

Board Minutes
Oakdale Public School Board of Education Regular Meeting
Tuesday, August 10, 2021 6:00 PM
Fine Arts Building - Auditorium

President – Todd Corbin

Vice President – Kimber Shoop

Clerk – Erin Hulsey

Minutes Clerk - Marlene Martinez-Dunn

1. **Routine Items:**

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

Attendance Taken at 6:04 PM.

Mr. Todd Present

Corbin:

Erin Present

Hulsey:

Jerome

Loughridge: Present

Present: 3.

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

3. **Public Comment:** All meetings of the Board of Directors shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Members of the public wishing to address the board must sign up before the meeting. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED . Board members may not respond to speakers' comments. See attachment.

4. **Staff Reports, Presentations, and/or Recognitions**

- **Superintendent's Update: Dr. Joe Pierce**
 - **Updated information about the Safe Return Plan for 2021-22**
 - **Reminder of start/end time change**
 - **Bond project bid opening information**
- **Elementary School Principal: Jenna Foster**
- **Middle School Principal: Jill Willhoite**

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

The Board approved the consent agenda. This motion, made by Jerome Loughridge and seconded by Mr. Todd Corbin, passed.

Mr. Todd
Corbin: Yea

Erin
Hulsey: Yea

Jerome
Loughridge: Yea

Yea: 3, Nay: 0

1. Approve minutes of the July 20, 2021 special board meeting.
2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending July 31, 2021.
3. Declare district equipment, technology devices, furniture, fixtures and other materials surplus and authorize administration to dispose of them properly.

The Board approved Declaring district equipment, technology devices, furniture, fixtures and other materials (as listed and described in the supporting document) as surplus and authorize administration to dispose of them properly. This motion, made by Jerome Loughridge and seconded by Mr. Todd Corbin, passed.

Mr.
Todd
Corbin: Yea

Erin
Hulsey: Yea

Jerome
Loughr Yea
idge:

Yea: 3, Nay: 0

4. Approve Encumbrances
 5. General Fund Payments #93-#120
 6. Child Nutrition Payments are included with General Fund Payments
 7. Building Fund Payments #59-#78
 8. Activity Fund Payment #1
 9. Bond 34 Payments #1-#5
 10. Bond 36 Payments #1
6. **Information Items:**
1. Information and discussion of first round review of the revisions, edits, omissions and additions to the Oakdale Board Policy Book Sections F & G as recommended by OSSBA attorney's legal review.
7. **Business (Action) Items: The following items will be considered, discussed, and possible action taken on each one separately.**
1. Consideration, discussion, and possible action on adoption of new policies as required by state law:
 - Policy BDFD: Healthy and Fit School Advisory Committee/Safe School Committee
 - Policy CI: Disposal of Surplus School Property
 - Policy DBH: Accommodations for Lactating Employees
 - Policy EGG: Prohibition of Race and Sex Discrimination in Curriculum & Complaint Process

- Policy EEG-E: Prohibition of Race and Sex Discrimination in Curriculum & Complaint Process Complaint Form
- Policy EJB: Suicide Awareness & Training

The Board approved the adoption of new policies as required by state law. This motion, made by Jerome Loughridge and seconded by Mr. Todd Corbin, passed.

Mr.

Todd Yea
Corbin:

Erin

Hulsey: Yea

Jerome

Loughr Yea
idge:

Yea: 3, Nay: 0

2. Consideration, discussion, and possible action on certified & support personnel recommendations as listed in Exhibit A: Personnel Report.

The board approved the resignations and employment of Certified and non-certified staff as recommended by the Superintendent. This motion, made by Jerome Loughridge and seconded by Mr. Todd Corbin, passed.

Mr.

Todd Yea
Corbin:

Erin

Hulsey: Yea

Jerome

Loughr Yea
idge:

Yea: 3, Nay: 0

3. Consideration, discussion, and action upon declaring Oakdale Schools as an "hours" district for state accreditation purposes.

The board approved declaring Oakdale Schools as an "hours" district for state accreditation purposes. This motion, made by Jerome Loughridge and seconded by Mr. Todd Corbin, passed.

Mr.

Todd Yea
Corbin:

Erin

Hulsey: Yea

Jerome

Loughr Yea
idge:

Yea: 3, Nay: 0

4. Consideration, discussion, and possible action on the sanctioning application from the Oakdale School Foundation for 2021-22.

The board approved the sanctioning application from the Oakdale School Foundation for 2021-22. This motion, made by Jerome Loughridge and seconded by Mr. Todd Corbin, passed.

Mr.
Todd
Corbin: Yea

Erin
Hulsey: Yea

Jerome
Loughr
idge: Yea
Yea: 3, Nay: 0

5. Consideration, discussion, and possible action on the sanctioning application from the Oakdale PTC for 2021-22.

The board approved the sanctioning application from the Oakdale School Foundation for 2021-22. This motion, made by Jerome Loughridge and seconded by Mr. Todd Corbin, passed.

Mr.
Todd
Corbin: Yea

Erin
Hulsey: Yea

Jerome
Loughr
idge: Yea
Yea: 3, Nay: 0

8. **New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.**
9. **Adjourn: Possible consideration, discussion, and vote to adjourn.**

The board adjourned the meeting @ 6:39 pm. This motion, made by Jerome Loughridge and seconded by Mr. Todd Corbin, passed.

Mr. Todd
Corbin: Yea

Erin
Hulsey: Yea

Jerome
Loughridge: Yea

Yea: 3, Nay: 0



BOARD OF EDUCATION MEETING PUBLIC PARTICIPATION

The purpose of a Board meeting is for the Board to conduct the District's business and to deliberate and act upon matters before the Board unless the Board is specifically conducting a public forum. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public forum is being held for the purpose of receiving public input.

During portions of the Board's regular business meetings an opportunity shall be provided for members of the public to make comments regarding school related matters that appear as an action item on the posted agenda. To make such comments, members of the public are to complete the required form and submit it to the Clerk of the Board no less than 15 minutes before the meeting is called to order. Individuals or groups wishing to speak during the public comment period must provide the following information, in writing on the form provided, in order to speak before the board:

- Name of the individual;
- The agenda action item(s) the individual wishes to address;
- The organization the individual represents or is affiliated with, if applicable.

Persons addressing the Board during the "Public Comments" portion of a regular meeting Board meeting shall be allowed three (3) minutes to address the Board. If a group has requested to address the Board on a particular subject, the group will select one representative speaker for the group and will be allowed ten (10) minutes to speak collectively on behalf of the group's members. Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group. Generally, a maximum of fifteen (15) minutes will be allowed for the public comment period. If an extremely large number of requests to speak are received, the Board President may extend the total time limit for comments.

The District provides various grievance and complaint procedures for addressing concerns and complaints. Therefore, to avoid circumvention of those procedures and ensure fairness to all parties, no person will be allowed to place an item on the agenda or speak on the following matters:

1. Any issue involved in pending litigation or any investigation filed with an outside agency wherein the District, any employee, or the Board is a party;
2. Any pending grievances or complaints involving employees or students;
3. An employee disciplinary action, including suspension, demotion, non-reemployment or termination;
4. Any student suspension or appeal of a student suspension.

Persons addressing the Board shall not be permitted to engage in defamatory conduct or criticize individuals and shall not engage in disruptive behavior.

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

CROSS REFERENCE: Policy GF

REFERENCE: 70 O.S. §5-118



Oakdale Public School:

Safe Return and Continuity of Services Plan

Revised: August 3, 2021



Our Safe Return & Continuity of Services Plan addresses the nine components as required in the OSDE guidance.

The Oakdale Public Health Advisory Team met multiple times during the FY21 school year to review, modify, and offer additional feedback to the school. Additionally, each plan revision was presented publicly to the Board of Education at a regularly scheduled meeting that included the opportunity for public comment.

The advisory committee met again before school started and reviewed the plan in light of current circumstances.



Oakdale School very successfully navigated 2020-21 while keeping school open five days per week!

The administrators and faculty persevered through many changes while learning new skills and protocols.

For 2021-22, we we will build upon best practices from last year and continue using common sense, multi-layered precautions while encouraging wearing masks.



Finally, we will continue to monitor data and our prevention strategies over the course of this school year. We ask for your support and cooperation as we modify plans and perhaps progressively increase (or decrease) layered procedures as permitted by state law, health department regulations, and/or other state & local guidelines.

Dr. Joe Pierce, Superintendent



Introduction & Review

During the most recent 2020-21 legislative session, a new state law (SB 658) was created that will influence our plans in succeeding school years. We acknowledge our duty to comply with state law and will modify our plan as necessary.

The following slides outline our 2021-22 Safe Return Plan. The plan has been revised based on current data, our experiences, and best practices learned during the global pandemic.



Oakdale Public Health Advisory Team

The Oakdale Public Health Advisory Team is a group of parents and medical and/or public health experts. The team is advisory in nature and does not make policy. It responds to specific questions posed by the Board or by the Administration and reviews, from time to time, particular matters as are helpful to the conducting of school business.

- **Paul Dasari, MD, MPH:** Pediatric endocrinologist at Oklahoma City Indian Clinic
- **Jennifer Lepard, PhD, MPH:** With a doctorate in Public Health, Jennifer is the Chief Operating Officer at the Oklahoma State Department of Health
- **Lynn Mitchell, MD, MPH:** Chief Medical Officer, Chief Wellness Officer, OU Physicians Associate Dean for Clinical Practice, OU Health Sciences Center. Dr. Mitchell is the former Prevention and Preparedness Director for the Oklahoma State Department of Health
- **Brian Plaxico, DO:** Emergency Medicine physician at Oklahoma ER & Hospital



Masks

The 2021-22 school year will begin with no masks mandated, but they are *strongly encouraged*.

- Mask mandates may only be enacted under certain conditions as provided in [SB 658](#)
- *We encourage* students and employees to wear masks
- If a mask is worn, students must provide their own clean mask each day and must be able to use it appropriately and independently
- Teachers will have the discretion to take mask breaks as needed



School Nurse

- Our new full-time school nurse is **Mrs. Peggy Cain, RN.**
- She is the point of contact for all health-related issues at Oakdale.
- Mrs. Cain will maintain data/documentation related to all contract tracing, in combination with isolation and quarantine, in cooperation with the OCCHD.
- As in previous years, on-site vaccination clinics (e.g. flu shots) for staff and community may be coordinated by the nurse.
- The nurse has numerous resources posted on our website, including information about diagnostic and screening testing.
- Nurse Cain may be reached at **pcain@oakdale.org**



Social-Emotional Health

Oakdale has two main points of contact for assistance with students' social-emotional learning, mental health assistance, as well as other needs such as health and/or food services.

- **Counselor:** Ms. Gina McCarty, LPC gmccarty@oakdale.org
- **Dean of Students:** Mr. Charles Burns cburns@oakdale.org

The Dean is a new part-time position designed to address student's SE health and foster relationships at school. These two educators work together on a variety of projects and services to benefit all students and staff:

- Cohort "Crew Time" (gr. 4-8)
- Monthly themes, events, and activities



Oakdale's Safe Return Plan:

Updated: August 3, 2021



Risk Levels

What will happen if there is another increase in COVID-19, or a variant?

Our decision-making framework includes consideration of state law, input from our Oakdale Public Health Advisory Team, the epidemiologist assigned to Oakdale from the OKC-County Health Department, as well as any current guidance from the CDC, the State Department of Education, and other state/local government orders. Data trends, patterns of community spread, and school transmission rates collectively influence our future plans and procedures.

- The success of our framework is contingent on the degree to which our community complies with the layered precautions outlined in the plan.
- In each case, we will take extra steps to learn about the timeframe, the context, the type of contacts, etc. which will inform our next steps.
- Full consideration is given to our ability to have adequate staff and employees at the school.
- Teacher availability and our ability to secure substitute teachers, bus drivers, and other personnel is critical if school is to remain open.



GREEN LEVEL

Risk alert level recommendation
< 1.43 cases per 100k population

This risk phase means positive cases are presently at a manageable level.

