 Total		$4,257.38		
81	10/19/2026	101	AC	$22,237.19	Posted
	2027 11	1320	$17,505.45		
	2027 11	1319	$1,095.00		
	2027 11	266	$230.87		
	2027 11	206	$230.87		
	2027 11 Total		$19,062.19		
	2027 33	63	$3,175.00		
	2027 33 Total		$3,175.00		
82	10/20/2026	101	AC	$1,889,445.00	Posted
	2027 11	1863	$1,437,928.58		
	2027 11	1835	$404,454.48		
	2027 11	1831	$1,380.00		
	2027 11	1351	$127.52		
	2027 11	1333	$195.00		
	2027 11	1353	$76.00		
	2027 11 Total		$1,844,161.58		
	2027 21	109	$35,390.20		
	2027 21	107	$9,893.22		
	2027 21 Total		$45,283.42		
83	10/21/2026	101	AC	$2,573.89	Posted
	2027 11	1438	$1,786.39		
	2027 11	1339	$787.50		
	2027 11 Total		$2,573.89		
84	10/22/2026	101	AC	$187,352.29	Posted
	2027 11	1860	$1,100.17		
	2027 11	1332	$440.00		
	2027 11	1352	$185,787.12		
	2027 11 Total		$187,327.29		
	2027 21	91	$25.00		
	2027 21 Total		$25.00		
85	10/23/2026	101	AC	$550.87	Posted
	2027 11	157	$230.87		
	2027 11	1879	$250.00		
	2027 11	1302	$70.00		
	2027 11 Total		$550.87		
86	10/26/2026	101	AC	$89,421.75	Posted
	2027 11	237	$230.87		
	2027 11	1846	$54,442.00		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 10/1/2026 - 10/31/2026, Account: All, Status: All

Clearing No	Date	Year	Fund	Account No / Payment No	Account Type / Amount	Amount	Status
		2027	11	1873	$17,492.84		
		2027	11	1868	$5,940.06		
		2027	11	1866	$4,707.71		
		2027	11	1885	$1,500.00		
		2027	11	1893	$1,385.24		
		2027	11	1883	$1,025.23		
		2027	11	1895	$58.90		
		2027	11	1897	$44.14		
		2027	11	1888	$44.68		
		2027	11	1889	$50.62		
		2027	11	1892	$24.40		
		2027	11	1894	$355.55		
		2027	11	1872	$347.46		
				2027 11 Total	$87,649.70		
		2027	21	111	$1,233.00		
				2027 21 Total	$1,233.00		
		2027	33	66	$539.05		
				2027 33 Total	$539.05		
87	10/27/2026			101	AC	$5,276.39	Posted
		2027	11	1871	$1,212.27		
		2027	11	1401	$161.61		
		2027	11	374	$230.87		
		2027	11	310	$230.87		
		2027	11	1898	$238.35		
		2027	11	1876	$96.99		
				2027 11 Total	$2,170.96		
		2027	33	62	$352.37		
		2027	33	67	$453.06		
				2027 33 Total	$805.43		
		2027	86	3	$2,300.00		
				2027 86 Total	$2,300.00		
89	10/27/2026			101	AC	$40.50	Posted
		2027	11	1852	$40.50		
				2027 11 Total	$40.50		
90	10/27/2026			101	AC	$10,901.00	Posted
		2027	11	1853	$10,901.00		
				2027 11 Total	$10,901.00		
91	10/28/2026			105	AC	$4,759,859.75	Posted
		2027	03	1	$598,709.74		
		2027	03	2	$258,607.64		
		2027	03	3	$609,223.15		
		2027	03	4	$986,301.01		
		2027	03	5	$5,275.00		
		2027	03	6	$551,446.12		
		2027	03	7	$683,866.94		
		2027	03	8	$215.25		
		2027	03	9	$790,317.22		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 10/1/2026 - 10/31/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2027	03	10	$210,518.52		
	2027	03	11	$65,379.16		
			2027 03 Total	$4,759,859.75		
92	10/28/2026		101	AC	$26,452.79	Posted
	2027	11	1884	$898.62		
	2027	11	1877	$24,807.82		
	2027	11	1869	$69.74		
	2027	11	1865	$199.98		
	2027	11	1220	$245.76		
	2027	11	187	$230.87		
			2027 11 Total	$26,452.79		
93	10/29/2026		101	AC	$16,120.02	Posted
	2027	11	1886	$13,275.00		
	2027	11	1880	$2,515.02		
	2027	11	1867	$180.00		
	2027	11	1933	$150.00		
			2027 11 Total	$16,120.02		
94	10/30/2026		101	AC	$38,258.34	Posted
	2027	11	1887	$122.49		
	2027	11	1881	$700.00		
	2027	11	1874	$1,915.00		
	2027	11	1906	$7,969.10		
	2027	11	1937	$109.96		
	2027	11	1938	$36.09		
	2027	11	1939	$235.67		
	2027	11	1940	$146.74		
	2027	11	1941	$276.71		
	2027	11	1942	$27.79		
	2027	11	1943	$58.78		
	2027	11	1944	$186.31		
	2027	11	1945	$150.62		
	2027	11	1946	$434.41		
	2027	11	1947	$140.89		
	2027	11	1948	$807.35		
	2027	11	1949	$160.59		
	2027	11	1950	$192.90		
	2027	11	1951	$355.68		
	2027	11	1952	$70.16		
	2027	11	1953	$958.39		
	2027	11	1954	$216.16		
	2027	11	1955	$152.65		
	2027	11	1907	$1,103.46		
	2027	11	1829	$8,525.00		
			2027 11 Total	$25,052.90		
	2027	12	2	$99.99		
			2027 12 Total	$99.99		
	2027	21	114	$172.99		

Shawnee Public Schools

Payment Clearing Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 10/1/2026 - 10/31/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
			2027 21 Total	$172.99		
	2027	33	68	$12,932.46		
			2027 33 Total	$12,932.46		

Year and Fund Totals:

2026	11	$100.08
2026	21	$257.27
2027	03	$4,759,859.75
2027	11	$3,157,261.79
2027	12	$1,743.19
2027	21	$77,369.00
2027	33	$35,109.09
2027	81	$1,359.56
2027	86	$2,300.00

Total Payment Clearing Posted = $8,035,359.73

Total Payment Clearing Not Posted = $0.00

Shawnee Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: 03 - 2024 LR Bond, Date Range: 7/1/2026 - 6/30/2027, Payment Range: 8 - 4999, Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
8	10/07/2026	51366	STANDARD ENGINEERING				$215.25
9	10/23/2026	50852	WYNN CONSTRUCTION CO, INC				$790,317.22
10	10/23/2026	50852	WYNN CONSTRUCTION CO, INC				$210,518.52
11	10/27/2026	38651	MASS ARCHITECTS INC				$65,379.16
					Non-Payroll Total:		**$1,066,430.15**
					Payroll Total:		**$0.00**
					Balance Forward:		**$3,693,429.60**
					Total:		**$4,759,859.75**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 603 - 49999, Fund(s): 11 - General Fund, PO Type (s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
11	603	A	10/05/2026	4788	AMAZON	CLASS SUPPLIES - JEFFERSON	100.00
11	604	A	10/06/2026	4788	AMAZON	FAMILY READING NIGHT	450.00
11	605	A	10/06/2026	4788	AMAZON	JEFFERSON SUPPLIES	200.00
11	606	A	10/07/2026	51187	ALL COPY PRODUCTS, INC	COPIER / MAINT	15,000.00
11	607	A	10/07/2026	39214	ARVEST BANK	OUT OF DISTRICT TRAVEL-TRISTAN WYATT	2,000.00
11	608	A	10/08/2026	4788	AMAZON	SP.ED. INK & TONER	300.00
11	609	A	10/08/2026	39214	ARVEST BANK	FCCLA-AFFILIATION DUES	585.00
11	610	A	10/08/2026	50840	SWAY MEDICAL INC	K. WENDELBERGER/ATHLETIC TRAINER	922.50
11	611	A	10/08/2026	39214	ARVEST BANK	TSA Affiliation for Middle School	830.00
11	612	A	10/08/2026	39214	ARVEST BANK	STEM Materials Jefferson WalMart November $100	100.00
11	613	A	10/08/2026	51364	HOLLY MARIA MCBRIDE	CONTRACT PSYCH SERVICES	5,000.00
11	614	A	10/08/2026	51365	TEXOMA PSYCHOLOGY GROUP, PLLC	CONTRACT PSYCH SERVICES	5,000.00
11	615	A	10/08/2026	50077	Kristy Kay Kellogg	TRAVEL	500.00
11	616	A	10/08/2026	40879	Amanda Hunt	TRAVEL	500.00
11	617	A	10/09/2026	13214	MILL CREEK CARPET & TILE	FLOORING HIGH SCHOOL	10.00
11	618	A	10/09/2026	4206	ACT INC	AIMS Math training	1,360.00
11	619	A	10/20/2026	51363	MANAGED METHODS, INC	Google Cloud Monitor Service	6,300.00
11	620	A	10/20/2026	31	CCOSA	ELGHADI CCOSA CONFERENCE	300.00
11	621	A	10/20/2026	31	CCOSA	BLOOM CCOSA CONFERENCE	300.00
11	622	A	10/20/2026	31	CCOSA	OASSP/OMLEA Fall Conference	2,511.00
11	623	A	10/20/2026	39214	ARVEST BANK	Oklahoma Alliance for Geographic Education	125.00
11	624	A	10/20/2026	39214	ARVEST BANK	GRAVES/ HS CHOIR-MUSIC	150.00
11	625	A	10/22/2026	31	CCOSA	B. COOK CCOSA CONFERENCE	300.00
11	626	A	10/22/2026	39214	ARVEST BANK	TSA AFFILIATION DUES	500.00
11	627	A	10/22/2026	51155	THOMAS HIBBEN	EVENT PHOTOGRAPHY	125.00
11	628	A	10/26/2026	44	FOLLETT CONTENT SOLUTIONS LLC	JEFFERSON LIBRARY ALLOCATED FUNDS	1,311.87
11	629	A	10/26/2026	36553	FCCLA, INC	affiliation dues	669.00
11	630	A	10/26/2026	39214	ARVEST BANK	FORD- PILOTINSTITUTE.COM TRAINING	170.00
11	631	A	10/26/2026	39214	ARVEST BANK	FORD- AVIATION TEAM APPAREL	700.00
11	632	A	10/26/2026	4186	JW PEPPER & SON, INC	CRAVEN/BAND	1,200.00
11	633	A	10/26/2026	3290	BSN SPORTS, LLC	NOLAN PRICE/SWIM	185.00
11	634	A	10/26/2026	646	FOLLETT SOFTWARE, LLC	Library Software Renewal	10,255.40
11	635	A	10/26/2026	31	CCOSA	B. COOK CCOSA CONFERENCE	300.00
11	636	A	10/26/2026	44	FOLLETT CONTENT SOLUTIONS LLC	SHS LIBRARY BOOKS	2,600.00
11	637	A	10/26/2026	51375	THE LIBRARY COLLECTIVE LLC	SHS NON FICTION LIBRARY BOOKS	2,400.00
11	638	A	10/26/2026	4788	AMAZON	GT - File Folders	30.00

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 603 - 49999, Fund(s): 11 - General Fund, PO Type (s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
11	639	A	10/26/2026	10608	DEMCO PRINTING INC	GT Envelopes	98.50
11	640	A	10/26/2026	40407	LITERACY RESOURCES LLC	Playbooks	217.00
11	641	A	10/26/2026	51373	MICHELLE STOCKTON	External Assessor for Sequoyah and Will Rogers	1,000.00
11	642	A	10/26/2026	51374	STEPWARE, INC	Curriculum	638.40
11	643	A	10/27/2026	4788	AMAZON	FORD- DRONE BATTERIES	90.00
11	644	A	10/27/2026	39214	ARVEST BANK	COMPOSTER, PAD, POWER, & SCALE	4,000.00
11	645	A	10/28/2026	3290	BSN SPORTS, LLC	MOSELEY/BOYS BASKETBALL	381.47
11	646	A	10/28/2026	3290	BSN SPORTS, LLC	MOSELEY/BOYS BASKETBALL	684.76
11	647	A	10/28/2026	39214	ARVEST BANK	Music for CTSWS honor choir	119.70
11	648	A	10/28/2026	38084	Caitlin Michelle Harrison	TRAVEL REIMBURSEMENT	25.00
11	649	A	10/28/2026	40147	Delaurena Christi Lovelady	TRAVEL REIMBURSEMENT	25.00
11	650	A	10/28/2026	50756	Stephen Paul Haynes	TRAVEL REIMBURSEMENT	25.00
11	651	A	10/28/2026	40618	Victoria Marie Davenport	TRAVEL REIMBURSEMENT	25.00
11	652	A	11/02/2026	39046	RUDIS	MCCUNE/WRESTLING	2,200.00
11	653	A	11/02/2026	39214	ARVEST BANK	JTA building funds purchase	500.00
11	654	A	11/02/2026	4788	AMAZON	PAT Fall 2026	200.00
11	655	A	11/02/2026	4788	AMAZON	PAT Fall 2026	99.15
11	656	A	11/02/2026	4788	AMAZON	Supplies SECC	300.00
11	657	A	11/02/2026	51379	ROBERT KOSTER	TRAVEL	4,000.00
11	658	A	11/02/2026	51380	SONYA KOSTER	TRAVEL	4,000.00
11	659	A	11/02/2026	4788	AMAZON	SMS Fund 11-003 Open PO For Classroom Supplies	2,000.00
11	660	A	11/03/2026	31	CCOSA	CCOSA PRINCIPAL TRAINING	2,000.00
11	661	A	11/04/2026	51392	RIVER BEND MOLDING, INC	COMPOSTER	8,000.00
11	662	A	11/04/2026	39214	ARVEST BANK	OKATE Fall Conference - Parking	125.00
11	663	A	11/04/2026	2150	PINECLIFF PRINTERS INC	Handouts for Jan 4 PD	500.00
11	664	A	11/04/2026	40407	LITERACY RESOURCES LLC	Curriculum	278.72
11	665	A	11/04/2026	36804	BEACON ATHLETICS LLC	BASEBALL PLATES	450.49
11	666	A	11/05/2026	39214	ARVEST BANK	COMMUNICATIONS SUPPLIES - AMANDA JOHNSON	5,000.00

Non-Payroll Total:	**$100,272.96**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$100,272.96**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 8 - 49999, Fund(s): 12 - CO-OP FUND, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
12	8	A	10/20/2026	758	OABE	Shawnee - ELL	50.00
12	9	A	10/20/2026	39214	ARVEST BANK	Shawnee - ELL	250.00
12	10	A	10/20/2026	38717	Amanda Newsom	Shawnee - ELL	226.00

Non-Payroll Total:	**$526.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$526.00**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 28 - 49999, Fund(s): 21 - BUILDING, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
21	28	A	10/14/2026	51289	STATEWIDE COMMERCIAL CLEANING CO	DISTRICT CLEANING CHEMICALS	10,000.00
21	29	A	11/04/2026	50548	PRONOSS LLC	BOX TRUCK REPAIRS	3,800.00

Non-Payroll Total:	**$13,800.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$13,800.00**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 77 - 49999, Fund(s): 33 2023 BUILDING BOND FUND, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
33	77	A	10/09/2026	39214	ARVEST BANK	MAINTENANCE SUPPLIES	3,000.00
33	78	A	10/19/2026	39214	ARVEST BANK	PLUMBING SUPPLIES	1,500.00
33	79	A	10/26/2026	2549	LOCKE SUPPLY	MAINTENANCE SUPPLIES	3,500.00
33	80	A	10/26/2026	89	SHERWIN-WILLIAMS	Paint Supplies	3,500.00
33	81	A	11/04/2026	39214	ARVEST BANK	Roofing Repairs	5,000.00

Non-Payroll Total:	**$16,500.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$16,500.00**

Shawnee Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 13 - 49999, Fund(s): 81 GIFT FUND, PO Type(s): A, B, P, Q

Fund	PO No	PO Type	Date	Vendor No	Vendor	Description	Amount
81	13	A	10/05/2026	39214	ARVEST BANK	WE CARE SHIRTS	2,500.00
81	14	A	10/07/2026	4788	AMAZON	JEFFERSON DOLLAR GENERAL GRANT	5,000.00
81	15	A	10/07/2026	39214	ARVEST BANK	FEED STUDENT CLUB	150.00
81	16	A	10/16/2026	39214	ARVEST BANK	STAFF WECARE SHIRTS	5,000.00
81	17	A	10/26/2026	6661	PROJECT LEAD THE WAY	Vex IQ Robots	11,158.00

Non-Payroll Total:	**$23,808.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$23,808.00**

Shawnee Public Schools
Shawnee, Oklahoma

Business Department

Payroll Encumbrance Purchase Orders

November 11th, 2026

FY27 Payroll Encumbrance Purchase Order Numbers:
Fund 11 - PO# 50525-50528

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: SHS Cheer Booster

Applicant's Address: 2512 Bradford Ct Shawnee, OK 74804

(we need to update this with the IRS, this was previous President's home address)

Applicant's Taxpayer I.D. Number: 33-4242112

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

Applicant's Telephone Number: 405-585-8622

Applicant's Purpose, Goals, and Organizational Structure: Our mission is to raise funds and support the Shawnee High School Cheerleading Team through fundraisers, sponsorships, and community donations that help our athletes succeed.

Describe how the school district and its students will benefit if the Applicant is sanctioned: The cheerleading team will be able to easier attend all sporting events, the team members will flourish without putting a drain on the families of the athletes.

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

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

APPLICATION FOR SANCTIONING (Cont.)

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

Instructions for Completing Application:

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

_____ (name)
Shawnee Public Schools
326 N Union Ave, Shawnee OK 74801 address

SHS Cheerleading Booster Treasurer
Applicant

By: Emily Tinkle Date: 10/1/26

CONTRACT FOR
OKLAHOMA SCHOOL-BASED HEALTH SERVICES PROGRAM

Shawnee Public Schools

Participating School District

326 N. Union Avenue

Street Address

Shawnee	Oklahoma	74801
City	State	Zip Code

This Agreement is made by and among Public Consulting Group LLC ("PCG"), the Oklahoma State Department of Education ("OSDE"), and the above-referenced School District ("the DISTRICT") as of July 1, 2026 ("Effective Date").

WHEREAS, the DISTRICT is a public school district that employs or contracts with health care providers to provide school-based health-related services to students including special-needs students; and

WHEREAS, the DISTRICT requires assistance in billing Medicaid for covered services that are provided to Medicaid-eligible students, and in collecting amounts billed; and

WHEREAS, the OSDE is duly authorized to administer the Medicaid School-Based Health Services ("SBHS") program pursuant to its 2026 contract with the Oklahoma Health Care Authority ("OHCA") (the "Authorizing Agreement"); and

WHEREAS, PCG is duly authorized to provide Medicaid claiming services to the DISTRICT, pursuant to its contract with OSDE (Purchase Order 2659019714 (the "PCG Contract")); and;

WHEREAS, pursuant to the Authorizing Agreement and PCG Contract, in order to participate in the OSDE administered SBHS program, the DISTRICT must record all health-related services they provide to students as well as the necessary claims support documentation in OK EDPlan™ (which include EasyTrac™); and the PCG Claiming System; and

WHEREAS, the DISTRICT wishes to participate in the SBHS program and allow PCG to coordinate Medicaid Administrative Claim ("MAC") activities and for the DISTRICT to receive Medicaid claiming services from PCG pursuant to the terms and conditions contained in this Agreement and in accordance with Authorizing Agreement and the PCG Contract; and

THEREFORE, OSDE, PCG, and the DISTRICT agree to the terms and conditions set forth in this Agreement.

SDE REQ: 2650016483

Legal Approved 10/6/2026 RGB

I. SCOPE OF SERVICES

A. PCG will perform the services and fulfill the operational responsibilities assigned to it in the attached **Exhibit A** and **Exhibit B**, in accordance with the terms and conditions of this Agreement. The DISTRICT and OSDE will perform the services and fulfill the responsibilities assigned to them respectively in the attached **Exhibit A** and **Exhibit B**, in accordance with the terms and conditions of this Agreement. However, PCG's performance of the services described in the attached **Exhibit A** and **Exhibit B** is expressly conditioned upon the DISTRICT's performance of its responsibilities and upon OSDE's performance of its responsibilities under the Agreement and above-referenced **Exhibit A** and **Exhibit B**.

B. The parties to this Agreement may expand the scope of this Agreement to include other products or services offered by PCG, and to specify rates of payment for such products or services, by means of amendments to this Agreement. Amendments or modifications to this Agreement must be agreed to by the parties and be made in writing.