All students attend school in-person 5 day/week as normal.

Masks are not mandated, but encouraged.

Physical distancing requirements will be relaxed.



YELLOW LEVEL

Risk alert level recommendation
< 14.3 cases per 100k population

All students attend school in-person with added precautions:

- Masks are highly encouraged & physical distancing implemented indoors.
- Teachers teach in-person in their classrooms.
- Hand sanitizing and additional cleaning procedures implemented.
- Students may rotate to other classes, if applicable.
- Teachers have seating charts for all classes.
- Students eat in the cafeteria with table seating assignments.
- Lunch buddy volunteers highly encouraged to wear masks in cafeteria
- Outdoor recess by grade level.
- Athletics and activities offered only per governing body or organization recommendations. Spectators at 50% capacity of facility.



ORANGE LEVEL 1

Risk alert level recommendation
< 25.0 cases per 100k population

In-person instruction in cohorts and block schedule:

- Masks highly encouraged & physical distancing implemented indoors.
- Students in PK-5th attend cohort groups all day.
- Teachers rotate to the students in PK-3.
- Hand sanitizing and additional cleaning procedures implemented.
- Cohort groups for lunch/recess in the cafeteria. Elementary rotates grade levels.
- No lunch buddy volunteers in the cafeteria.
- Middle school implements block scheduling.
- All identified special needs populations attend in-person daily for services
- Extracurricular activities and athletics only if able to physically distance.
- Assigned number of guests per Oakdale student participant for indoor extracurricular events, based on venue capacity.
- Bus seating charts will be implemented



ORANGE LEVEL 2

Risk alert level recommendation
< 50.0 cases per 100k population

Family Cohort Model:

- Masks highly encouraged & physical distancing implemented indoors.
- All students attend in cohort groups including specials, lunch, and recess.
- All students eat in cohort classrooms for breakfast and lunch.
- Middle school students stay with their cohort group all day.
- Athletics and Fine Arts: Practice in cohort groups of 5 or less; events are on hold until back on Orange 1.
- No spectators until back in Orange 1.
- Bus seating charts will be implemented.
- This model provides more efficient contact tracing when there is an exposure, diagnosis, or quarantine.



RED LEVEL

Risk alert level recommendation
> 50.0 cases per 100k population

School closed. Students switch to Distance Learning:

- All students pivot to Distance Learning using Google Classroom or SeeSaw.
- Teachers report to school for Distance Learning and provide instruction.
- Limited special needs populations may attend in-person on campus.
- No extra curricular activities or athletics.



Classrooms & Hallways

- Teachers will physically distance classroom seating/desks and face them in the same direction as much as feasible and practical.
- Students will refrain from sharing common school supplies.
- Until class begins, classroom doors will remain open to minimize touching handles and door knobs.
- Students will clean/wipe off their own desks and chairs before leaving a classroom.
- Amplification systems are available in every classroom.

Faculty & Staff Face Coverings & Masks:

Will teachers wear a face covering?

Staff members are *strongly encouraged* to wear masks indoors. Under certain conditions (SB658), masks may be required.

Any student or employee may wear a mask, and we will respect the choice of every individual.

Will teachers wear a badge to identify themselves?

All teachers and staff have an Oakdale School badge to identify themselves.

Can teachers wear something other than a mask?

Face shields WITH a mask are acceptable. See [CDC guidelines for masks](#).

All classrooms have a sound amplification device, so that teachers may be more easily heard through a mask.

Keeping with state law, **IF** a mask mandate is made...

What does teacher discretion mean?

At the teacher's discretion, they may give students a mask "break," if conditions make it safe.

All teachers will require students to wear masks at school, under certain circumstances; most classrooms have adequate room to physically distance.

What about recess and lunch?

Students will not be required to wear masks on the playground, if they are physically distanced or while eating.

They are encouraged to wear them indoors especially in common or congested spaces.

What if my child does not want to? Or I don't want them to?

In order to attend school, students are expected to comply with school policy.

They will not be "shamed" or punished for not wearing a mask, but will be provided with one and educated about the importance of wearing masks. The principals will handle repeated violations.

Health Screenings:

Why isn't Oakdale checking student temps?

As always, parents are to monitor their child's health symptoms and should check temperatures at home each day before children are sent to school.

Are teachers required to check their temperature?

Staff members are expected to self-monitor their health symptoms and take temperatures at home before coming to work.

What is the temperature limit?

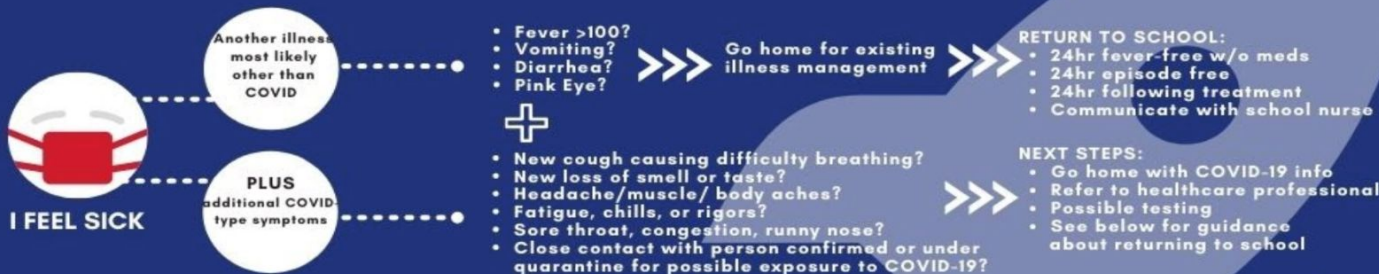
100 degrees fahrenheit

Students or teachers with 100 or higher will be referred to the school nurse and sent home with an information flowchart of steps to take prior to returning to the school.

What happens when?

Oakdale Public School | Edmond, OK

Contact: Peggy Cain, RN
pcain@oakdale.org



Unless vaccinated or had virus within last 90-days

CLINICAL CRITERIA for COVID-19

AT LEAST 2 OF THESE:

- Fever
- Chills
- Rigors
- Myalgia
- Sore throat
- Headache
- New smell & taste disorder(s)

OR

AT LEAST 1 OF THESE:

- Cough
- Shortness of breath
- Difficulty breathing

OR

AT LEAST 1 OF THESE:

- Clinical or radiographic evidence of pneumonia
- Acute respiratory distress syndrome (ARDS).

AND

NO ALTERNATIVE MORE LIKELY DIAGNOSIS

PROBABLE OR POSITIVE TEST FOR COVID-19?

WHAT HAPPENS NEXT?

- Contact the School Nurse ASAP!
- Health Dept contacts the school & contact tracing begins
- Stay home for required number of days
- Isolate and follow health official's directions
- Wear a mask! Wash/sanitize hands often
- Check temperature 2x a day
- Follow CDC guidance, if symptoms develop
- Health Dept works with school/possible school closure

RETURN TO SCHOOL:

- After required number of quarantine days and
- 24hr fever-free w/o fever reducing medicine and
- Improvement in symptoms
- Re-entry meeting with school nurse required



Exposures & Quarantines

- Parents should always contact the school nurse about any exposures or positive test results.
- Even in the absence of a mask mandate, contact tracing and quarantining is still in effect under OCCHD guidelines.
- OCCHD has final say regarding quarantines not the school nurse or administrators.
- Procedures are in place when there are confirmed exposures or a positive COVID test.
- Various parent communication letters are created and ready to use if/when an exposure or quarantine occurs.
- While we recognize that keeping a student out of school can mean a change in routine, please keep your child at home to help them improve as well as to prevent spreading illness here.



Entry to School

Temperature checks will not be required for students to enter the school building. We must balance the practicality of performing these checks for large numbers of students and staff with the information known about how children manifest COVID-19 infection, the risk of transmission in schools, and the possible lost instructional time to conduct the screenings.

- Students will enter through the usual entrances.
- Administrators and staff will be on duty at the exterior doors.
- Upon entry, students will go directly to their designated area or to breakfast.
- Before & after care will remain available with additional procedures, if needed.
- All visitors will be sign-in at the front office kiosk when they arrive.
- Visitors & guests will be permitted in the school and are strongly encouraged to wear a mask.
- PALS and Library volunteers will be welcomed and will follow procedures.
- Lunch guests are prohibited in Orange Level 1 and above, and meal deliveries are discouraged.



Cafeteria

Yellow Level: Students eat in the cafeteria with table seating assignments.

Lunch buddy volunteers will be asked and highly encouraged to wear masks in cafeteria.

Orange-1 Level: Students alternate seats/tables for physical distancing and served using appropriate distancing procedures.

- Elementary (K-5) grades or classes will alternate eating in classrooms or in lunchroom.
- 8th graders will eat in the middle school pod using physical distancing.
- Hand washing/sanitizing will occur before eating.
- Tables will be cleaned between lunches.
- Students may bring a lunch from home or purchase a meal at school.
- Students must independently open their own packaged foods.
- No guests/visitors may join children for lunch at school at this time.
- Lunch deliveries are highly discouraged.
- Teachers and administrators will be on lunch duty.
- No lunch buddy volunteers.

Orange-2 Level: All students will eat in classrooms with their cohort group. Other precautions are the same as in Orange-1 Level.



Outdoor Recesses

- **Elementary School:**

- If on level Orange 2, each cohort group by grade level will play at a different play space (rotated).
- High risk/touch activities will be discouraged.
- Indoor recess, when necessary, with preventative procedures developed by the teachers.

- **Middle School:**

- For outdoor recess, students will go to the track/football area.
- If on level Orange 2, each cohort group by grade level will play at a different play space (rotated).
- High risk/touch activities will be discouraged.
- For indoor recess, students stay in their cohort.
- All students will go outside for fresh air/exercise as much as possible, unless they have indoor recess or occasional club meetings.

- Strict physical distancing will not be emphasized when there is ample outdoor space.
- Students need as much fresh air as possible; teachers may take students outdoors as needed.
- Parents may ask their child to wear a mask outdoors.
- High-risk activities will be discouraged.



After School Dismissal

- **MIDDLE SCHOOL: ORANGE-1 and below:** Students wait in MS pod and their number (name/photo) displays on a screen announcing their ride's arrival.
- **MIDDLE SCHOOL: ORANGE-2:** Students wait in classrooms and their number (name/photo) displays on a screen announcing their ride's arrival.
- They then go to the loading exit and pick-up zones.
Car & bus dismissal using our car [notification system](#)
- **ELEMENTARY SCHOOL:** Students will go to their loading exit and pick-up zones according to their grade level (PK-1st back carline, 2nd-4th front carline). Students will wait outside for their car and are encouraged to wear masks.
- **All students are encouraged to wear masks when:**
 - Walking to/from the bus
 - Riding the bus
 - Exiting the school
 - Waiting for a car in the parent pick-up line



Extra-curricular & Athletics

- We will encourage student participation in extracurricular activities.
- Specific guidelines have been written to align with our color-coded plan levels.
- Participation in activities is *voluntary*; we want parents and students to be informed of the risk associated with choosing to participate in these activities.
- A waiver regarding COVID will be added to athletic permission forms.
- We will follow the guidance from athletic conferences and other organizations.
- If on level **Orange 2**, only practices are permitted and only within cohort groups plus additional screenings. No competitions played. No spectators (allow 50% capacity if on Yellow Level).
- On the **Red Level** there will be no extracurricular activities or athletics at all.



Cleaning & Sanitizing

- Proper hand hygiene and respiratory etiquette will be encouraged.
- Hand sanitizer will be available in each classroom and may be offered at the door.
- Students are encouraged to bring their own personal water bottles daily.
- Hands-free water bottle refill stations will be cleaned regularly during the day.
- Other water fountains will be closed.
- Buses will be sanitized between routes.
- Custodians have a work schedule that includes after-hours cleaning and deep cleaning during holidays/breaks.
 - Electrostatic sanitizing sprayers may be used during deep cleaning of rooms.
 - High touch areas will be cleaned during the school day.
 - Restrooms will be monitored and sanitized through the school day and cleaned at night.
 - Lockers will be sanitized at least once a week.
 - Lunch tables will be cleaned between each lunch period.