C. *Additional scope of work if requested by the DISTRICT.* As a participant in the OSDE SBHS program, the DISTRICT will have the option to receive disability evaluation support through third party vendor PresenceLearning, but that is outside the scope of this Agreement and would require a separate agreement directly with PresenceLearning.

This includes the following services:

- Direct evaluation support to Participating Districts of the OSDE Medicaid Program
- Virtual Evaluations
- Priority will be eligibility evaluations, followed by additional areas dictated by OSDE
- District Engagement
- Performance Reporting (Monthly)
- Service Assessments and Feedback

II. TERM

A. The term of this Agreement (the "**Term**") shall commence on the Effective Date and shall continue through June 30, 2027.

B. Notwithstanding the foregoing, this Agreement will expire automatically upon the expiration or termination of the PCG Contract or the Authorizing Agreement, whichever occurs earlier.

III. CLAIMING AND COMPENSATION PROCEDURES

A. Pursuant to the Authorizing Agreement, the PCG Contract, and this Agreement, including the exhibits hereto, PCG will submit Medicaid reimbursement and quarterly MAC claims to OHCA on behalf of the OSDE and the DISTRICT.

B. Pursuant to Article 5.1.C of the Authorizing Agreement, for services rendered on or after July 1, 2018, OHCA will make fee-for-service payments directly to the DISTRICT, within forty-five (45) days of submission of a clean claim, and OCHA will invoice the DISTRICT for the State share of all such payments.

C. For fee-for-service claims the DISTRICT hereby agrees to pay PCG 10% of the federal share amounts received from OHCA on account of the above-referenced claims, as compensation for PCG services.

a. PCG shall invoice the DISTRICT only after reimbursement has been received by the DISTRICT. Each invoice shall state the nature of the reimbursement received and the date of reimbursement.

D. For MAC, the DISTRICT hereby agrees to pay PCG 10% of the federal share amounts received from OHCA, as compensation for PCG services. For the sake of clarity, PCG invoices and is paid by OSDE for such amount.

E. Upon agreement with the DISTRICT, PCG will convert from a performance-based fee to a flat fee if federal law at any time prohibits or restricts contingency compensation.

F. Upon expiration or termination of this Agreement, PCG shall be entitled to payments for services provided prior to termination. The parties acknowledge that one or more invoices may be submitted or recouped by PCG after the expiration or termination date, following reimbursements received by the DISTRICT on account of such services. Accordingly, the parties agree that the provisions associated with PCG's compensation shall survive expiration or termination of this Agreement.

G. This Agreement provides a mechanism for payment to the DISTRICT by OHCA (through OSDE and PCG) using federal funds from Centers for Medicare & Medicaid Services ("CMS"), and the parties agree that it in no way creates a requirement for OHCA to reimburse any DISTRICT from OHCA state funds.

IV. DISALLOWANCES

If a reimbursement is disallowed after it was paid to the DISTRICT, the following

terms shall apply:

A. PCG shall not be obligated to reimburse the DISTRICT for a disallowance if the DISTRICT, OSDE, or OHCA does not allow PCG to fully participate in the review and audit process, including but not limited to informing PCG of upcoming reviews or audits, allowing PCG to participate in the audit process, providing audit results, and allowing PCG to participate any appeals if available.

B. PCG shall not be obligated to reimburse the DISTRICT for any disallowance resulting from the errors, acts, or omissions of the DISTRICT. PCG's billing, or preparing any MAC claim, on behalf of the DISTRICT is in good faith and the data DISTRICT enters is processed by PCG on an 'as is' basis. The DISTRICT warrants that (i) service data entered into OK EDPlan and/or the PCG Claiming System and supporting claiming data furnished is accurate and complete and that (ii) the DISTRICT has appropriate records to substantiate claims submitted on their behalf by PCG.

C. Subject to the terms provided in this Section, in the event claims are disallowed as a result of PCG's errors or omissions and federal funds are returned and all avenues for contesting the disallowance have been exhausted, PCG shall be capped at paying the DISTRICT only a refund equal to and no greater than the amount paid by the DISTRICT to PCG under this Agreement on the amount disallowed and will not otherwise be liable for any further amount.

V. RECORDS

A. Upon reasonable written notice, which will be no less than ten (10) business days, PCG shall allow the DISTRICT and/or OSDE and any of their duly authorized representatives or agents commercially reasonable access to any records of PCG that are pertinent to this Agreement for the purposes of audits or examinations, provided that (i) any audit or examination requiring physical access to PCG's records shall take place during PCG's normal business hours of operation and in a commercially reasonable manner; and (ii) absent exigent circumstances, neither the DISTRICT nor OSDE shall request more than one (1) audit or investigation within a calendar year, unless required by state or federal law.

B. PCG shall maintain its records relating to this Agreement, including all DISTRICT data, for a period of at least six (6) years from the date of service or claim payment, whichever is greater. For fee-for-service claims, upon expiration or termination of the Agreement, and if the DISTRICT elects not to participate in the next successive term, PCG will provide the DISTRICT a zip file via SFTP (Secure File Transfer Protocol) to include service log, compliance events (e.g., Medicaid parental consent), and remittance advice

("remit") information in the appropriate and available format (e.g., text, Excel, or PDF) going back six (6) years from the date of this Agreement's expiration or termination. If additional years are required, a different file format, and/or a delivery method other than SFTP are requested, PCG will provide the DISTRICT such data in the requested date range and/or format and charge a per hour rate to do so. The hours to complete the work will be priced at the prevailing PCG rates. The DISTRICT shall be obligated to pay prior to delivery of the data.

VI. CONFIDENTIALITY

A. The parties recognize that this Agreement concerns the use of information subject to federal and state laws including the Family Educational Rights and Privacy Act (**"FERPA"**) and the Individuals with Disabilities Education Act (**"IDEA"**).

B. The parties shall comply with the requirements of applicable federal and state laws relating to the confidentiality of information and agree to amend this Agreement as may be necessary to reflect changes in the applicable law.

C. PCG shall request from the DISTRICT, and the DISTRICT shall provide to PCG, only such information as is reasonably necessary to effectuate the purposes of this Agreement. PCG shall take steps to safeguard all confidential information that it receives or creates pursuant to this Agreement.

D. PCG shall not use confidential information received from the DISTRICT identifying individual students for any purpose other than the purposes of this Agreement or other purposes expressly directed or allowed by the DISTRICT in a writing signed by the DISTRICT.

E. If PCG is requested or required to disclose information received from the DISTRICT pursuant to a subpoena or an order of a court or governmental agency having jurisdiction, PCG shall, prior to any disclosure of such information: (1) provide the DISTRICT with prompt written notice of the existence, terms, and circumstances surrounding the legal or governmental request or requirement, unless otherwise prohibited by law; (2) promptly consult with the DISTRICT on taking steps to resist or narrow the request; (3) cooperate and assist the DISTRICT with its efforts to obtain an order or otherwise limit or restrict the disclosure of its information that is subject to the legal or governmental request or requirement; and (4) only after fully complying with the above steps, if disclosure of such information is still required, furnish only such portion of the information as PCG is advised by counsel is legally required to be disclosed.

F. If the DISTRICT determines it necessary in order to comply with its obligations under law, the DISTRICT may examine facilities, systems, procedures, and records of PCG to the extent necessary in order to confirm the adequacy of security measures as they relate to this Agreement, subject to adequate advance written notice of no less than ten (10) business days and any examination requiring physical access to PCG's facilities or records shall take place during PCG's normal business hours of operation and in a commercially reasonable manner.

G. Upon expiration or termination of this Agreement, and subject to Section V.B above, PCG shall use reasonable and secure means to return or destroy (as directed in writing by the DISTRICT) all documentary information protected by federal or state confidentiality laws that was received or created by PCG under this Agreement. To the extent that destruction or return is not feasible, PCG will continue to extend the protections of the Agreement to such information and limit its further use, until such time as destruction or return is feasible.

H. Nothing in this Agreement is intended to confer any rights, remedies, obligations, or liabilities upon anyone other than the DISTRICT, PCG, and their respective successors and assigns.

VII. TERMINATION

This Agreement may be terminated before the end of the term specified in Section II, as follows:

A. **For Convenience:** The DISTRICT or OSDE may terminate the Agreement for convenience only if the DISTRICT or OSDE determines that termination is in the best interest of the party. The DISTRICT or OSDE shall terminate the Agreement for convenience by delivering to PCG a Notice of Termination for Convenience specifying the terms and effective date of Agreement termination. The Agreement termination date shall be a minimum of thirty (30) days from the date the Notice of Termination for Convenience is issued by the DISTRICT or OSDE.

B. **For Cause:** Any party may terminate this Agreement if another party materially breaches its terms. This provision applies only if the non-breaching party provides written notice to the breaching party, and allows at least ten (10) business days to cure the breach before the effective date of termination stated in the notice.

C. **Authorizing Agreement**: PCG or OSDE may terminate this Agreement immediately upon written notice in the event that the PCG Contract or the Authorizing Agreement materially amended in such a manner as to materially affect the purpose of, or obligations set forth in, this Agreement.

D. **Provider Qualifications:** PCG or OSDE may terminate this Agreement immediately in the event that a health care provider for the DISTRICT fails to maintain appropriate licensure or other qualifications for providing covered services.

E. **DISTRICT Qualifications:** PCG or OSDE may terminate this Agreement immediately in the event that the DISTRICT fails to maintain appropriate qualifications for participating in the program.

VIII. OWNERSHIP INTERESTS AND LICENSE

Subject to the terms and conditions of this Agreement, including the DISTRICTS's performance of its obligations hereunder, PCG shall license its proprietary systems (i) EasyTrac (including application and related supporting professional services) and/or (ii) PCG Claiming System to the DISTRICT, as more fully described below.

A. Definitions:

(i) "EasyTrac" means: (i) the implementation of the Internet-based functionality of EasyTrac; (ii) a license for EasyTrac and any related modules; (iii) all products and work related to such services within this Agreement; (iv) Production Support for EasyTrac; and (v) the documentation developed by PCG for distribution and use in combination with the foregoing.

(ii) "PCG Claiming System" means: (i) the implementation of the Internet-based system PCG uses for MAC herein; (ii) a license for the PCG Claiming System and any related modules; (iii) all Random Moment Time Study and cost reporting services as described in this Agreement; (iv) Production Support for the PCG Claiming System; and (v) the documentation developed by PCG for distribution and use in combination with the foregoing.

(iii) "Production Support" means ongoing operations and services to maintain user support of EasyTrac and/or the PCG Claiming System following activation of the EasyTrac and/or the PCG Claiming System in the production environment, including work related to resolving unplanned system outages, work related to keeping the EasyTrac and/or the PCG Claiming System in tune and running properly, i.e., hosting, operating system updates, up time, and maintenance schedules (system unavailability), and Application Management.

(iv) "Application Management" means work related to how the EasyTrac and/or the PCG Claiming System is modified, and includes resolving defects, updating the EasyTrac and/or the PCG Claiming System for PCG system-wide national releases to the base

product rolled out on a predefined schedule, processing change requests to modify/change the EasyTrac and/or the PCG Claiming System , release schedules/processes, testing processes, and acceptance processes.

B. PCG grants to the DISTRICT, and the DISTRICT accepts, a non-exclusive, non-transferable, non-sublicensable right and license, during the Term only, to access via the Internet and use EasyTrac and/or the PCG Claiming System to the extent reasonably necessary in performing related service coordination functions.

C. PCG grants to DISTRICT, and DISTRICT accepts, a non-exclusive, non-transferable, non-sublicensable royalty-free license under PCG's copyrights in PCG's documentation, during the Term only: (i) to incorporate PCG's documentation, in whole or in part, into other written materials prepared by or for the DISTRICT with respect to EasyTrac and/or the PCG Claiming System; and (ii) to reproduce and distribute modified and original versions of PCG's documentation, in hard copy or in an online format, as part of the DISTRICT's documentation for EasyTrac and/or the PCG Claiming System, and, if such DISTRICT's documentation is in an online format, allow the DISTRICT users to make print copies of the same.

D. The DISTRICT shall not use or grant to any person or entity other than authorized the DISTRICT users the right to use EasyTrac and/or the PCG Claiming System, which users shall be subject to the terms set forth herein. Any authorized DISTRICT user who is not otherwise a DISTRICT employee (e.g., vendors, contractors, auditors) must have agreed in writing to confidentiality and licensing obligations and restrictions that are substantially the same as those set forth herein. The DISTRICT shall not distribute, market, or sublicense EasyTrac and/or the PCG Claiming System and shall not permit any DISTRICT user or third party to do so. Before providing access to and use of the EasyTrac to any user who is not employed by the DISTRICT, the DISTRICT shall provide PCG with a written list of the contractors, vendors, auditors, and/or agencies who are being given such access.

E. The DISTRICT shall ensure that appropriate proprietary notices indicating PCG's intellectual property rights in EasyTrac and/or the PCG Claiming System and related documentation are placed on all copies of written materials distributed by the DISTRICT relating thereto. Examples of such documentation include training materials and manuals. The DISTRICT shall not remove, modify, or suppress any confidentiality legends or proprietary notices placed on or contained within EasyTrac and/or the PCG Claiming System, and shall not permit any DISTRICT user or third party to do so.

F. The DISTRICT shall not distribute any PCG documentation or intellectual property made available through this Agreement to any individual or organization that is not part of the DISTRICT or an authorized DISTRICT user and shall not permit any DISTRICT user or third party to do so.

G. The DISTRICT shall not transfer, rent, or permit access to EasyTrac and/or the PCG Claiming System to any third party, and shall not permit any DISTRICT user or third party to do so.

H. The DISTRICT shall not modify, decompile, disassemble, or otherwise attempt to reverse engineer EasyTrac and/or the PCG Claiming System or any portion thereof, and shall not permit any DISTRICT user or third party to do so.

I. The DISTRICT shall not circumvent any security protection within EasyTrac™ and/or the PCG Claiming System, and shall not permit any DISTRICT user or third party to do so.

J. Subject to the license rights granted to the DISTRICT by this Section, all right, title, and interest in and to EasyTrac and/or the PCG Claiming System, including the intellectual property rights and technology inherent in EasyTrac and/or the PCG Claiming System, are and at all times will remain the sole and exclusive property of PCG. No right to use, print, copy, distribute, integrate, or display EasyTrac and/or the PCG Claiming System, in whole or in part, is granted in this Agreement, except as is explicitly provided in this Agreement. Nothing contained in this Agreement will directly or indirectly be construed to assign or grant to the DISTRICT any right, title, or interest in or to PCG's intellectual property rights or other rights in and to EasyTrac and/or the PCG Claiming System or PCG's trademarks. Except as expressly authorized by this Agreement, the DISTRICT shall not use, display, copy, distribute, modify, or sublicense EasyTrac and/or the PCG Claiming System. PCG reserves all rights not expressly granted to the DISTRICT by this Agreement.

K. The DISTRICT acknowledges that PCG is and shall remain the owner of all rights, title, and interest in and to each of PCG's trademarks in any form or embodiment thereof and is also the owner of all goodwill associated with PCG's trademarks. All goodwill generated by the DISTRICT's use of EasyTrac and/or the PCG Claiming System with respect to PCG's trademarks shall inure exclusively to the benefit of PCG. The DISTRICT shall promptly notify PCG of any third-party infringements of any of the PCG trademarks used in connection with EasyTrac and/or the PCG Claiming System, or any act of unfair competition by third parties relating to the PCG trademarks, within a reasonable time of the DISTRICT's knowledge of such infringements or acts.

L. PCG reserves the sole and exclusive right at its discretion to assert claims against third parties for infringement or misappropriation of its intellectual property rights in EasyTrac and/or the PCG Claiming System.

IX. LIABILITY AND INSURANCE

A. PCG shall defend, indemnify, and hold harmless the DISTRICT and OSDE from and against any suit, proceeding, assertion, damage, cost, liability, and expense (including court costs and reasonable attorneys' fees) incurred as a result of claims by a third party against the DISTRICT or OSDE, employees, or agents arising from or connected with a claim, related to this Agreement, that any EasyTrac and/or the PCG Claiming System infringes any valid patent, copyright, trade secret, or other intellectual property right under the laws of the United States, provided that the DISTRICT and OSDE promptly notifies PCG, in writing, of the suit, claim, or proceeding, or threat of suit, claim, or proceeding, and provides PCG with reasonable assistance for the defense of the suit, claim, or proceeding. Any settlement or compromise will require the agreement of both PCG and OSDE.

B. PCG shall not be liable to the DISTRICT and OSDE for consequential, incidental, exemplary, special or punitive damages resulting from or relating to the Agreement, whether based on breach of contract, tort, or otherwise, even if such party has been advised of the possibility of such damages. Under no circumstances shall PCG's aggregate liability under this Agreement exceed an amount equal to the total compensation paid to PCG pursuant to this Agreement. PCG will maintain adequate insurance coverage for purposes of this Agreement, including commercial general liability, worker's compensation, and errors and omissions liability insurance. PCG will provide to the DISTRICT a certificate of insurance upon request. Such certificate shall provide for thirty (30) days' notice prior to modification of terms or termination

X. SUCCESSORS AND ASSIGNEES

A. The parties each binds itself, its associates, partners, successors, assigns, and legal representatives to the other parties to this Agreement with respect to all covenants of this Agreement.

B. No party shall assign any interest in this Agreement or transfer any interest in the same (whether by assignment or notation) without prior written approval of the other parties.

XI. APPLICABLE LAW AND EXCLUSIVE FORUM

This Agreement shall be governed by the law of the State of Oklahoma, and any civil action arising under this Agreement shall be brought in the State of Oklahoma, Oklahoma County.

XII. COMPLIANCE WITH LAWS

A. The parties shall comply with all applicable federal and state laws and regulations.

B. This Agreement and the transactions contemplated hereby are intended to comply with all applicable federal and state laws and regulations including but not limited to fraud and abuse laws. In the event this Agreement or any of the transactions contemplated hereby are determined not to be in compliance with such laws and regulations, the parties shall negotiate in good faith to modify the terms and provisions of this Agreement to remedy any prior noncompliance. If compliance cannot reasonably be achieved, this Agreement shall terminate at the election of any party and no party shall have any further rights or obligations hereunder, except as otherwise provided herein; provided, however, that the parties shall take all practicable action to remedy any noncompliance, if possible, including but not limited to repayment or return of any money or value received.

C. This Agreement is intended to be interpreted as necessary to implement and comply with federal and state laws relating to confidentiality of health information and student information. The parties agree that any ambiguity in this Agreement is to be resolved in favor of a meaning that complies with and is consistent with such laws.

XIII. EXTENT OF AGREEMENT AND ORDER OF PRECEDENCE

A. This Agreement represents the entire and integrated agreement among the parties and supersedes all prior negotiations, representations, or agreements, either written or oral.

B. This Agreement may be amended or revised only by a written amendment signed by authorized representatives of all parties and referencing this Agreement.

C. The parties acknowledge that nothing in this Agreement is intended to conflict with the PCG Contract or the Authorizing Agreement; in the event of a conflict between those agreements and this Agreement, the terms and conditions of those agreements will govern. In the event of any conflict between the terms of this Agreement and the Attachments, the following order of precedence shall govern:

1. Agreement
2. Exhibit A – Operational Responsibilities
3. Exhibit B – Compliance Checklist

XIV. PROCUREMENT

A. The DISTRICT and OSDE are solely responsible for their compliance with applicable procurement laws and regulations.

XV. NOTICES AND CONTACT PERSONS

Any notices, requests, consents, and other communications hereunder shall be in writing and shall be effective either when delivered personally to the party for whom intended, or five days following deposit of the same into the United States mail (certified mail, return receipt requested, or first class postage prepaid), addressed to such party at the address set forth below, who shall serve as Contact Persons unless replaced by a party by written notice to the other party:

PCG
Alicia Stewart
Manager
Public Consulting Group LLC
44 Vantage Way, Suite 330
Nashville, Tennessee 37228

OSDE
Tom Newell
Chief of Staff
Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

DISTRICT
Dr. Jason James
Shawnee Public Schools
326 N. Union
Shawnee, OK 74801

XVI. MISCELLANEOUS

A. The parties understand that PCG is not required to perform the services on a full-time basis for DISTRICT and may perform services for other individuals and organizations consistent with the limitations in this Agreement.

B. The failure of a party to enforce a provision of this Agreement shall not constitute a waiver with respect to that provision or any other provision of this Agreement.

C. If any provision in this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions in this Agreement shall continue in full force and effect.

D. Except as expressly provided in this Agreement, including Attachments A & B, PCG does not make any warranty with respect to the contracted services, whether express or implied, and specifically disclaims any implied warranties, whether of merchantability, suitability, fitness for a particular purpose, or otherwise for said contracted services.

E. The parties agree that the terms of this Agreement result from negotiations between them. This Agreement will not be construed in favor of or against either party by reason of authorship.