Facilities & Events

- **Facility Usage:** If on yellow, or above, there will be no facility rentals.
- **Outdoor facilities** (football field, track, tennis courts, and other play areas) will remain open after hours for public use, if feasible.
- **Contests** will be determined by color level status. We will also consider guidance from the advisory team and the host.
- **Assemblies:** We will not host large gatherings or assemblies on Orange-1 or above.
- **Events:** Some events may be rescheduled, modified, or held in other creative ways.
- **Field Trips:** We will not take field trips until on yellow or green levels.
- **Class Parties:** We will use alternatives such as going outdoors and involve only a limited number of homeroom parents to help organize.
- **Snacks & Treats:** Classroom snacks must be individually purchased and brought from home, no group snacks or treats from parents or teachers.



Co-Curricular Classes

- Specials classes teachers (band, music, art, etc.) have created their own [protocols](#).
- Curriculum may need to be modified to lessen risks.





Oakdale Public School:

Safe Return and Continuity of Services Plan

Revised: August 3, 2021

Board Minutes
Oakdale Public School Board of Education Special Meeting
Tuesday, July 20, 2021 6:00 PM
Fine Arts Building - Auditorium

President – Erin Hulseley

Vice President – Todd Corbin

Clerk – Jerome Loughridge

Minutes Clerk - Marlene Dunn

1. Routine Items:

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

Attendance Taken at 6:00 PM.

Mr. Todd Corbin: Present

Erin Hulseley: Present

Jerome Loughridge: Present

Present: 3.

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

3. Public Comment: All meetings of the Board of Directors shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Members of the public wishing to address the board must sign up before the meeting. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED . Board members may not respond to speakers' comments. See attachment.

4. Staff Reports, Presentations, and/or Recognitions

- **Superintendent's Update: Dr. Joe Pierce**
- **Elementary School Principal: Jenna Foster**
- **Middle School Principal: Jill Willhoite**
- **Independent Committee &/or Sanctioned Organization Reports**

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

The Board approved the consent agenda. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

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

1. Approve minutes of the June 8, 2021 regular board meeting.
2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments) for the month ending June 30, 2021.
3. Warrants and encumbrances for both fiscal years 2020-21 and 2021-2022.
4. Blanket purchase orders for the 2021-2022 school year based on the 2020-21 financial report.
5. General Fund 2020-21 Payments #3014-3030
6. General Fund 2021-22 Payments #23-69
7. Child Nutrition Payments are included with General Fund Payments
8. Building Fund 2020-21 Payments #513-529
9. Building Fund 2021-22 Payments #16-28
10. Activity Fund 2020-21 Payments #274-284
11. No Bond 34 payments for 2020-2021
12. No Bond 34 Fund Payments for 2021-2022
13. Bond Fund #35 transportation bond, no payments.
14. Bond Fund #36 Payments for 2020-2021 #1-2
15. Renewal of copier lease agreement with Superior Office Systems.

6. Information: Jeff Wegener, architect with LWPB, presentation/updates related to new bond projects (projected timeframe, next steps, plans, and other updates on play equipment selection.)

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

1. Discussion, consideration, and possible action to approve the pre-final Construction Documents for the Oakdale 2021 Infrastructure Projects and authorize LWPB and CMS Willowbrook to complete the documents and issue for bidding.

Approve the pre-final Construction Documents for the Oakdale 2021 Infrastructure Projects and authorize LWPB and CMS Willowbrook to complete the documents and issue for bidding. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

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

2. Discussion, consideration, and possible action to approve an agreement with LWPB Architecture for the 2021 Master Plan services.

Approve an agreement with LWPB Architecture for the 2021 Master Plan services. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

Mr. Todd Corbin: Yea

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

3. Discussion, consideration, and possible action to approve an agreement with Zonda Education for the 2021 Demographic Study.

Approve an agreement with Zonda Education for the 2021 Demographic Study. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

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

4. Consideration, discussion, and possible action upon financial roles for 2021-2022:

- Treasurer, Steve Huff
- Board Clerk, Marlene Dunn
- Deputy Board Clerk, Becky Lidia
- Encumbrance Clerk, Marlene Dunn
- Activity Fund Custodian, Marlene Dunn
- Activity Fund Co-Custodian, Becky Lidia
- Federal Programs Manager, Steve Huff

Approve financial roles for 2021-2022:. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

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

5. Consideration, discussion, and possible action on directing the district treasurer to conduct financial procedures for the district including the investment and distribution of earnings from those investments, purchase of non-payable warrants in one district fund with money from other available district funds and/or to negotiate the purchase of non-payable warrants from other sources, and all the general duties of the treasurer as outlined in law and policy.

Approve the district treasurer to conduct financial procedures for the district including the investment and distribution of earnings from those investments, purchase of non-payable warrants in one district fund with money from other available district funds and/or to negotiate the purchase of non-payable warrants from other sources, and all the general duties of the treasurer as outlined in law and policy. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

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

6. Consideration, discussion and possible action on revisions to Section E of the Board of Education Policy Book as prepared by OSSBA legal services.

Revised policies in Section E include the following:

- EBA School Hours
- EFA School Library Media Center
- EFA-R1 School Library Media Center Selection of Materials (Regulation)

- EHA Basic instructional Program
- EHBDBA Parent Participation in the School District
- EHBC Special Education
- EHBC-R4 Special Education Services for Children Enrolled in Private School
- EHBE Limited English Proficiency Instruction
- EHBG Early Childhood Education Program
- EHBH Alternative Education
- EIA Promotion and Retention
- EIA-R4 Student Retention (Regulation)
- EIA-R5 Midyear Promotion Fourth Grade
- EJ School Counselor
- EK-R1 Testing Program Student Surveys (Regulation)
- EMG Animals in School

Approve revisions to Section E of the Board of Education Policy Book as prepared by OSSBA legal services. Revised policies in Section E include the following: EBA School Hours EFA School Library Media Center EFA-R1 School Library Media Center Selection of Materials (Regulation) EHA Basic instructional Program EHBDBA Parent Participation in the School District EHBC Special Education EHBC-R4 Special Education Services for Children Enrolled in Private School EHBE Limited English Proficiency Instruction EHBG Early Childhood Education Program EHBH Alternative Education EIA Promotion and Retention EIA-R4 Student Retention (Regulation) EIA-R5 Midyear Promotion Fourth Grade EJ School Counselor EK-R1 Testing Program Student Surveys (Regulation) EMG Animals in School. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

Mr. Todd Corbin: Yea

Erin Hulsey: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

7. Consideration, discussion, and possible action on certified & support personnel recommendations as listed in Exhibit A: Personnel Report.

certified & support personnel recommendations as listed in Exhibit A: Personnel Report. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

Mr. Todd Corbin: Yea

Erin Hulsey: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0

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

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

Vote to adjourn at 7:35 p.m. This motion, made by Mr. Todd Corbin and seconded by Jerome Loughridge, passed.

Mr. Todd Corbin: Yea

Erin Hulsey: Yea

Jerome Loughridge: Yea

Yea: 3, Nay: 0



Oakdale School
55-C029

FY22 Financial Report
July 31, 2021

Oakdale Public School
Cash Balances - Appropriated Funds
July 31, 2021

	Less:		Cash Balances 7/31/2021	Comparison 7/31/2020	Comparison 7/31/2019
	Balance 7/31/2021	O/S Warrants 7/31/2021			
General Fund					
2020-21 FY	956,469.38	25,070.27	931,399.11		
2019-20 FY	31,228.23	31,228.23	0.00		
Total	987,697.61	56,298.50	931,399.11	1,127,127.67	1,152,710.32
Building Fund					
2020-21 FY	(28,031.60)	3,017.77	(31,049.37)		
2019-20 FY	6,498.08	6,498.08	0.00		
Total	(21,533.52)	9,515.85	(31,049.37)	31,087.70	4,161.83
Building Bond Funds					
BBF (Fund 34)	71,937.30	0.00	71,937.30	-	-
BBF (Fund 35)	90,493.80	0.00	90,493.80	-	-
BBF (Fund 36)	4,344,608.75	0.00	4,344,608.75		
Total	4,507,039.85	0.00	4,507,039.85	431,892.53	3,332,114.23
Sinking Fund	569,723.56	0.00	569,723.56	1,049,429.88	1,230,621.12
Total Cash Balances	6,042,927.50	65,814.35	5,977,113.15	2,639,537.78	5,719,607.50

FY22 Non-Recurring (One Time) Funds		
Program	Claimed	Remaining
Project 615	500.00	\$ -
Project 789	29,033.00	\$ 7,943.00
Project 793	61,663.98	\$ -
Project 794	173,432.67	\$ 141,051.80

**All Appropriated Funds
Treasurer's Activity
7/1/2021 to 7/31/2021**

<u>ASSETS</u>	Beginning Balance	Deposits	Net Transfers	Disbursements	Ending Balance
FNB of MWC					
Checking - General Fund	7,119,233.80	85,388.24	(115.40)	1,161,579.14	6,042,927.50
Receivable - due from EMP			-	-	-
Fiscal Agent - Sinking Fund	-	-	-	-	-
Total Assets	7,119,233.80	85,388.24	(115.40)	1,161,579.14	6,042,927.50
<u>LIABILITIES</u>					
General Fund					
2021-22 FY	1,006,929.04	82,285.92	(115.40)	132,630.18	956,469.38
2020-2021 FY	118,841.43	-		87,613.20	31,228.23
Total General Fund	1,125,770.47	82,285.92	(115.40)	220,243.38	987,697.61
Building Fund					
2021-22 FY	115,696.69	738.50	-	144,466.79	(28,031.60)
2020-21 FY	23,975.80	-	-	17,477.72	6,498.08
Total Building Fund	139,672.49	738.50	-	161,944.51	(21,533.52)
Building Bond Funds					
BBF (Fund 34)	71,819.86	117.44	-	-	71,937.30
BBF (Fund 35)	90,493.80	-	-	-	90,493.80
BBF (Fund 36)	4,500,000.00	-	-	155,391.25	4,344,608.75
Total BBF	4,662,313.66	117.44	-	-	4,507,039.85
Sinking Fund	1,191,477.18	2,246.38	-	624,000.00	569,723.56
Total Liabilities	7,119,233.80	85,388.24	(115.40)	1,006,187.89	6,042,927.50
Investment Report	263.32				

**Oakdale Public School
General Fund Expenditures
July 31, 2021**

	FY20 Expenditures		FY21 Expenditures		FY22 Expenditures	
	Payroll	Non-Payroll	Payroll	Non-Payroll	Payroll	Non-Payroll
July	67,711.84	28,743.40	63,359.78	64,614.63	58,841.77	98,858.68
August	203,987.56	28,694.57	228,498.51	88,565.10		
September	383,903.33	25,483.55	400,876.84	40,258.26		
October	385,767.35	31,172.79	413,857.93	46,631.57		
November	384,402.08	74,003.92	433,423.02	52,272.55		
December	434,222.85	29,883.38	408,313.10	28,914.69		
January	385,115.27	30,328.66	402,304.32	19,955.53		
February	385,488.81	30,222.76	414,846.55	48,212.45		
March	412,295.02	36,019.84	404,371.32	31,110.82		
April	406,668.45	14,157.63	420,678.77	42,008.18		
May	1,247,218.61	11,703.68	454,645.16	51,689.83		
June	48,695.50	32,678.26	918,342.86	57,230.34		
TOTALS	4,745,476.67	373,092.44	4,963,518.16	571,463.95	58,841.77	98,858.68
		5,118,569.11		5,534,982.11		157,700.45

YTD Comparison

	FY20 Expenditures		FY21 Expenditures		FY22 Expenditures	
	Payroll	Non-Payroll	Payroll	Non-Payroll	Payroll	Non-Payroll
July	67,711.84	28,743.40	63,359.78	64,614.63	58,841.77	98,858.68
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTALS	67,711.84	28,743.40	63,359.78	64,614.63	58,841.77	98,858.68
		96,455.24		127,974.41		157,700.45