F. Neither party shall be responsible for delays or failures in performance resulting from acts of God, acts of civil or military authority, terrorism, fire, flood, strikes, war, epidemics, pandemics, shortage of power, or other acts or causes reasonably beyond the control of that party. The party experiencing the force majeure event agrees to give the other party notice promptly following the occurrence of a force majeure event, and to use diligent efforts to re-commence performance as promptly as commercially practicable.

G. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement. nor the meaning of any provisions hereof.

H. Each party represents that: (1) it has the authority to enter into this Agreement; and (2) that the individual signing this Agreement on its behalf is authorized to do so.

I. The parties to this Agreement are independent from each other. There is no relationship of partnership, joint venture, employment, franchise, or agency between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent.

J. The provisions of this Agreement which by their nature would continue beyond the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date written above.

For and on behalf of PCG:

Alicia Stewart

Signature

Name: Alicia Stewart

Title: PCG Manager

Date: October 6, 2026

For and on behalf of the OSDE:

Signature

Name: Tom Newell

Title: Chief of Staff

Date: 12/12/26

For and on behalf of District:

Allyson Cleveland

Signature

Name: Allyson Cleveland

Title: Director of Special Services

Date Approved by School Board:

EXHIBIT A – OPERATIONAL RESPONSIBILITIES

Each of the parties to this Agreement agree to fulfill the operational responsibilities assigned to it in this Exhibit A.

EXHIBIT B – COMPLIANCE AGREEMENT

Each of the parties to this Agreement agree to fulfill the compliance responsibilities assigned to it in this Exhibit B.

EXHIBIT A
OPERATIONAL RESPONSIBILITIES
EFFECTIVE SCHOOL YEAR 2026 -2027
SCHOOL-BASED HEALTH SERVICES PROGRAM

This exhibit provides the operational responsibilities assigned to the Oklahoma State Department of Education (OSDE), the School District, and PCG in accordance with the terms and conditions of the Participation Agreement for the Oklahoma Medicaid School-Based Health Services (SBHS) program.

OSDE

OSDE is the state agency responsible for oversight of Oklahoma public School District compliance with the requirements of the Individuals with Disabilities Education Act (IDEA), 20 USC § 1400, et seq. As part of that responsibility, OSDE is tasked with collecting and monitoring School District IEPs. Pursuant to the Authorizing Agreement between OSDE and the Oklahoma Health Care Authority (OHCA), OSDE has been charged with the responsibility of developing and approving program practices and policies and for the administration of the Oklahoma School-Based Medicaid program through a contracted third-party administrator, Public Consulting Group LLC (PCG), in collaboration with OHCA.

PCG

OSDE contracts with PCG to act as a third-party administrator to fee-for-service (FFS) and Medicaid Administrative Claiming (MAC):

FFS

1. Serve as the single point of contact for School Districts that are either interested in participating or are participating in the SBHS program.
2. Provide initial training to the School District's health-related provider's program liaisons that will cover the overall program, participation requirements, and the processes for logging services, claiming supporting documentation, managing caseloads, and generating service reports in OK EDPlan™.
3. Provide ongoing OK EDPlan and program support to the School District.
    - Email support will be provided via the email links on the OK EDPlan. Message Board page.
    - Phone support will be during the hours of 9:00 AM and 5:00 PM local time, excluding weekends and PCG-recognized holidays. PCG will provide a toll-free or local number. This number will connect the School District contact with PCG's OK EDPlan help desk.
    - Provide annual ongoing training to the School District's health-related providers and program liaisons that will cover the overall program, participation requirements, and the process for logging services, claiming supporting documentation, managing caseloads, and generating service reports in OK EDPlan.
4. Prepare and update as appropriate, a Compliance Checklist identifying the relevant Medicaid documentation rules for the OK School-Based Medicaid program.
5. Based on the information entered on OK EDPlan by School District as well as the compliance check options agreed to in the Compliance Checklist, process, generate, and submit claims to OHCA on behalf of OSDE and all School Districts participating in the program for services rendered during the 2026-2027 school year.
6. Bill Medicaid for School Districts properly per Exhibit B – Compliance Checklist for logging services and claim support documentation in OK EDPlan.

7. Review Remittance Advices from OHCA to reconcile, correct denied claims, and void claims as appropriate.
8. Generate and provide claiming and compliance reports to School District.
9. Perform annual program integrity reviews pursuant to the SBHS audit plan approved by OSDE.
10. Retain service documentation that supports its claims for Medicaid reimbursement and meets the minimum Medicaid and OHCA requirements for 6 years from the date of service (OHCA Policies and Rules: 317:30-3-15). Records that are part of an ongoing compliance review, audit, grievance, or litigation require that the documentation be retained beyond 6 years.

MAC

PCG has developed a description of reimbursable MAC activities performed by School District contract or salaried staff. This list is in accordance with CMS guidelines. A description of the MAC activities can be found in the Time Study Implementation Guide. Therefore, PCG will:

1. Review District MAC claims for Medicaid reimbursement periodically.
2. Compile documentation as set forth by CMS guidelines and calculate a MAC claim for reimbursement.
3. Issue payment to the District representing all of the federal share of actual and reasonable costs less PCG's administrative fee for MAC activities provided by the District, as determined by CMS approved cost allocation methodologies and time study formulas.
4. Prepare claims to OHCA, on behalf of OSDE, to forward for funding to CMS for Title XIX participation.
5. Calculate MAC claims directly in the PCG Claiming System and District financial personnel will be able to view the calculation.
6. Notify the District in the event of any changes made by CMS to federal matching percentages or costs eligible for match.
7. Assist Districts via the help desk with program components including but not limited to education and training, and technical assistance for the SBHS program. The PCG Claiming System will provide a variety of resources.
8. OSDE will distribute MAC reimbursement funds to the District via Electronic Funds Transfer (EFT). OSDE is obligated to reimburse funds to the extent that OSDE receives funds from OHCA, excluding appropriate administrative fees as agreed between OSDE and PCG. OSDE reserves the right to withhold distribution of payment(s) if the District is in a payback situation for any program component.

School District

FFS

1. Designate a liaison who has decision-making authority, or reports directly to someone who has such decision-making authority with respect to all matters in the Participation Agreement (including its exhibits). The liaison will serve as the primary point of contact with OSDE and PCG.
2. Actively participate in this program and be available for training sessions in accordance with an agreed schedule and for other required tasks, activities, and approvals.
3. Enroll as a Medicaid provider. This includes notifying Medicaid of any change in address, tax ID, or other information required to keep Medicaid provider enrollment records current at all times.
4. Obtain a National Provider Identifier (NPI) for billing transaction purposes.

5. Have its rendering providers enroll as a Medicaid provider (contract with OHCA), re-enroll as a Medicaid provider (re-new contract with OHCA) and obtain an NPI. The Medicaid provider ID and its effective dates must be recorded in OK EDPlan. The School District must have all rendering providers linked to its Medicaid ID via Appendix A in OHCA's portal before submitting claims for Medicaid reimbursement.
6. Complete paperwork for PCG to submit and receive electronic claims and electronic Medicaid enrollment data on behalf of School District.
7. Obtain one-time written parental consent to disclose information and bill Medicaid for services and to provide the parent or guardian with initial and annual notice of the disclosure.
8. Obtain a separate physician referral for Physical Therapy services.
9. Ensure that its rendering providers (employees or contractors who perform direct medical services) meet all of Medicaid's licensure, certification, and other criteria to qualify as Medicaid providers and provide services for which Medicaid reimbursement is claimed.
10. Initially set up and manage ongoing access and supervisor links for its health-related service providers in OK EDPlan.
11. Have its health-related service providers record all health-related services they provide to special education students in OK EDPlan. PCG will not submit claims for any services not entered in OK EDPlan.
12. Have its liaison record all necessary claim support documentation in OK EDPlan.
13. Provide all services that are listed in the student's IEP, regardless of whether the services are Medicaid-covered and can be billed to Medicaid. (PCG will submit Medicaid claims only for Medicaid-covered services.)
14. Be responsible for the accuracy and completeness of the data its employees provide for claim submission. Errors must be corrected as soon as possible. School District, not OSDE or PCG, is accountable for any errors or omissions.
15. If audited by the State (OAC 317:30-3-2.1) or Federal (42 CFR 431.107(b)(1)-(2)) Government or their agents, disclose all Medicaid records required for audit purposes.
16. Safeguard student records in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable provisions of HIPAA, and all applicable OK state laws.
17. Be responsible for informing its program participants of all relevant privacy regulations and polices.
18. Ensure the availability of non-federal (state/local) funds expended for Medicaid covered services equal to the required state share match. Districts can only use state/local monies for matching Medicaid. Districts may not use federal funds for the required match. If a federal grant has a cash match requirement, the funds used for the match cannot also be used as a match for Medicaid.
19. Participate in the program financing model by transferring state matching funds to OHCA, equaling the non-federal matching funds required for receipt of federal Medicaid funding for the service.
20. Retain service documentation that supports its claims for Medicaid reimbursement and meets the minimum Medicaid and OHCA requirements.
21. Comply with the requirements of the OK Medicaid Billing Services Compliance Checklist.
22. As used in this Exhibit, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of

computer data, or in any other form. In accepting any Contract with the State, the School District agrees that any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

The District is required to retain records relative to the Contract for the duration of the Contract and for a period of six (6) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the six (6) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the six (6) year retention period, whichever is later.

23. Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information School District submits as part of or in connection with a contract are public records and subject to disclosure. School District claiming any portion of their contract as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Superintendent of OSDE (STATE OF OKLAHOMA) shall make the final decision as to whether the documentation or information is confidential.

    District shall cooperate in the defense of any disallowance claim arising in connection with this Agreement. Any defense costs associated with the disallowance on claims attributable to errors or omissions caused by District shall be borne by District. District agrees and understands that the federal government may levy a disallowance on the Medicaid expenditures made in connection with this Agreement. District also agrees and understands that disallowances levied may or may not be upheld, in whole or in part, if appealed. District shall be responsible for any disallowance, deferral, or recoupment.

MAC

1. The School District will designate an employee(s) to act as a liaison with PCG for issues concerning this Agreement, administration of the MAC component of the SBHS program, and financial information. The School District may choose to designate more than one person based on roles and responsibilities as School Districts are required to have a replacement available to perform program requirements in the case of an absence. If the designated employee(s) changes roles or School Districts the School District must provide written notice to PCG within ten (10) business days.
2. The School District will meet all deadlines to submit required information to PCG for the purposes of the SBHS program.
3. The accounting system used by the School District or its contractor must comply with the requirements contained in 2 CFR 220.
4. School Districts must follow the policies and procedures contained in the "Time Study Implementation Guide" approved by CMS.
5. The School District will maintain or coordinate a contractor's assistance in maintaining an OSDE/OHCA/CMS approved MAC component to include training, the use of standardized sample forms, sampling, the development and maintenance of School District identifiable cost accounting pools, and the application of sample percentages to accounting pools in a manner which will document the process for audits.

6. The School District will report periodic salary and benefit, and contracted personnel costs for participants that are included on the related Random Moment Time Study (RMTS) staff pool list. Costs are reported on a cashbasis accounting methodology. Each period's costs must be certified by an authorized financial representative of the School District.

7. The School District must sign and return to PCG the non-federal matching dollars, also referred to as periodic Certification of Public Expenditures (CPE) form(s), and/or other documentation determined by OHCA to be necessary to verify that the District has expended the state / local funds reflected in the certification. The CPE form must be signed and dated by an authorized financial representative on behalf of the SCHOOL DISTRICT. The funds expended and reported in the CPE must be funds other than federal funds.

8. Periodic CPE forms are generated with the claim and distributed electronically. The School District will need to sign each period's CPE in the PCG Claiming System before disbursement of MAC funds.

9. The School District shall monitor employee participation to ensure that RMTS forms are completed. The School District must meet the minimum return rate compliance of 85% of survey moments assigned each period. After the first period of RMTS non-compliance, the School District may be required to submit a Corrective Action Plan (CAP) outlining a plan to meet compliance. After two consecutive periods of RMTS non- compliance, the School District may be required to document why the strategy in the CAP was not effective and submit a revised CAP. After three consecutive periods of RMTS non-compliance, the School District may be removed from participating in the MAC component of the SBHS program. Non-compliance measures may change at any time based on direction from OSDE/OHCA or a federal entity. Submission of and compliance with a CAP is not the exclusive remedy for non-compliance by the School District. In addition to requiring the adoption and implementation of a CAP, claims for MAC may be denied and/or recouped as a result of non-compliance.

Compliance Reviews

1. A School District receiving SBHS Program funds will be subject to periodic comprehensive compliance reviews, as determined in collaboration with PCG and OSDE. OSDE has the option to modify review selections upon request. The School District will comply with all required next steps as a result of findings..

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2. Any recoupment or disallowance of funds for any reason, including as a result of an audit exception, disallowance or comprehensive compliance review, or deferral or denial by CMS or OHCA, will be the exclusive responsibility of the School District, regardless of when the recoupment or disallowance is issued or whether the School District has withdrawn from the SBHS program. PCG shall have no liability for any such recoupment or disallowance of funds. If a recoupment is requested, payment by the School District is due on demand.

3. The School District will comply with all applicable federal, state, and local laws, rules and regulations, program requirements, OSDE and OHCA policies, and procedures governing performance of duties under this Agreement, including but not limited to an annual audit conducted in accordance with the Single Audit Act of 1984 and all applicable amendments.

4. The School District agrees to maintain and furnish records and documents from the date of payment, both medical and non-medical, as may be required by applicable federal and state laws. The School District will allow PCG or designees reasonable access during regular business hours to review, copy or obtain specific records or documents and will cooperate with PCG or designee to facilitate the information and record exchanges necessary for quality management, utilization management, or other processes required for SBHS program operations.

5. The School District shall comply with all deadlines set by PCG regarding compliance reviews, deliverable and documentation deadlines, and respond to PCG in a timely manner. It is the

responsibility of the School District to stay informed regarding deadlines and program changes through, dashboards, trainings, as well communications sent by PCG.

6. Should a School District not submit documentation that meets all SBHS program documentation requirements to substantiate cost reported or reimbursement received or fails to submit required documentation within the outlined required timeframe if/when selected for a compliance review all monies determined owed are subject to recoupment.
7. All documentation submission for compliance reviews must be made in an acceptable format depending on the content of the data and School District is responsible for delivery timelines despite service provider or methods of delivery used. All data that contains private, confidential student data must be submitted securely, and the School District is responsible for alternate submission arrangements should technology prohibit secure electronic data submission.
8. School District documentation, data certifications, and submissions should undergo a thorough review and quality check by the School District to ensure accuracy. Certification language should be reviewed carefully to understand responsibility of accuracy and acknowledgement of consequences before submission to PCG.
9. The School District will comply with all program requirements as outlined in the SBHS Program Handbook specific to school-based claiming prior to submitting costs for MAC claims. The School District will submit all financial supporting documentation upon request. The School District shall not engage in unallowable practices such as back-dating or any other alteration of the source document in order to falsify program compliance.
10. The School District will cooperate with periodic compliance reviews conducted by PCG and will comply with recommendations that result from those comprehensive compliance reviews. The School District will supply a certified CAP certified by a School District representative for areas identified as non-compliant during a compliance review.

EXHIBIT B – COMPLIANCE AGREEMENT

Each of the parties to this Participation Agreement agree to fulfill the compliance responsibilities assigned to it in this Exhibit B.

EXHIBIT B
COMPLIANCE CHECKLIST
EFFECTIVE SCHOOL YEAR 2026 - 2027
SCHOOL-BASED HEALTH SERVICES PROGRAM

Public Consulting Group LLC (PCG) has been retained by the Oklahoma State Department of Education (OSDE) to administer the School Based Health Services (SBHS) program for all participating School Districts (hereafter referred to as "School District"). PCG will provide Medicaid billing services pursuant to the contract between the Oklahoma Health Care Authority (OHCA) and OSDE, the contract between OSDE and PCG, and the Participation Agreement among OSDE, PCG, and School District.

This Medicaid Billing Services Compliance Checklist is intended to help School District comply with applicable Medicaid billing requirements. It is a requirement of the SBHS program that OSDE reviews the Checklist together with PCG before the start of each school year, that OSDE executes the Checklist and delivers it to School District before the start of each school year, and that School District complies with the Checklist throughout the school year. The current Compliance Checklist will remain in effect until a new checklist is signed.

All Medicaid billing must be in compliance with all applicable Medicaid requirements, including those relating to documentation. School District's failure to maintain the required documentation could result in a recoupment of Medicaid payments.

- **School District is responsible for the accuracy of the data it enters into OK EDPlan, hereafter referred to as "PCG System" and data that it otherwise sends to PCG for Medicaid billing purposes.**
- **School District is responsible for ensuring that claims are not submitted for direct service delivery that was not provided. For example, School District must ensure that claims for direct service delivery are not submitted on dates when student attendance data does not show student as "present" in school.**
- **School District is responsible for maintaining all documentation necessary to support the payment of Medicaid claims.**
- **In the event of a state or federal Medicaid audit, School District is responsible for producing the required documentation, including documentation that may not be referenced in this Compliance Checklist.**
- **School District is responsible for controlling School District user access to the PCG System, including managing passwords and activating and inactivating user access.**

PCG will perform a review of participating School District information based on the data provided by the School District before using that data to bill Medicaid on behalf of School District. The purpose of such "pre-billing checks" is to help School District avoid the submission of claims to Medicaid that do not satisfy Medicaid requirements.

The following Compliance Checklist covers many standard Medicaid documentation requirements for school-based Medicaid direct services billing programs. This is not a comprehensive list of every requirement of the program for which School District will be responsible to provide supporting documentation. **It remains the responsibility of School District to ensure that it is not providing inaccurate documentation to PCG, or otherwise providing information that would lead to the submission of inaccurate claims.**

Legal Approved 10/6/2026
RGB

lease

Services

The SBHS program covers the following services. PCG will provide Medicaid billing services, and pre-billing checks, for each of the following school-based services submitted by School District.

Audiology
Assistive Technology
Child Health Screening
Hearing Screening and Services
Immunizations
Nursing (LPN and RN)
Occupational Therapy
Personal Care
Physical Therapy
Psychological Evaluation and Testing
Psychotherapy Services
Speech Language Therapy Services
Therapeutic Behavioral Services
Vision Screening and Services

Pre-Billing Checks

The services selected above will be subject to the following pre-billing checks. These checks do not relieve the School District of its responsibility to provide and maintain accurate documentation and information.

1. Medicaid ID

REQUIREMENT: Every student for whom a service is provided must have a valid Medicaid ID.

School District is responsible to provide correct student demographic data necessary to determine if the student has a Medicaid ID.

☒ **PCG will check Medicaid ID, based on School District data.**

Before billing Medicaid, PCG will check Medicaid enrollment data obtained from the State Medicaid agency to confirm that the student has a valid Medicaid ID. If student does not have a valid Medicaid ID, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ Enrollment information will be obtained from the PCG System. The data that generates said information comes from School District.

2. Service Date Span

REQUIREMENT: Each service submitted to Medicaid must be within the time period that the student is covered by Medicaid.

☒ **PCG will check Medicaid Service Dates, based on School District data.**

Before billing Medicaid, PCG will check Medicaid enrollment data to confirm that the service delivery dates are within the Medicaid date spans obtained from the State Medicaid agency. If the service date is not within the Medicaid date spans, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ Service information will be obtained from the PCG System generated by the data entered by School District.

3. Age

REQUIREMENT: Each service submitted to Medicaid must be age-appropriate.

School District is responsible to provide correct student demographic data necessary to determine if the student is the required age.

☒ PCG will check student Age, based on School District data

Before billing Medicaid, PCG will check that the student is the required age on the date of service, based on Medicaid rules for the type of service submitted. For example, a student must be 3 years and older to receive a school-aged service. If the student is not of the appropriate age, then the service will not be billed.

How should PCG expect to receive this information from School District?

☒ Demographic info will be obtained from the PCG System. The data that generates said information comes from School District.

Age Range: Between 3 years and less than 21 years as of the date of the school-based service.

4. Diagnosis Code

REQUIREMENT: Each service submitted to Medicaid must include a diagnosis code.

School District is responsible for verifying that the appropriate diagnosis code is selected and documented in the PCG system.

☒ PCG will check that School District provided a diagnosis code, based on School District data.

Before billing Medicaid, PCG will check that School District has provided a diagnosis code pursuant to OHCA Policies and Rules **317:30-5-4**. If a diagnosis code is not provided by School District, the service will not be billed.

Please select the method by which diagnosis codes are provided to PCG:

☒ Provider-selected diagnosis code will be documented in the service log in the PCG System by School District. PCG will extract the diagnosis codes prior to each billing cycle.