**Oakdale Public School
General Fund Expenditures
July 31, 2021**

Personnel Expenses		2021-22	JULY	2021-22	% of YTD
OBJECT	DESCRIPTION	BUDGET	2021	YEAR-TO-DATE	TO BUDGET
100-299	Personnel	4,801,372.55	58,841.77	58,841.77	1.23%
	Total Personnel	4,801,372.55	58,841.77	58,841.77	1.23%
Non-Personnel Expenses					
310	Administrative Services	40,939.00	10,939.00	10,939.00	26.7%
320	Professional Education Services	38,539.00	-	-	0.0%
321	Instructional Program Improvement	7,830.00	-	-	0.0%
331	Accounting & Audit Services	5,821.10	100.00	100.00	1.7%
336	Medical Services	1,370.00	-	-	0.0%
340	Technical Services	500.00	-	-	0.0%
344	Game Security Services	22,655.00	-	-	0.0%
346	Technology Services	11,500.00	1,935.00	1,935.00	16.8%
358	Legal Services	3,826.00	-	-	0.0%
359	Employee Training	13,608.50	-	-	0.0%
430	Repairs and Maintenance	308.75	-	-	0.0%
431	Non-Tech Services	500.00	-	-	0.0%
436	Office Machine Svcs	510.00	-	-	0.0%
440	Rentals	630.00	-	-	0.0%
522	Liability Insurance	8,834.00	8,834.00	8,834.00	100.0%
524	Vehicle Insurance	7,603.00	7,603.00	7,603.00	100.0%
525	Surety Bonds	1,532.50	750.00	750.00	48.9%
530	Communication Services	74,728.59	13,993.18	13,993.18	18.7%
540	Advertising	1,500.00	-	-	0.0%
550	Printing and Binding	6,328.66	-	-	0.0%
580	Staff Travel	1,459.98	-	-	0.0%
611	Copy Supplies	6,380.94	-	-	0.0%
612	Automotive & Bus Supplies	6,905.11	5,151.95	5,151.95	74.6%
614	Testing Supplies	10,393.00	-	-	0.0%
615	Audiovisual Supplies	510.00	-	-	0.0%
616	First Aid	450.00	-	-	0.0%
617	Kitchen Supplies	14,415.00	-	-	0.0%
618	Maintenance Supplies	21,850.08	-	-	0.0%
619	Classroom/Office Supplies	35,120.85	45.00	45.00	0.1%
	ES Allocation	7,845.20	-	-	0.0%
	MS Allocation	5,372.60	-	-	0.0%
625	Gasoline	13,000.00	-	-	0.0%
630	Food and Milk	93,452.58	-	-	0.0%
639	Other Food Costs	5,367.30	-	-	0.0%
641	Books	1,626.40	-	-	0.0%
643	Textbooks	43,503.68	-	-	0.0%
646	Binding	1,000.00	-	-	0.0%
652	Audiovisual	7,398.94	-	-	0.0%
653	Technology Related Supplies	75,297.03	27,914.55	27,914.55	37.1%
810	Dues and Fees	18,553.82	6,025.00	6,025.00	32.5%
833	Interest on Non-Payable Warrants	-	-	-	0.0%
850	Game Contracts & Guarantees	1,025.00	-	-	0.0%
860	Staff Registration & Tuition	607.25	-	-	0.0%
930	Reimbursement	1,103.00	-	-	0.0%
	Total Non-Personnel	637,109.86	98,858.68	98,858.68	15.5%
TOTALS		5,438,482.41	157,700.45	157,700.45	2.9%

**Oakdale Public School
Summary of Monthly Revenue - By Fund
2021-22 FY**

Month	Total	General Fund	Building Fund	BBF (Fund 34)	BBF (Fund 35)	BBF (Fund 36)	Sinking Fund
7-2021	85,388.24	82,285.92	738.50	117.44			2,246.38
8	0.00						
9	0.00						
10	0.00						
11	0.00						
12	0.00						
1-2022	0.00						
2	0.00						
3	0.00						
4	0.00						
5	0.00						
6	0.00						
Total	85,388.24	82,285.92	738.50	117.44	0.00	0.00	2,246.38

**Oakdale Public School
Warrants Issued By Month - By Fund
2021-22 FY**

Month	Total	<u>General Fund</u>		<u>Building Fund</u>		(Fund 34)	(Fund 35)	(Fund 36)	Sinking Fund
		2021-22 FY	2020-21 FY	2021-22 FY	2020-21 FY	BBF	BBF	BBF	
7-2021	929,185.01	157,700.45		147,484.56					624,000.00
8	0.00								
9	0.00								
10	0.00								
11	0.00								
12	0.00								
1-2022	0.00								
2	0.00								
3	0.00								
4	0.00								
5	0.00								
6	0.00								
Totals	929,185.01	157,700.45	0.00	147,484.56	0.00	0.00	0.00	0.00	624,000.00

**Oakdale Public School
Warrants Paid By Month - By Fund
2021-22 FY**

Month	Total	General Fund		Building Fund		(Fund 34)	(Fund 35)	(Fund 36)	Sinking
		2021-22 FY	2020-21 FY	2021-22 FY	2020-21 FY	BBF	BBF	BBF	Fund
7-2021	1,161,579.14	132,630.18	87,613.20	144,466.79	17,477.72	0.00	0.00	155,391.25	624,000.00
8	0.00								
9	0.00								
10	0.00								
11	0.00								
12	0.00								
1-2022	0.00								
2	0.00								
3	0.00								
4	0.00								
5	0.00								
6	0.00								
Total	1,161,579.14	132,630.18	87,613.20	144,466.79	17,477.72	0.00	0.00	155,391.25	624,000.00

**Oakdale Public School
Warrant Accounts - By Funds
2021-22 FY**

2021-22 FY	Total	General	Building	BBF (34)	BBF (35)	BBF (36)	Sinking (41)
O/S @ 7-01-21	155,391.25	0.00	0.00	0.00	0.00	155,391.25	0.00
Issued to Date	929,185.01	157,700.45	147,484.56	0.00	0.00	0.00	624,000.00
Less: Paid to Date	1,056,488.22	132,630.18	144,466.79	0.00	0.00	155,391.25	624,000.00
O/S @ 07/31/2021	28,088.04	25,070.27	3,017.77	0.00	0.00	0.00	0.00

2020-21 FY	Total	General	Building	BBF (34)	BBF (35)	BBF (36)	Sinking (41)
O/S @ 7-01-21	142,817.23	118,841.43	23,975.80	0.00	0.00	0.00	0.00
Issued to Date	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less: Paid to Date	105,090.92	87,613.20	17,477.72	0.00	0.00	0.00	0.00
O/S @ 7/31/2021	37,726.31	31,228.23	6,498.08	0.00	0.00	0.00	0.00

All Years	Total	General	Building	BBF (34)	BBF (35)	BBF (36)	Sinking (41)
O/S @ 7-01-21	298,208.48	118,841.43	23,975.80	0.00	0.00	155,391.25	0.00
Issued to Date	929,185.01	157,700.45	147,484.56	0.00	0.00	0.00	624,000.00
Less: Paid to Date	1,161,579.14	220,243.38	161,944.51	0.00	0.00	155,391.25	624,000.00
O/S @ 07/31/2021	65,814.35	56,298.50	9,515.85	0.00	0.00	0.00	0.00

**Oakdale Public Schools
Bank Summary
General Fund
2021-221 FY**

<u>Month</u>	<u>Beginning Balance</u>	<u>Deposits</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Disbursements</u>	<u>Ending Balance</u>
7-2021	7,119,233.80	85,388.24		GW 80.40 SC 35.00	1,161,579.14	6,042,927.50
8				GW SC		
9				GW SC		
10				GW SC		
11				GW SC		
12				GW SC		
1-2022				GW SC		
2				GW SC		
3				GW SC		
4				GW SC		
5				GW SC		
6				GW SC		
Total	<u>7,119,233.80</u>	<u>85,388.24</u>	<u>0.00</u>	<u>115.40</u>	<u>1,161,579.14</u>	<u>6,044,733.88</u>

RC = Returned checks

SC = Bank service charges-ACH

GW = Gateway and Credit Card Processing

HL = Heartland Processing

BE = Bank Error

BOND PRINCIPAL AND INTEREST SCHEDULE 7/31/2021

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

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

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

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

BUILDING BONDS of 2021 JUNE 1, 2021 \$4,500,000.00

Date	Principal	Interest	Total	Date Paid	Notes
6/1/2022	\$ -	\$ 20,250.00	\$ 20,250.00		
12/1/2022		\$ 10,125.00	\$ 10,125.00		
6/1/2023	\$ 2,250,000.00	\$ 10,125.00	\$ 2,260,125.00		
12/1/2023	\$ -	\$ 3,937.50	\$ 3,937.50		
6/1/2024	\$ 2,250,000.00	\$ 3,937.50	\$ 2,253,937.50		RETIRE BOND



Important Messages

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

Bond Fund 1,637.10
Foundation 388.70
office 2,136.73

Activity Fund \$ 94.92

TRANSACTIONS THIS BILLING PERIOD

Transaction Date	Posting Date	Reference Number	Transaction Description	\$ Amount
TRANSACTIONS				
Account Level				
07/26	07/26	00000000000726000880252	PAYMENT - THANK YOU!	\$34.28-
07/26	07/26	00000000000726000880260	PAYMENT - THANK YOU!	\$198.72-
07/26	07/26	00000000000726000880278	PAYMENT - THANK YOU!	\$390.26-
Card #3741-JOSEPH PIERCE				
07/04	07/05	VT211862560000010000939	Amazon.com*293WR7S01 Amzn.com/bill WA	\$407.10+
07/04	07/05	VT211862560000010000946	AMZN Mktp US*298YP1000 Amzn.com/bill WA	\$80.45+
07/05	07/06	VT211872560000010000631	GIANT TV WWW.GIANT.TV NM	\$9.98+
07/09	07/12	VT211932560000010001608	THE GARAGE 775 EDMOND OK	\$68.44+
07/09	07/12	VT211932560000010001609	THE GARAGE 775 EDMOND OK	\$12.49+
07/09	07/12	VT211932560000010001610	THE GARAGE 775 EDMOND OK	\$13.99+
07/09	07/11	VT211922560000010000976	AMZN Mktp US*2961296X0 Amzn.com/bill WA	\$159.98+
07/13	07/14	VT211952560000010002279	AMAZON.COM*293M52WQ0 A AMZN.COM/BILL WA	\$65.40+
07/18	07/19	VT212002560000010000838	MICROSOFT#G004874002 MSBILL.INFO WA	\$38.45+
07/19	07/20	VT212012560000010000914	AMZN Mktp US*2E5WB81V0 Amzn.com/bill WA	\$22.80+
07/19	07/20	VT212012560000010000918	AMZN Mktp US*2E91K83K2 Amzn.com/bill WA	\$293.48+
07/21	07/22	VT212032560000010003122	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00+
07/22	07/23	VT212042560000010003101	BATTERIES PLUS #0097 EDMOND OK	\$38.47+
07/22	07/23	VT212042560000010002421	AMAZON.COM*2E5132GC2 A AMZN.COM/BILL WA	\$1,230.00+
07/22	07/23	VT212042560000010000499	AMZN Mktp US*2E2N85PL2 Amzn.com/bill WA	\$28.99+
07/23	07/25	VT212062560000010001311	AMZN Mktp US*2E1PU3VF2 Amzn.com/bill WA	\$171.50+
07/23	07/25	VT212062560000010000857	AMZN Mktp US*2E8091WH1 Amzn.com/bill WA	\$95.97+
07/26	07/27	VT212082560000010001171	AMZN Mktp US Amzn.com/bill WA	\$62.20-
07/26	07/27	VT212082560000010002730	BATTERIES PLUS #0097 EDMOND OK	\$39.46+
07/27	07/29	VT212102560000010000054	AMZN Mktp US Amzn.com/bill WA	\$22.80-
07/27	07/29	VT212102560000010000171	Amazon.com*2E70TOWM0 Amzn.com/bill WA	\$9.80+
07/27	07/28	VT212092560000010000288	AMZN Mktp US*2P3DI13D1 Amzn.com/bill WA	\$157.42+
07/27	07/28	VT212092560000010000507	Amazon.com*2E7N01I00 Amzn.com/bill WA	\$67.45+
07/28	07/29	VT212102560000010000847	AMZN Mktp US*2E9BM5KN2 Amzn.com/bill WA	\$135.98+
Total For JOSEPH PIERCE				\$3,162.60+
Card #4392-MARLENE MARTINEZ				
07/01	07/02	VT211832560000010001518	JOHN VANCE MOTORS 405-2822113 OK	\$75.70+
07/13	07/14	VT211952560000010003010	USPS PO 3961200007 OKLAHOMA CITY OK	\$7.00+
07/14	07/15	VT211962560000010001642	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
07/20	07/21	VT212022560000010001612	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
07/20	07/21	VT212022560000010001613	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
07/20	07/21	VT212022560000010001614	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
07/21	07/22	VT212032560000010001793	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
07/22	07/23	VT212042560000010001567	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
07/26	07/27	VT212082560000010001370	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
07/26	07/27	VT212082560000010001757	AMAZON.COM*2E02228E2 A AMZN.COM/BILL WA	\$496.90+
07/27	07/28	VT212092560000010001649	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
07/27	07/28	VT212092560000010001650	IDENTOGO - OK FINGERPR BILLERICA MA	\$57.25+
Total For MARLENE MARTINEZ				\$1,094.85+

2021 Total Year-to-Date

Total fees charged in 2021	\$0.00
Total interest charged in 2021	\$0.00

81020-36-00 81020-78-03
00222 3415968 00445 000889 00020002

Payment Register

Options: Year: 2021-2022, Fund: GEN FUND-FOR OP, Date Range: 8/6/2021 - 8/10/2021, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
93	08/06/2021	3243	ARCHWAY				\$12,788.06
94	08/06/2021	3045	AT&T				\$2,743.32
95	08/06/2021	3663	BRAIN POP, LLC				\$3,745.00
96	08/06/2021	4117	CTL CORPORATION				\$3,127.00
97	08/06/2021	384	ENCYCLOMEDIA BRITANNICA, IN				\$750.00
98	08/06/2021	3737	FOLLETT SCHOOL SOLUTIONS				\$1,748.84
99	08/06/2021	4272	GENERATION GENIUS, INC				\$795.00
100	08/06/2021	104	HOUGHTON MIFFLIN HARCOURT				\$1,600.00
101	08/06/2021	4208	IXL LEARNING				\$14,915.00
102	08/06/2021	4349	THE SAMPSON GROUP				\$700.00
103	08/06/2021	3451	OKLAHOMA ASSOC. PUPIL TRAN				\$225.00
104	08/06/2021	941	OKLAHOMA TURNPIKE AUTHORI				\$13.80
105	08/06/2021	80717	JOSEPH M PIERCE				\$74.50
106	08/06/2021	3247	PRINT FINISHING SYSTEMS				\$186.72
107	08/06/2021	649	RAINBOW PENNANT, INC.				\$1,280.00
108	08/06/2021	45	REID PRINTING				\$345.10
109	08/06/2021	103	ROSS TRANSPORTATION				\$1,652.88
110	08/06/2021	3162	SCHOOL HEALTH CORPORATION				\$465.54
111	08/06/2021	4347	TEACHER SYNERGY, LLC				\$3,700.00
112	08/10/2021	58	AT&T MOBILITY				\$640.55
113	08/10/2021	1063	COMMON GOAL SYSTEMS INC.				\$11,580.90
114	08/10/2021	4270	HICKMAN LAW GROUP				\$1,125.00
115	08/10/2021	1038	PRECISION BUSINESS MACHINES,				\$1,744.84
116	08/10/2021	3247	PRINT FINISHING SYSTEMS				\$186.72
117	08/10/2021	3693	PROSPERITY BANK				\$2,136.73
118	08/10/2021	119	SAM'S CLUB MC/SYNCB				\$330.24
119	08/10/2021	11	THOMPSON SCHOOL BOOK				\$9,097.02
120	08/10/2021	481	OMES				\$643.09
Non-Payroll Total:							\$78,340.85
Payroll Total:							\$0.00
Balance Foward:							\$187,595.00
Total:							\$265,935.85

Payment Register

Options: Year: 2021-2022, Fund: Building, Date Range: 8/6/2021 - 8/10/2021, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
59	08/06/2021	49	ALERT 360				\$55.95
60	08/06/2021	70038	CITY OF OKLAHOMA CITY				\$151.65
61	08/06/2021	77	EDMOND SAFE AND LOCK				\$52.50
62	08/06/2021	3823	FER WASTE SERVICES LLC				\$404.50
63	08/06/2021	4320	ROBERT L HINER				\$586.65
64	08/06/2021	4000	GREENTURF INC				\$1,058.75
65	08/06/2021	4344	HIS PAINT MANUFACTURING CO				\$129.23
66	08/06/2021	494	THE HOME DEPOT				\$828.42
67	08/06/2021	4249	HUDSON BRYANT INGRAM				\$284.00
68	08/06/2021	4030	MOTHER NATURES PEST				\$299.00
69	08/06/2021	4	OKLAHOMA NATURAL GAS				\$336.85
70	08/06/2021	3201	P & L FIRE PROTECTION INC				\$2,695.00
71	08/06/2021	3554	TLC ENTERPRISES LLC				\$1,726.89
72	08/06/2021	4346	TREATS CLEANING SOLUTIONS LL				\$2,813.92
73	08/06/2021	3148	TREATS SOLUTIONS				\$3,153.21
74	08/06/2021	2026	VOSS LIGHTING				\$314.50
75	08/10/2021	70038	CITY OF OKLAHOMA CITY				\$520.91
76	08/10/2021	4000	GREENTURF INC				\$2,397.50
77	08/10/2021	503	LOWE'S				\$71.20
78	08/10/2021	3333	WINDSTREAM NUVOX, LLC				\$47.52
Non-Payroll Total:							\$17,928.15
Payroll Total:							\$0.00
Balance Foward:							\$156,680.07
Total:							\$174,608.22

Payment Register

Options: Year: 2021-2022, Fund: ACTIVITY FUND, Date Range: 7/1/2021 - 7/31/2021, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	07/22/2021	4265	MIMEO.COM, INC				\$2,244.55
Non-Payroll Total:							\$2,244.55
Payroll Total:							\$0.00
Balance Foward:							\$0.00
Total:							\$2,244.55

Oakdale Public School

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 7/1/2021 - 7/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 SPORTS	\$0.00	\$594.24	\$20,193.45	\$0.00	\$20,787.69	\$0.00	\$20,787.69
810 CHEER	\$0.00	\$0.00	\$484.47	\$0.00	\$484.47	\$0.00	\$484.47
831 CONCESSIONS	\$0.00	\$0.00	\$11,344.64	\$0.00	\$11,344.64	\$0.00	\$11,344.64
901 CLASS PROJECTS	\$0.00	\$0.00	\$273.86	\$0.00	\$273.86	\$0.00	\$273.86
930 DAYCARE	\$0.00	\$0.00	\$1,585.63	\$0.00	\$1,585.63	\$0.00	\$1,585.63
940 BOX TOPS/TARGET	\$0.00	\$0.00	\$1,154.46	\$0.00	\$1,154.46	\$0.00	\$1,154.46
950 BAND - STUDENTS	\$0.00	\$0.00	\$2,211.09	\$0.00	\$2,211.09	\$0.00	\$2,211.09
960 STEM PROGRAM	\$0.00	\$0.00	\$1,748.03	\$0.00	\$1,748.03	\$0.00	\$1,748.03
980 YEARBOOK	\$0.00	\$0.00	\$3,421.38	\$0.00	\$3,421.38	\$0.00	\$3,421.38
988 ADMINISTRATION	\$0.00	\$2,354.48	\$9,328.01	\$2,244.55	\$9,437.94	\$887.17	\$8,550.77
990 LIBRARY	\$0.00	\$0.00	\$15,381.95	\$0.00	\$15,381.95	\$0.00	\$15,381.95
991 BUILDERS CLUB	\$0.00	\$0.00	\$4,125.26	\$0.00	\$4,125.26	\$0.00	\$4,125.26
992 LEADERSHIP	\$0.00	\$38.84	\$2,794.20	\$0.00	\$2,833.04	\$0.00	\$2,833.04
995 ART CLASS	\$0.00	\$0.00	\$265.86	\$0.00	\$265.86	\$0.00	\$265.86
Total	\$0.00	\$2,987.56	\$74,312.29	\$2,244.55	\$75,055.30	\$887.17	\$74,168.13

Payment Register

Options: Year: 2021-2022, Fund: BOND FUND #34, Date Range: 8/6/2021 - 8/10/2021, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	08/06/2021	538	EAGLE MECHANICAL, INC.				\$9,575.00
2	08/06/2021	1079	GREAT PLAINS RESOURCE LLP				\$4,575.00
3	08/06/2021	3148	TREATS SOLUTIONS				\$4,999.00
4	08/10/2021	3693	PROSPERITY BANK				\$1,637.10
5	08/10/2021	3148	TREATS SOLUTIONS				\$4,324.44
						Non-Payroll Total:	\$25,110.54
						Payroll Total:	\$0.00
						Balance Foward:	\$0.00
						Total:	\$25,110.54

Payment Register

Options: Year: 2021-2022, Fund: BOND FUND #36, Date Range: 8/6/2021 - 8/6/2021, Print Payroll Payments: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	08/06/2021	644	LWPB ARCHITECTS				\$38,753.75
Non-Payroll Total:							\$38,753.75
Payroll Total:							\$0.00
Balance Foward:							\$0.00
Total:							\$38,753.75

Approved
Sept. 2020

SEXUAL HARASSMENT POLICY

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The ~~OAKDALE~~ Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment.
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
 - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions
 - A. Administrators and Supervisors
 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. ~~The school district is not concerned with~~ The "off-duty" conduct of school personnel ~~that unless the conduct has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment.~~ Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.
4. Reporting Allegations of Sexual Harassment, Investigation, and Sanctions
- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. ~~This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.~~
1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator may then sign the complaint and/or should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
2. Every attempt will be made to maintain confidentiality, however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

SEXUAL HARASSMENT OF STUDENTS (Cont.)5. Grievance Procedure.

- A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
- B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
- C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
- D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
- F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
- G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. *** The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.
- H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

- A. Notice of the grievance process, including any informal resolution process;
- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

- E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

9. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:

- A. Identifies the allegations that potentially constitute sexual harassment;
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: www.dave.org these materials will also be available to the public.