School District is responsible for verifying that the appropriate diagnosis code is selected and on file.

5. Individualized Education Program (IEP) Dates

REQUIREMENT: Each service submitted by School District to PCG that requires an IEP for Medicaid billing must be supported by an IEP effective on the date of service documented by School District. It is

School District's responsibility to make sure that the IEP includes the student's name; description of medical condition; achievable, measurable, time-related goals and objectives that are related to the functioning of the student; the type of services the student will need, and the frequency and estimated length of treatments; and the duration of treatment. Note - PCG will not check or confirm that the IEP includes these items; School District must check and confirm that the applicable IEP has all necessary information for any service that School District submitted pursuant to that IEP. The recommendation for the services identified in the IEP, and the recommendation for the appropriate scope, frequency and duration of the service, must be made by a licensed practitioner of the healing arts operating within their scope of practice.

☒ **PCG will check that service delivery dates are within the IEP date span, based on School District data.**

Before billing Medicaid, PCG will check that the service delivery dates are within the IEP date span in the PCG System. *It is the responsibility of School District to ensure that the related service is prescribed in the IEP for the appropriate duration to support billing.* If the service date is not within the IEP date span, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ IEP dates will be obtained from the PCG System. The data that generates said information comes from School District.

6. Referral/Order/Physician Authorization

REQUIREMENT: Physical Therapy services must be ordered in writing by a physician (M.D. or D.O.) to be covered by Medicaid; the prescription must be updated annually and maintained in the student's health record.

School District is responsible for ensuring that services with referral/order/physician authorization, and those with dates of service within the effective date of the physician's order, authorization, or referral, are documented in the PCG System.

☒ **Before billing a therapy service for Physical Therapy services, PCG will check the date of the physician's order, referral, or authorization, based on School District data.**

Before billing Medicaid for a specified therapy service, PCG will check that the date of service is within the effective date of the physician's order, authorization, or referral provided by School District. If the service date is not within the effective dates of the order, authorization, or referral, the service will not be billed.

How should PCG expect to receive this information from the School District?

☒ School District will enter these dates into the PCG System. PCG will extract these dates prior to each billing cycle.

7. Supervisor Sign-Off

REQUIREMENT: Certain specified services may be provided under the direction of or under the supervision of another clinician. For the supervising clinician, "under the direction of" means that the clinician is supervising the individual's care which, at a minimum, includes seeing the individual initially, prescribing the type of care to be provided, reviewing the need for continued services throughout treatment,

assuring professional responsibility for services provided, and ensuring that all services are medically necessary. "Under the direction of" requires face-to-face contact by the clinician at School Districts at the beginning of treatment and periodically thereafter.

School District is responsible for ensuring that providers who meet the Medicaid qualifications have access to document services in the PCG System and that services delivered by providers requiring Supervisor Sign-Off are approved.

☒ **PCG will conduct Supervisor Sign-Off checks prior to billing for Nursing, Occupational Therapy, Physical Therapy, Speech Therapy, Therapeutic Behavioral Health, Hearing and Vision services.**

For staff members who require documentation review, the supervising provider will use the service log approval wizard in the PCG System to approve appropriately supervised services. Before billing for these services, PCG will check to see if the services by providers without full licensure were approved in this way by School District. If the services are not approved in this way by School District, the services will not be billed.

How should PCG expect to receive this information from School District?

☒ Service provider (clinicians, assistants, and aides) access and usage in the PCG System is managed by School District. The set-up requires School District to maintain and enter any supervisor signoff requirements.

Supervisor signoff information will be obtained from the PCG System. The data that generates said information comes from School District.

8. Provider Qualifications

REQUIREMENT: All School District service providers (clinicians, assistants, and aides) participating in the Medicaid school-based billing program must meet Medicaid and State license/certification requirements, as specified in State Medicaid billing rules. (Select one policy below.)

School District is responsible for ensuring that providers who meet the Medicaid and State license/certification requirements have access to document services in the PCG System. It is the responsibility of School District to obtain and maintain licensure/certification information.

☒ **PCG will conduct a pre-billing check that the date of service was a date on which provider was qualified, based on School District data.**

Before billing Medicaid for a documented therapy service, PCG will check that the date of service was within the period that the provider was met Medicaid and State license/certification requirements, based on School District data in the PCG System. If the service date is not within the qualification dates, the service will not be billed.

How should PCG expect to receive this information from the School District?

☒ Service provider (clinicians, assistants, and aides) access and usage in the PCG System is managed by School District. The set-up requires School District to enter licensure/certification information for Health-related staff and update it at minimum annually thereafter.

Licensure/certification information will be obtained from the PCG System. The data that generates said information comes from School District.

9. Parental Consent to Access Public Benefits or Insurance

REQUIREMENT: Under 34 CFR §300.154(d)(2)(iv), a public agency must obtain a one-time written parental consent before accessing a child's or parent's public benefits or insurance for the first time. Paragraph (A) of § 300.154(d)(2)(iv) describes the specific elements of the written parental consent that a public agency must obtain under FERPA and IDEA before it may release for billing purposes a child's personally identifiable information to a public benefits or insurance program (e.g., Medicaid). Paragraph (B) of § 300.154(d)(2)(iv) requires that the onetime consent must specify that the parent understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services. A public agency must also provide initial and annual written notification as described in 34 CFR §300.154(d)(2)(v) to ensure that parents are fully informed of their rights before a public agency can access their or their child's public benefits or insurance to pay for services under the IDEA.

Under all circumstances, School District is responsible for maintaining copies of parental consents to access public benefits as well as written notifications and, if applicable, revocations of such consents.

☒ **PCG will conduct a pre-billing check for parental consent to access public benefits, based on School District data**

If the student has a consent date before the service date, and there is no revocation of consent documented thereafter, then the services will pass the check and be eligible for billing. If the service date does not follow an effective parental consent date, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ School District will enter the date of parent consent into PCG System.

10. Non-School Days (Weekends, Holidays, etc.)

REQUIREMENT: Claims may not be submitted for services on days when school is not in session, including but not limited to holidays, professional development days, weather-related closures, and weekends.

☒ **PCG will check Non-School Days before billing, based on School District data.**

Before billing Medicaid, PCG will check that the date of service does not fall on a Non-School Day as defined in School District's PCG System calendar. If the service date falls on a Non-School Day, the service will not be billed.

☒ **PCG will check Weekends before billing, based on School District data.**

Before billing Medicaid, PCG will check that the date of service does not fall on a weekend as defined in School District's PCG System calendar. If the service date falls on a weekend, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ Calendar info will be obtained from the PCG System. The data that generates said information comes from School District.

Memorandum of Understanding
Between Chickasaw Nation and
Shawnee Public School District

I. Parties

This Memorandum of Understanding (MOU) is between Division of Nutrition Services of the Department of Health of the Chickasaw Nation, a federally recognized and sovereign Indian nation ("Nation") of P.O. Box 1548, Ada, OK 74821, and Shawnee Public School District ("School"), Tax ID# 73-6021209 of 326 N Union St, Shawnee OK 74801 (address) with Phone Number 405-273-0653 (collectively referred to herein as the "Parties" or individually as the "Party".)

II. Purpose

Nation receives funds from the United States Department of Agriculture (USDA) Food and Nutrition Services to operate the Summer Electronic Benefit Transfer for Children (SEBTC), the Packed Promise program ("Packed Promise") and other Nutrition Benefit Programs, as applicable, collectively referred to as ("Programs"). For the purpose of successfully completing the goals of the Programs, the Nation will partner with the School. The function of this MOU is to establish roles and responsibilities between the parties for the implementation of the Programs.

This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds, but **rather** a basis of understanding between the Parties of the methods of performing the tasks herein. Unless otherwise agreed in writing, the Parties acknowledge that each Party shall bear its own costs in relation to this MOU.

III. Responsibilities and Duties

a. School:

i. For the purposes of streamlined certification as defined and described in the Federal Register, Volume 88, No. 249, the school shall provide the following data elements for students receiving and eligible for free and reduced meals:

- Student First Name
- Student Middle Initial (Optional)

- Student Last Name
- School ID
- Student State Testing Number
- School Name
- Student's Method of Certification for Free and Reduced-Price Lunch or Economic Disadvantaged Status (application, SNAP, TANF, WIC, FDPIR, Foster, Homeless, Migrant, Runaway, or Medicaid)
- Grade
- Birthdate
- Parent/Guardian's First Name
- Parent/Guardian's Last Name
- Household Mailing Address
- Household Physical Address (OPTIONAL)
- Household Phone Number(s)
- Household Email{s) (OPTIONAL)
- Language(s) Spoken in the Home (OPTIONAL)
- Preferred Method of Contact (OPTIONAL)
- Tribal membership (OPTIONAL)

ii. For the purposes of processing Summer EBT applications, the school shall provide the following data elements for all students enrolled who may be determined eligible via Summer EBT benefits via application as described in the Federal Register, Volume 88, No. 249:

- Student First Name
- Student Middle Initial (Optional)
- Student Last Name
- School Name
- Birthdate
- Individual free or reduced price eligibility status (when applicable)
- Tribal enrollment status (if applicable)

iii. For the purposes of processing Summer EBT applications, distribute all documents provided by Nation to all students through various means, including but not limited to, sending documents home with students in backpacks and folders. These documents will be used to recruit participants for the Programs.

iv. Verify enrollment and free and reduced lunch status of all applicants.

v. Provide verified information to the Chickasaw Nation Nutrition Services.

b. Nation:

i. Receive student data from the school for the purposes of streamlined certification.

ii. Receive Program applications online and by phone, verified enrollment, and

verified free and reduced lunch status from the school.

iii. Use foregoing information to recruit participants within the School's student population for the Programs.

iv. Provide Program benefits for eligible participants in the School District's student population.

v. Keep student data confidential and ensure that it only be used for the purposes herein.

c. **Non-Disparagement:**
Both Parties hereby stipulate and agree that either Party may discuss non-confidential aspects of their experience with the other Party, however each party shall not in any shape, form or fashion whatsoever, make any disparaging remarks of any sort or otherwise communicate any disparaging information about the other Party or the other Party's employees, officers or agents in their professional capacities herein to any third party, including but not limited to statements on social or any other media. Further, each party agrees to take no action of any nature which is intended, or would reasonably be expected, to harm the other Party or its reputation or which would reflect or reasonably lead to unfavorable publicity to the other Party.

d. **Confidentiality:**
In the course of performing services, the parties recognize they may come in contact with or become familiar with information which may be considered confidential. The Parties agree to keep all such information confidential and not to discuss or divulge it to anyone other than the appropriate personnel or their designees for the purposes expressed herein.

IV. **Term of Agreement**
This Agreement shall commence on the date last signed below and shall renew automatically annually from such date. Any services provided under this Agreement or any renewal shall be contingent upon continued Program funding from the USDA.

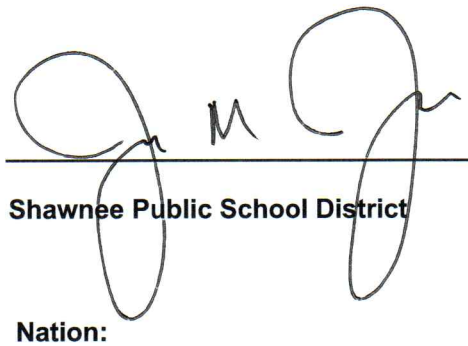
V. **Governing Law**
The Parties will use their best efforts to amicably resolve any dispute. Both the School and the Nation recognize, respect and accept the fact that under applicable laws each is governed by a separate sovereign with dominion over their respective territories and governments. By entering into this contractual relationship, neither the School nor the Nation has, in any way, caused the other's sovereignty to be waived or diminished.

VI. **Termination**

This Agreement may be terminated by either of the Parties upon thirty (30) days written notice delivered to the other Party. The written notice of termination will be sent to the Party's address referenced on page one of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date last below written.

School:



Date: 11/3/26

Shawnee Public School District

Nation:

_____ **Date:**_____

Rebecca Chandler, Executive Officer of Nutrition Services
Department of Health

ADDENDUM

This is an Addendum to the Agreement between the **Shawnee Public Schools** (hereinafter referred to as "LEA" for Local Education Agency) and **ESS South Central, LLC (**the "Company") for the services of Substitute Teachers and Staff:

The parties hereby agree to modify the Agreement as follows:

1. Effective November 2, 2026 the following positions and rates are **added/revised** in Exhibit A:

SEE ATTACHED PRICING PAGE

2. To fulfill LEA requests for clinical Staff, Company may freely assign, delegate, or subcontract the performance of any services or the provision of Staff under this Agreement to qualified third-party independent staffing partners, provided that:

a The independent staffing partners comply with all terms, confidentiality requirements, compliance obligations, and professional standards set forth in this Agreement.

b Company remains fully responsible and liable for the performance, acts, and omissions of any independent staffing partners as if they were the direct acts or omissions of the Company.

c All communication regarding day-to-day activity will be conducted between Company and LEA. All requests for staffing services, candidate submissions, and related communications must flow exclusively through Company.

3. All other provisions of the Agreement shall remain in full force and effect during the term of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

SIGNATURES ON NEXT PAGE

Shawnee Public Schools

By_____
Signature

_____
Name and Title

Date_____

ESS South Central, LLC

By_____
Steve Gritzuk, Chief Operating Officer

Date_____

CONTINUED ON NEXT PAGE

ADDENDUM A
Pricing Plan

Position	**Hourly Bill Rate**
Speech Language Pathologist (SLP) CCC	$85.00
Speech Language Pathologist (SLP) CF	$75.00
Speech Language Pathologist Assistant (SLPA)	$60.00
Special Education Teacher	$60.00
Diagnostician / Assessment Specialist	$80.00
School Psychologist	$90.00
School Social Worker	$75.00
Board Certified Behavior Analyst (BCBA)	$95.00
Registered Behavior Technician (RBT)	$45.00
Licensed Professional Counselor	$80.00
Occupational Therapist (OT)	$85.00
Occupational Therapist Assistant	$60.00
Physical Therapist (PT)	$90.00
Physical Therapist Assistant	$65.00
Licensed Registered Nurse (RN)	$65.00
Licensed Practical Nurse (LPN)	$50.00
Teacher for Deaf and Hard of Hearing (DHH)	$70.00
Teacher for Visually Impaired (VI)	$70.00
Orientation & Mobility Specialist (O&M)	$80.00

SHAWNEE HIGH SCHOOL SPORTS BROADCAST AGREEMENT

Agreement between KGFF Radio and Shawnee High School is made and entered into on _____
date

1. SHS Men's and Women's Basketball Broadcast

KGFF will broadcast men's and women's home basketball games.
Those games will be produced locally by KGFF, and SHS will provide KGFF with the on-air sponsors and ad copy for in-house production.

2. OBU Additional Sports Broadcast

Other sporting events will be broadcast where possible depending on the time event and importance of the event, playoffs, etc.

3. SHS Basketball Announcer & Producer

KGFF will provide the play-by-play voice for each basketball game. KGFF will also produce each basketball game for local radio clearance only.

4. SHS Hudl Livestream Production

KGFF will provide the the audio for the Hudl Livestream through a line from the play-by-play audio board to the Hudl Livestream production team. SHS will provide the crew to run the Hudl Livestream. KGFF will provide technical support where possible.

5. Broadcast Rights.

Broadcasts will remain the property of SHS.

6. Marketing/Social Media

KGFF will promote SHS Sports on-air and on our Social Media channels.

7. Broadcast Fee

2025--$3,000

a. This broadcast fee covers the cost of the play-by-play announcer for all home games and postseason games.
b. This fee covers the cost of the KGFF radio producer.
c. SHS can sell their own ads to cover the cost of this fee.
d. KGFF will produce radio commercials for any ads sold by SHS.
e. KGFF will also provide OBU with free basketball commercials throughout the season promoting upcoming games.

_____ _____
SHS Athletic Director-Dax Leone **Date**

_____ _____
Carrie Kieffer-KGFF Radio General Manager **Date**

SHAWNEE PUBLIC SCHOOLS
REQUEST TO REMOVE SURPLUS ITEMS

SITE: SPS Kitchens

PERSON REQUESTING REMOVAL OF ITEMS: Evan Stiles Maintenance Director

QTY	ITEM DESCRIPTION	REASON TO REMOVE
7	Hobart Commercial Floor Mixer 60qt H-600	Do not Use/Taking Up Space
1	Hobart Commercial Mixer 30qt HL-300	Do not Use/Taking Up Space

2027 | 7 | 1 | 1: Sunday, 2: Monday

2027-2028

Shawnee PS Instructional Calendar

Option A

July 27

Su	M	Tu	W	Th	F	Sa
				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

August 27

Su	M	Tu	W	Th	F	Sa
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				

September 27

Su	M	Tu	W	Th	F	Sa
			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		

October 27

Su	M	Tu	W	Th	F	Sa
					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						

November 27

Su	M	Tu	W	Th	F	Sa
	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				

December 27

Su	M	Tu	W	Th	F	Sa
			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 28

Su	M	Tu	W	Th	F	Sa
						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 28

Su	M	Tu	W	Th	F	Sa
		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				

March 28

Su	M	Tu	W	Th	F	Sa
			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 28

Su	M	Tu	W	Th	F	Sa
						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 28

Su	M	Tu	W	Th	F	Sa
	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 28

Su	M	Tu	W	Th	F	Sa
				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	

This Calendar Represents SPS Usage of "Hours" in Lieu of "Days" for Instructional Year

September & February are PTC Months - Check Your School Site Calendar for Specific Dates & times

NOTES

August 2nd - New Teacher's Report

August 5th - Teacher's Report

August 5th Convocation

August 6th & 9th Building Inservice Day

August 10h Teacher's Work Day

August 11th - 1st Day of School

August 27th - Celebrate Teacher's

Sept 6th - Labor Day No School

Oct 11th- 15th - Fall Break - No School

Nov. 11th Veteran's Day

Nov.22nd - 26th - Thanksgiving Break - No School

Dec 17th Last Day 1st Semester

Dec 20th-31st Christmas Break - No School

January 3rd - Professional Development - No School

January 17th - MLK Day - No School

Feb. 21st - President's Day - No School

March 13th - 17th Spring Break No School

April 14th Easter Holiday No School

May 18th - Last Day of School

May 19th Teacher's Work Day

1st Semester = 81 Days F2F + 1 PTC +4 PD

2nd Semester - 90 Days F2F + 1 PTC +1PD

171 Days Instruction 2 PTC 5 PD 2 Work Days

SHAWNEE PUBLIC SCHOOLS

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

Jason James
Superintendent

Proposed Board Meeting Dates

- January 11, 2027
- February 8, 2027 (Revised)
- March 8, 2027
- April 12, 2027
- May 10, 2027
- June 28, 2027
- August 9, 2027
- September 13, 2027
- October 4, 2027
- November 8, 2027
- December 13, 2027

Dr. Jason James
Superintendent
Shawnee Public Schools

Exhibit A

November 9, 2026 - PERSONNEL BOARD ACTION

NAME	JOB & SITE	EFFECTIVE DATE
Resignation Certified		
Copeland, Terry	3rd Grade Teacher / Will Rogers	10/5/2026
Murray, Stephanie	Math Teacher / SMS	12/4/2026
Resignation Support		
Coffee, Keisha	Custodian / SECC	12/31/2026
Haddock, Ashley	Sped Paraprofessional / Will Rogers	10/23/2026
Rodriguez, Talonna	Bus Monitor / Transportation	10/2/2026
Salazar, Jesse	Custodian / Central Office	10/14/2026

Exhibit B

November 9, 2026 - PERSONNEL BOARD ACTION

NAME	JOB & SITE	EFFECTIVE DATE
RECOMMEND TO HIRE ON TEMPORARY CONTRACT 2026-2027		
Certified Teacher		
Scallion, Madison	Special Ed Teacher / SHS	01/04/2027
Adjunct Teacher		
Boatman, Mason	Journalism / SHS	08/06/2026
Boren, David Ryan	Debate / SHS	08/06/2026
Partain, Clinton	Sociology / SHS	08/06/2026
Partain, Clinton	Debate / SHS	08/06/2026
Shields, Troy	Economics / US Government / SHS	08/06/2026
Yardy, Elissa	Algebra/ SHS	08/06/2026
Support		
Frazier, Garnequa	Bus Monitor / Transportation	10/07/2026
Long, Brian	Transportation Supervisor / Transportation	11/02/2026
Marizu, Cassandra	SPED Paraprofessional / Will Rogers	10/26/2026
Smith, Tammy	Non CDL Driver / Transportation	10/19/2026
Adjunct Coach		
Blackwell, Journey	Asst Swim Coach / SHS	10/08/2026
Willms, Victoria	Head Girls Basketball Coach / SMS	10/21/2026