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

²⁸ Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

- ~~— C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.~~
- ~~— D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.~~
- ~~— E. A copy of this Sexual Harassment policy will be provided to students and parents each year.~~
- ~~— F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.~~

REFERENCE: Title VII of the Civil Rights Act of 1964
 42 U.S.C. §2000e-2
 29 C.F.R. §1604.1, et seq.
 U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

SEXUAL HARASSMENT INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Alleged Sexual Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- | | |
|--|---|
| <input type="checkbox"/> Name Calling | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Demeaning Comments |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Staring/Leering | <input type="checkbox"/> Damaging Property |
| <input type="checkbox"/> Writing/Graffiti | <input type="checkbox"/> Shoving/Pushing |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Hitting/Kicking |
| <input type="checkbox"/> Taunting/Ridiculing | <input type="checkbox"/> Flashing a Weapon |
| <input type="checkbox"/> Inappropriate Touching | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____ | |

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

**WRITTEN NOTICE TO KNOWN PARTIES
REGARDING ALEGATIONS OF SEXUAL HARASSMENT**

On the __ day of ____, 20__, the district received formal notification of an allegation of sexual harassment. The respondent is presumed not responsible for the conduct. Responsibility will be determined at the conclusion of the grievance process. Both parties are entitled to have an advisor and to review and inspect evidence. The district's student discipline policies prohibit making false statements or providing false information in the grievance process. Both parties will be treated equally during the investigation and process to resolve the allegations. The district's grievance procedure is located at policy FB, a copy of which is attached to this correspondence, and includes the following steps:

1. Informal resolution. If the parties' consent, informal resolution procedures may be utilized to revolve the allegation.
2. Notice and Summary of Allegations. (Sufficient details must be included here to allow the respondent to prepare a response).
3. Investigation of Allegations. The school district has designated _____ to act in the role of the investigator. Contact information is as follows: (insert contact information).
4. Interviews. Interviews may be scheduled in accordance with school district policy.
5. Evidence. Both parties will have the right to review all evidence that is directly related to the allegations in the complaint.
6. Report. A written investigation report will be provided to both parties at least ten days prior to a hearing or determination of responsibility.
7. Hearing. The Title IX coordinator will determine on a case by case basis as to whether the hearing will be a live hearing or whether it will be a written hearing.
8. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence or a clear and convincing evidence standard) to determine responsibility and will issue a written determination.
9. Appeals. An appeal may be filed by either party in accordance with district policy.

Records of this allegation will be maintained for a minimum of seven (7) years.

At this time, the respondent may prepare a written response before an initial interview. The interview is tentatively scheduled for _____, and will be held at _____. If you have any questions, please contact me at _____.

Sincerely,

Title IX Coordinator

WRITTEN REPORT

On the ___ day of ___, 20__ an allegation of sexual harassment was provided to the school district. The allegations were as follows (insert allegations in summary format). I conducted an investigation into the allegations as follows (summarize investigation and include evidence).

This document is formal notice to both parties of the evidence

Sincerely,

Investigator

Approved
October 2020

STUDENT RESIDENCY

It is the policy of the Oakdale Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

(This paragraph is optional)

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a

STUDENT RESIDENCY (Cont.)

temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
- ~~5. A child who is placed in a foster home for lack of shelter space.~~
6. A migratory child who is staying in accommodations not fit for habitation.
7. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
8. A child who is placed in a state institution because s/he has no other place to live.
9. A child who has been abandoned by his/her family and who is staying in a hospital.
10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth ~~shall~~ may be waived ~~at the discretion of the superintendent~~. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth ~~may~~ shall be waived ~~at the discretion of the superintendent~~.
3. Customary transportation policies and regulations ~~may~~ shall be waived ~~at the discretion of the superintendent~~.
4. Official school records policies and regulations ~~may~~ shall be waived ~~at the discretion of the superintendent~~.

STUDENT RESIDENCY (Cont.)

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by homeless youth ~~shall~~ may be waived at the discretion of the superintendent.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The school district designates THE PRINCIPAL RESPONSIBLE FOR THE ST'S GRADE LEVEL as residency officer. The residency officer may be contacted by calling the school district at 405-771-3373 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 10901 N. SOONER RD. EDMOND, OK 73013.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

STUDENT RESIDENCY (Cont.)

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

DEFINITIONS

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;

STUDENT RESIDENCY (Cont.)

- 18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
- 19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: 70 O.S. §1-113, §1-114
70 O.S. §18-111

A POLICY ON THIS TOPIC IS REQUIRED BY LAW.

STUDENT RESIDENCY DISPUTE PROCEDURES

The superintendent of schools shall serve as the district residency officer.

If a dispute arises regarding a student's residency, the parent or guardian may request a review of the ruling by the superintendent. Any question or dispute as to the residence of a student shall be determined by the superintendent pursuant to the following procedures:

1. If the school district initially denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student shall be informed that a request may be made for a review of the decision of the local residency officer.
2. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue attending Oakdale Public Schools schools until these dispute procedures have been exhausted.
3. The parent of the student may request a review by notifying the residency officer in writing within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. The information must be submitted with the request for review.
4. Within three (3) school days of the receipt of the request for review, the residency officer must render a decision and notify the parent, in writing, of the decision and the reasoning therefor.
5. In the event the parent disagrees with the decision, the parent shall notify the residency officer within three (3) school days of receipt of the residency officer's decision. The residency officer will submit to the board of education his or her findings and all documents reviewed. The board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The board's decision shall be the final administrative decision.
6. In an effort to place students in school as quickly as possible, timelines shall be followed unless, due to emergency circumstances, both parties agree to an extension of timelines.

Any question as to the place of residence of any child for school purposes shall be decided pursuant to procedures utilized by the State Department of Education.

STUDENT RESIDENCY AFFIDAVITS

PERMISSION TO RELEASE EDUCATIONAL RECORDS

(to be submitted by the actual parent or guardian)

We have forms already

STATE OF OKLAHOMA §
COUNTY OF _____ §

I, _____, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I am the lawful parent or guardian of _____. I further state that my rights as parent or guardian to access educational records have in no way been restricted, modified, terminated, or extinguished by any court order, decree, or custody arrangement.

I hereby grant _____ Public Schools permission to release any and all educational records including grades as defined under the Family Educational and Privacy Rights Act to _____ who has assumed the permanent care and custody of _____. In the event that _____ is not a relative of _____, I hereby state that he/she contributes the major degree of support to the child.

I hereby agree to hold _____ Public Schools harmless in any, and all manner, which may arise out of the release of any, and all, educational records to _____.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

Affiant

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public or officer administering oath

My commission expires:

(Seal)

STUDENT RESIDENCY AFFIDAVITS (Cont.)

7/21/97

AFFIDAVIT

(to be submitted by person with permanent care and custody)

[Acceptance for enrollment is a district option]

STATE OF OKLAHOMA

§
§
§

COUNTY OF _____

I, _____, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I have assumed the permanent care and custody of _____ and that I contribute the major degree of support to _____. I further state that I am a bona fide resident of _____ Public School District. I desire that _____ be enrolled in _____ Public School on the basis of my affidavit.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

Affiant

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public or officer administering oath

My commission expires:

(Seal)

ENROLLMENT OF MILITARY CHILDREN

It is the policy of the Oakdale Board of Education that the residence of any military child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

Upon enrollment, the school district shall request official records from the sending school district. Until such time as those records are received, the school district shall enroll and appropriately place the student based upon information provided by the parent or guardian pending validation by official records. The school district shall initially honor the placement of the student in educational courses based upon the student's enrollment in the sending school district and/or educational assessments conducted at the school in the sending state if the courses are offered. The school district reserves the right to perform subsequent evaluations to ensure appropriate placement.

Students shall be allowed to continue their enrollment at grade-level in the receiving district commensurate with their grade level from the sending school, regardless of age. This could result in underage military children being enrolled in kindergarten and/or first grade.

The school district shall waive specific course requirements for graduation if similar course work has been satisfactorily completed in another school district or the district will provide reasonable justification for denial. ~~Special provisions exist in law with regard to options for graduation for military students transferring at the beginning of his/her senior year.~~

REFERENCE: 70 O.S. §510.1

REVIEW NOTE: We recommend deletion of the last sentence as it would be inapplicable to Oakdale Public School District.

Also, any changes in new transfer law?

EDUCATION OF MIGRATORY CHILDREN

The school district shall provide migratory students with appropriate educational services that address their unique needs in a coordinated and efficient manner. "Migratory child" shall mean a child who is, or whose parents or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding thirty-six (36) months, in order to obtain, or accompany such parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work has moved from one school district to another.

Priority for services shall be provided to those migratory children who:

1. Are failing or are at risk of failing to meet the Oklahoma Academic Standards; and
2. Whose education has been interrupted during the regular school year.

Continuation of services shall be provided by the school district to:

1. A child who ceases to be a migratory child during a school term for the remainder of the school year.
2. A child who is no longer a migratory child may continue to receive services for one (1) additional school year if comparable service are not available through other programs; and
3. Secondary school students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.

The school district shall comply with all state and federal requirements in the implementation and expenditure of federal funds designated for the education of migratory children. Migratory children who qualify for special education services shall be provided a free, appropriate education in accordance with federal law.

LEGAL REFERENCE: **ESSA, Sections 1301-1309.**

Approved
July 2020

ATTENDANCE POLICY (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. Thus, ~~any absence from those classes represents an educational loss to the student.~~ The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

~~In accordance with the policy of the board of education, each student in High School and Junior High School (See FDC-R2 for K-6) is required to attend each class unless an absence is excused, a minimum of _____% of the time in order to receive credit for that class.~~

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by _____ a.m./p.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone.

ATTENDANCE POLICY, REGULATION (Cont.)

- b. The student is on pace for on-time completion of the course as required by the school district.
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

- 1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
- 2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

- 1. A student may take up to ____ days of absences by arrangement per semester.
- 2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
- 3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
- 4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. ____% of the grade will be counted. ____ unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. [Optional: _____ percent will be deducted from the student's (nine-week/semester) average for each instance of truancy. The student may be subject to further disciplinary action.]

Tardies

- 1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
- 2. A student who is more than ____ minutes late is counted absent for the period.
- 3. Each ____ tardies will constitute an unexcused absence from that class.

ATTENDANCE POLICY, REGULATION (Cont.)

Any student who exceeds the _____ day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

* LEGAL REFERENCE: 38 O.S. §37
 70 O.S. § 10-105
 70 O.S. § 3-145.8

**MEDICAL EXEMPTION REVIEW COMMITTEE
PROCESS FOR ELIGIBLE EXEMPTIONS
AND DOCUMENTATION FOR DECISION**

Members of the committee shall adhere to the Family Educational Rights and Privacy Act (FERPA) with regard to the review of confidential student records. The committee will review student absences and make a determination as to which absences may qualify as an absence for a severe medical condition and as a result be exempt from inclusion in the calculation of the chronic absenteeism indicator of the applicable student's school sites. In deciding, the committee will utilize the following definition of severe medical condition:

"A severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma."

If it is determined that a student's absence meets the definition, that absence will be documented via a notation by the building principal in the student's attendance log as being for a severe medical condition.

The district will report all absences determined to be medically exempt to the Oklahoma State Department of Education Office of Accountability.

DOCUMENTATION

On the ___ day of _____, 20 __, the Medical Exemption Review Committee met at ___ o'clock to review absences to determine which absences, if any, met the "severe medical condition" exemption for purposes of the school district's chronic absenteeism indicator. The following situations were found to meet the definition:

Student _____.

Severe Medical Condition _____.

Date of Absences _____.

The committee agreed on this decision with a vote of _____.

Committee Chairperson

Approved
Nov. 2020

* New law...
REVISE!!

**OPEN TRANSFER POLICY
TRANSFERS AND ASSIGNMENTS**

CAPACITY #5

It is the policy of the Oakdale Board of Education that any application for open transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district beginning and ending no later than May 31 in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having custody of the student or a competent student having reached the age of majority.

By May 31, the superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The board of education shall vote to approve or deny the application for transfer not later than July 15. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

- A. Transfers will be taken on a class-by-class basis. Because it is easier to adjust programs and available space at the more advanced grade levels, the administration will use caution in providing transfers at lower grade levels that might have a negative impact in future years.

The following guidelines shall be observed:

1. Grades k-1 should not exceed 15 students per class with new transfers;
2. Grades 2-4 should not exceed 16 students per class with new transfers;
3. Grades 5-6 should not exceed 17 students per class with new transfers;
4. Grade 7 should not exceed 18 students per class with new transfers; and
5. Grade 8 should not exceed 20 students per class with new transfers.

Determination of a transfer, whether an open transfer or an emergency transfer, may be made under this Policy even if the superintendent is uncertain of the class size at the time required by law for notification. The superintendent will take into consideration (1) Predictions made on the growth rate of the previous two school years (2) If a class is at 80% of capacity for the next school year, as defined in this sub-section A.

B. The order of preference for accepting transfers will be:

- i. Students who are residents of the District at the commencement of the school year but who move out of the District. If a student moves out of district during the school year they are allowed to finish the school year. Students who have previously been granted a transfer into the District under the guidelines of a previous version of the District Transfer Student Policy, and who are enrolled in the District as of April 1, 2011. Other Issues. Once a student has been accepted to Oakdale on a transfer basis, that transfer will not be denied at a later time unless:
- ii. The student demonstrates behavior consistent with actions that would cause the student to be considered for an Alternate Education program if the student was enrolled in the home district.

OPEN TRANSFER POLICY TRANSFERS AND ASSIGNMENTS

Approved
12/13/20

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

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

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

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

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

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

OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (Cont.)

iii. Oakdale School cannot function effectively with the transferred student.

iv. The district would be assessed state class size penalties

v. Hardship to the district to provide an educational program.

EDLT *Separate Policy Nov '20*
 vi. Employment considerations Families / students building homes within the school district boundaries will be transferred in without regard to class size restrictions after the school administration has received a signed form provided by the district from a builder with i. a completion date within the current semester ii. an affidavit that construction is at least 35% complete Transfers will not be accepted for the purpose of splitting classes. However, if class size is previously determined to be above 20 for an individual class then classes may be split at superintendent discretion and transfers allowed according to this Policy.

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

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

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

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

OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (Cont.)

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

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

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

Except for a child in the custody of the Department of Human Services in foster care, no student shall be permitted an open transfer more than once in any school year.

Any brother or sister of such transferred student may apply to attend the same said school system.

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

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for which the cancellation is applicable.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer to this school district.

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

REVIEW NOTE: Much of the district's existing policy language was replaced. State law requires the board of education act on open transfers. Delegating this authority to the superintendent predated the law that has been in place since 2000. See recommended changes that are underlined.

THIS POLICY REQUIRED BY LAW.

**HEALTH:
STUDENTS**

The Oakdale Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, ~~or with head lice~~ shall be prohibited from attending school until a health officer has determined that the child is free of ~~head lice~~ or the contagious disease or that the disease is no longer contagious.

Options:

The school district will prohibit a child with head lice from attending school until such time as the child no longer has been identified as having head lice.

Or

The school district will allow a child with head lice to attend classes in accordance with guidelines set by the American Academy of Pediatrics and the National Association of School Nurses.

REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194
63 O.S. §1-507

MEDICATION: ADMINISTERING TO STUDENT

It is the policy of the Oakdale Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, or an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma, or anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, or anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

District personnel may assist a student in applying sunscreen with the written permission of a parent, guardian, or person having legal custody. (This is optional as the law provides "may." If a school board does not want to have this paragraph, this language should be removed).

Optional language: Would require the district to obtain a prescription for Epinephrine injectors from a licensed physician who has prescriptive authority to the school district in the name of the district as a body corporate specified in Title 70, Section 5-105 which shall be maintained at each school site. This language should not be adopted or included in the policy if a prescription is not obtained.

- 5.. *School District Prescribed Epinephrine Injectors. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an Epinephrine injection. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction.*

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

6. *School District Prescribed Inhalers. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designed by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.*

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

REVIEW NOTE: State law requires that students be allowed to self-administer medications listed in this policy and be allowed to carry those medication on their person. As per previous review notes, your school nurse must allow students to self-administer and carry medication on their person.

DIABETES MEDICAL MANAGEMENT PLAN

This plan was created by the personal health care team of _____. This document sets out the health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

- 1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan. The specific person assigned to assist this student is: _____.

In addition to the above, the following shall be included as a part of the student's diabetes management plan:

Four horizontal lines for additional management plan details.

Agreed this ____ day of _____, 20__.

Parent or Guardian of Student

Principal (or designee)

School Nurse

Physician of Student

REFERENCE: 70 O.S. §1210.196.1, et seq.

REVIEW NOTE: We would recommend the district's existing template be replaced with the above document. This is the document recommended by the American Diabetes Association for use in schools. The district's existing template is not personalized to the individual student but instead tries to create the same plan for all students. That could create a legal issue for the school district in that diabetes plans are customized to the individual person, not institution.

STUDENT RECORDS

It is the policy of the Oakdale Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.

STUDENT RECORDS (Cont.)

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

- REFERENCE:** 34 CFR 99.1
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
P. L. 107-110, No Child Left Behind Act of 2001
51 O.S. §24A.16
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
 - A. It was made as a personal memory aid;
 - B. It is in the sole possession of the individual who made it; or
 - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)****Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	OFFICE	PRINCIPAL
Cumulative School Records (Former Students)	OFFICE	PRINCIPAL
Health Records	OFFICE	NURSE
School Transportation Records	OFFICE	TRANS. DIRECTOR
Speech Therapy Records	OFFICE	SPEECH DIRECTOR
Psychological Records	OFFICE	SPEECH DIRECTOR

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph.

←
Need to decide.

(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

OPTIONAL:
The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

or
The school district has created a limited directory information policy and will limit access to only those parties and purposes specified as follows: (insert listing).

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
 - A. Establish the student's eligibility for the aid,
 - B. Determine the amount of financial aid,
 - C. Establish the conditions for the receipt of the financial aid, or
 - D. Enforce the agreement between the provider and the receiver of financial aid;
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

**RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE
FROM EDUCATION RECORDS**

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

- 2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
 - A. The school district's decision that the record is correct and will not be changed;
 - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
 - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

STUDENTS:
FEES, FINES, AND CHARGES

It is the goal of the Oakdale Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

STUDENTS:
FEES, FINES, AND CHARGES
(REGULATION)

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost, damaged, or overdue library books.
9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students in the 8th grade who have not fulfilled these obligations also will be denied the privilege of participating in the graduation ceremonies of the class.

SCHOOL VISITORS

It is the policy of the Oakdale Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person¹ out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. Any person who has been removed from this institution or from a school activity or event whether held on or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;

¹ Does not include students, officers, or employees of the district.

SCHOOL VISITORS (Cont.)

2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant².

The decision of the board of education shall be final and unappealable.

REFERENCE: 70 O.S. §24-131
21 O.S. §§ 1375, 1376

THIS POLICY REQUIRED BY LAW.

² Agenda language will need to reflect the individual's name.

STUDENT RECRUITMENT ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The Oakdale Public School District restricts recruiting access to students and directory information. Directory information or class lists of student names, addresses, and/or telephone numbers shall not be distributed without the consent of the parent or legal guardian of the student or by the student age 18 or over. Military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

Military services representatives shall have the same access to secondary school students as is generally provided to postsecondary institutions or prospective employers. However, such access may be specifically denied in writing by the parent, legal guardian, or student age 18 or over.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002
(P.L. 107-107)
20 U.S.C. §7908

NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

A POLICY ON THIS TOPIC IS REQUIRED BY FEDERAL LAW

Revised
Nov. 2020

USE OF SCHOOL PROPERTY

The Oakdale 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 may make school property available for public recreation before or after normal school hours, on weekends, or during school vacations. However, in the event of a public health crisis and/or pandemic, it may be necessary to limit or prohibit access. In making the determination as to whether property is available, the superintendent shall review current recommended local, state and federal health and safety guidelines 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 health and safety guidelines, including 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 provide emergency shelter for patrons during weather emergencies. Animals will be permitted in the school district's tornado shelter. Aggressive animals will be removed.

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 care, 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.

USE OF SCHOOL PROPERTY REGULATIONS

1. It is suggested that all renters obtain and review this policy in its entirety.
2. There are certain restrictions upon the use of school property and the building. The user is solely responsible for the fulfillment of the regulations of the following:
 - a. State Department of Public Safety
 - b. State and Local Fire Laws
 - c. State and Local Police Laws
 - d. Internal Revenue Admission Laws
 - e. State Laws Relating to Rental of School Facilities

APPLICATION PROCEDURES

A request for the use of the school facilities must be completed and approved by the building principal. *DO*
 Application for the use of school facilities must be made at least one week (7 days) before use.
 All users are subject to the Oakdale Public School Policy on the Use of School Facilities. Organizations which fail to comply with facility use rules and regulations or misuse school property risk refusal on future applications.

ADDITIONAL APPLICATION REQUIREMENTS

Applications requiring custodial special detail coverage require prior approval of the Superintendent. *DO*
 Applications for the use of the kitchen require prior approval of the Food Service Manager. *DO*
 Organizations wishing to bring equipment into the school buildings require prior approval of the Superintendent. *DO*
 All organizations not covered by school liability insurance are required to provide certification of general liability coverage for the period of the usage. Certification must accompany the application for facility use.

SCHEDULING

An Oakdale representative must be on duty whenever the facility is in use. All requests for facility use for dates and times when school is not in session are subject to prior approval and the availability of an Oakdale representative to cover the special detail. This includes hours beyond normal custodial working hours as well as weekends, holidays, and school vacation periods including the summer break.

The school facility must be clean and ready for the regular school day program each day. The school administration may limit scheduling the use of the facility if there will not be sufficient time or custodial staff to accomplish this after an event.

Scheduling requests that require multiple dates and extensive usage must be evaluated on a case-by-case basis in terms of the educational program needs and custodial concerns.

Scheduling priority is given in order of the Facility User Categories, with highest priority to school programs. Within categories, priority is given to activities which include Oakdale School students.

FACILITY USER CATEGORIES

It is the policy of Oakdale School to permit responsible individuals or organizations (where the main purpose is to benefit the citizens of the Oakdale community) the use of school buildings and athletic fields to the extent that there is no interference with the educational programs. The complete control of school buildings and equipment is, by law, vested in the school, and the administration of the rules and regulations governing the buildings is delegated to the Superintendent of Schools or his designee.

USE OF SCHOOL PROPERTY, REGULATIONS (Cont.)

A. SCHOOL PROGRAMS

The school is an educational facility for the children of Oakdale. As such, the school has priority use of the school facilities for the school day program and for student and parent school-related after-school programs. Examples of school programs are band concerts, athletic events, student council and class events, music lessons, parent association meetings and events, and adult education classes.

B. LOCAL ORGANIZATIONS

These organizations are located in the Oakdale School district, serving predominantly Oakdale residents. Examples of local organizations are local churches.

Users may be responsible to reimburse the school for expenses which the school incurs to make the facility available during non-school hours. These facility use charges include incremental administrative, utility, supplies custodial, and maintenance costs.

Users will provide certification of general liability insurance coverage for the period of usage.

C. ALL OTHER USERS

Approval for facility use by other groups may be granted on a case-by-case basis, with the approval of the school administration and at administrative discretion the Oakdale Board of Education. Facility use charges are to be determined by the administration on a case by case basis. Users are responsible for custodial special detail charges and insurance certification.

**HEALTHY AND FIT SCHOOL ADVISORY
COMMITTEE/SAFE SCHOOL COMMITTEE**

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

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

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

1. Health Issues
 - A. ~~Health education~~ Implementation of the Health Education Act located at 70 O.S. §§ 11-103.12, 11-103.13, and 11-103.14.
 - B. Physical education and physical activity
 - C. Nutrition and health services
2. Safety Issues
 - A. Unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and other issues that prohibit the maintenance of a safe school;
 - B. Student bullying at school;
 - C. Professional development needs of faculty and staff to implement methods to decrease student bullying; and
 - D. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams and resources that include counselors and other behavior health and suicide prevention resources within or outside the school system.
 - E. Policies and regulations to be revised in light of the Department of Homeland Security’s threat assessment guidelines.
 - F. Professional development needs of faculty and staff to recognize and report suspected human trafficking.

The committee shall meet *(annually) (as needed) (each semester) (by a specified date)*.

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

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

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

The principal shall give consideration to recommendations of the committee.

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

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

DISPOSAL OF SURPLUS SCHOOL PROPERTY

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

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

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

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

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

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

ACCOMODATIONS FOR LACTATING EMPLOYEES

The school district shall provide an appropriate private, secure and sanitary room, other than a restroom, for an employee to express breast milk or breastfeed her child. School administrators shall make available a clean, accessible room with a lock or privacy sign.

The district shall provide lactating employees a reasonable amount of break time to express milk. The employee shall, to the extent possible, take breaks to express milk concurrently with the break times that are otherwise provided to the employee.

Employees must inform the building principal of the need to express breast milk and work collaboratively to develop a plan to accommodate the needs of the employee while ensuring that the employee's students are appropriately supervised.

LEGAL REFERENCE: 70 O.S. § 5-149.3.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual’s moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A “course” shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates _____ as the employee responsible for receiving complaints. Complaints may be provided via telephone at _____ and via email to _____. This contact information shall also be accessible on the school district’s website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within ninety (90) days of receipt of a claim. Within thirty (30) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

No individual shall be retaliated against for (1) filing a complaint; or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-157**
 State Accreditation Standard 210:10-1-23

**A policy on this issue is required by the
Standards of Accreditation for Oklahoma Schools
Effective July of 2021**

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.

SUICIDE AWARENESS AND TRAINING PREVENTION

The _____ Board of Education recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students identified as self-destructive are in need of appropriate help as quickly as possible. The primary obligations of school personnel working with a depressed or suicidal student are support, calling the 911 emergency telephone number, law enforcement, the Department of Human Services, parental contact, and referral. Notification must be made immediately upon determining that a risk of harm exists. To that end, student confidentiality may be waived in life-threatening situations.

The district shall provide district-wide training to all staff on a biennial basis addressing suicide awareness and prevention. The training provided shall utilize curriculum provided by the Department of Mental Health and Substance Abuse Services. The course outline for the curriculum shall be made available to the public online through the school district’s website. Beginning with the 2021-2022 school year, the district shall:

1. Provide a suicide preventing training program which includes as a core element evidence-based approaches;
2. Provide the curriculum made available by the Department of Mental Health and Substance Abuse Services; or
3. Provide a suicide prevention training program that is selected by the school district from a list maintained by the Department of Mental Health and Substance Abuse Services to school district staff that addresses suicide awareness and prevention. The training may be combined with any other training program provided by the school district addressing bullying prevention.

With the intent of contributing to the prevention of suicide among students where possible, the board directs that an adolescent suicide awareness program be initiated, including:

1. In-service education--to increase the awareness of all building staff about the seriousness of the problem and possible suicide "warning signs",
2. Establishment of referral/response procedures in each school--to facilitate assisting students identified as possibly suicidal,
3. Infusion into the curriculum of appropriate understandings and information--to help students deal appropriately with feelings, to recognize possible suicide "warning signs" in themselves and others, and to increase awareness of alternatives and resources available for assistance,
4. Parental awareness--to increase understandings of parents about the problem and the resources available, and
5. Procedures in each school for dealing appropriately with tragedies--to ease the impact on students, staff, and community in the event of a student suicide.

District personnel cannot be expected to treat the suicidal adolescent. Rather, they need to recognize that they are in a position to aid in the identification of young people who may be prone to suicide, and to intervene in order to link these young people and their families to treatment programs in the community. In addition, school personnel need to be prepared to relate to suicidal young people following a suicide attempt, and to deal with the intense emotions/reactions of the school community following an actual suicide.

Optional: Beginning with the 2022-2023 school year, training will be provided to students in grades seven through twelve to address suicide awareness and prevention.

Oakdale Public Schools Personnel Report: August 10, 2021

Employee	Assignment	Classification <small>Certified/Support</small>	Position	Contract	Effective <small>Date</small>
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Recommendations for Hiring					
Michael Lowe	PE Teacher/Coach	Certiifed*	Replacement	Temporary-Sem I	*pending certification
Rebecca Foster	SpEd Teacher Assitant	Support	New	Temporary-Sem I	8/6/21

Resignations					
Joe Booker III	PE Teacher/Coach	Certified			8/2/21

COUNTY
55 Oklahoma

DISTRICT
Oakdale Public Schools C-029

SITE
105

Parent-Teacher Conference Days/Hours		
Number of Days	# of Hours per Day	
2	6	
TOTAL PTC HOURS		12.00

Actual/Regular School Year						
Start Time	End Time	Minutes in Day	Lunch	Total Min.	# Days Taught	Total
8:15 AM	3:15 PM	420.00	25.00	395.00	168	1106.00

Full DL/Virtual Days for All Students		
Number of Days	# of Hours per Day	
	6.58	
TOTAL VIRTUAL HOURS		0

Prof Dev Hours/Days		
Number of Days	Number of Hours	
5	6	
TOTAL PROF DEV HOURS		30

Meets 1080 Requirement

DAYS FOR ASR
170

GRAND TOTAL	1148.0
EXCESS HOURS	68.00

Superintendent Signature _____

Date _____

Board President Signature _____

Date _____

OAKDALE SCHOOL

**APPLICATION FOR SANCTIONING
2021-2022 School Year**

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant, a student achievement program or a parent-teacher association or organization, to the Board of Education of Oakdale School (the "School"), pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. Sanctioned organizations are permitted to use the School's name in the organization's name to identify themselves and to conduct fundraising activities on school property.

Name of Applicant: Oakdale School Foundation

Applicant's Address: 10901 N Sooner Rd
Edmond, OK 73013

Applicant's Taxpayer I.D. Number: 73-1275159

(Applicant **MUST** furnish a valid tax ID number; social security numbers may not be used.)

Current Officers:

President

Treasurer

Name	Leslie Wilkerson_____	Janna Block_____
Phone Number	405-760-4523_____	214-417-4921_____
E-Mail Address	Lwilkerson@gmail.com_____	jannamblock@gmail.com_____

Incoming Officers:

President

Treasurer

Name	_____	_____
Phone Number	_____	_____
E-Mail Address	_____	_____

Describe how the School and its students will benefit if the applicant is sanctioned.

The OSF helps supplement the students and faculty where budget and tax valorem short falls may occur. This is especially true in our Fine Arts programs, athletics and curriculum add-ons such as subscriptions and our libraries.

List intended fundraising activities.

Online Auction

Rocket Launcher direct donation campaign

Fall Run scheduled for October 1, 2021

Spring fundraising gala or other community fundraising event _____

List intended use of funds generated.

All funds received will be granted back to the school based on grant submissions from the teachers and administrators or other faculty.

	YES	NO
Has applicant received tax-exempt status from the IRS under section 501(c)(3) of the Internal Revenue Code?	XX	
Does applicant certify that any and all required tax returns (e.g. IRS Form 990, 1099's, payroll tax returns, sales tax returns) were timely filed for the previous tax year?	XX	
Does the applicant hold annual election or affirmation of officers?	XX	
Does the applicant hold periodic meetings that are open to the membership?	XX ¹	
Does the applicant provide full financial disclosure to the membership at regular intervals and upon reasonable request by any member?	XX ²	
Does the applicant require two signatures on checks issued? The school strongly encourages all organizations to require two signatures on checks.		XX
Does the applicant require surety bonds for the treasurer and other members who handle money?		XX ³
Does the applicant obtain officer liability insurance coverage?		XX ³
Has the applicant paid or awarded any cash or non-cash items to employees of the School? (If yes, provide a list by employee of amounts/values, description, purpose, and whether a 1099 was issued.)	XX Grant listings provided	
Did the applicant donate any items valued >=\$1,000 (per item) to the School? (If yes, provide a list of items donated, value of each item, serial number, and date donated.)		XX
Did the applicant receive any cash or non-cash donations/gifts valued >= \$1,000? (If yes, provide a list of each donor, item(s) donated, the value of the item(s), and the date donated.)	XX Donor listing provided	
Does the applicant have any liabilities, debt, or promissory notes? (If yes, financial statements must include a full balance sheet in addition to the requested cash flow statement.)		XX
Did the applicant make any changes to its by-laws since the last time it applied for sanctioning? (If yes, attach amended by-laws.)		XX

¹OSF meetings are not open to the public. OSF Board conducts closed meetings with occasional invited guests.

²OSF financial disclosures are provided to the OSF Board and school Administration as requested, but not to general public.

³After consultation with insurance providers, it has been determined that members' liability insurance within their individual homeowner's policies suffices for coverage.

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 to sanction the applicant, and the decision of the Board of Education is final and non-appealable. 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 to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

INSTRUCTIONS FOR COMPLETING APPLICATION:

- Complete, sign, and date the application. (Please print or type.)
- Attach the following:
 1. Cash flow statement in prescribed format for each applicable year.
 2. Balance sheet for each applicable year (if applicant has any liabilities or assets other than cash).
 3. Bank statement as requested by the Superintendent/Designee.
 4. Bank reconciliation as requested by the Superintendent /Designee.
 5. Signed statement of reviewer/auditor of financial records. Reviewer may be an independent accountant or a member of the organization, but not an officer.
 6. List of all cash or non-cash payments/awards to employees of the School (if applicable), to include employee name, amount/value, description, purpose, and whether a 1099 was issued.
 7. List of items valued \geq \$1,000 donated to the School (if applicable), to include description of item donated, value of each item, serial number, and date donated.
 8. List of donors and items donated for contributions of cash or property valued \geq \$1,000 to the organization or to the School through the organization (if applicable), to include name of each donor, description of item donated, the value of the item, and the date donated.
 9. By-laws (required if organization is new or changed its by-laws since it was last approved for sanctioning).
- Deliver this application and attachments to:

Joe Pierce, Superintendent
Oakdale Public School
10901 N. Sooner Rd
Edmond, OK 73013

I hereby certify that all information provided in this application for sanctioning is true, correct, and complete.

Leslie Wilkerson
Applicant

By: Leslie Wilkerson Date: 7/18/21
(Signature)

Leslie Wilkerson, OSF President 21-22

Oakdale School Foundation
Revenue by Donor Summary
July 2020 - June 2021

	<u>Revenue</u>
Levings, Brian	7,060.00
Loughridge, Jerome & Tricia	5,320.00
Henry, Katherine	4,070.00
Myers, Terra & Brad	3,820.00
Munson, Drew and Rebecca	3,030.00
Whitman Family Foundation	2,925.00
Boke, Brandon & Jolie	2,600.00
Bixler, Blake and Chelsea	2,529.00
Jirous Foundation	2,500.00 Sonic
Smith, Jimmy	2,410.00
Woolsey, Amy	2,290.00
Kinney, Christian & Chris	2,200.00
Askin, John & Emily	2,100.00
Dasari, Paul and Naveen Boindala	2,090.00
Woodward, Josh and Katie	2,010.00
Palmeri, Joe & Vanessa	2,000.00
Patrick Kennedye	2,000.00
Colby, Jeremy & Jennifer	1,950.00
Stachowiak, John & Katherine	1,850.00
Garrison, Allie and Tommy	1,840.00
Brewer, Bart & Brooke	1,760.00
Jones, Justin and Brooke	1,600.00
Higgins, Heath & Kayde	1,430.00
Hietpas, Jodi	1,400.00
Hux, Melisa	1,350.00
Clowdus, Stephanie and Jon	1,340.00
Charlton, Alistair D or Lee	1,300.00
McCool, Jesse & Joanna	1,290.00
Alward, Erin & Jeff Despain	1,250.00
Shipman, Jeff & Stacia	1,200.00
Williams, Brian & Caeli	1,190.00
Monsey, Chris and Susan	1,150.00
Hill, Caleb & Jessica	1,120.00
LoVette, Jason & Lori	1,100.00
Portlock, Derek	1,090.00
Franks, Tanner and Margaret	1,080.00
Russell, Corey and Jill	1,080.00
Langford, Jonathan and Leta	1,060.00
Stipe, Jack & Amy	1,050.00
Crosby, John & Amber	1,040.00
Kaneaster, Kyle & Shannon	1,040.00
Carnine, Thad & Julie	1,000.00
Garrison, Jennifer & Virnon	1,000.00
Kupiec, Thomas Craig and Katherine	1,000.00
Lee, Sang & Amy	1,000.00
Merrick, Jonathan & Sandra	1,000.00
Padgett, Susie	1,000.00
Plaxico, Brian & Michelle	1,000.00
Richardson, Shawn and Erin	1,000.00
Rosenthal, Todd & Anna	1,000.00
Rountree, Luke	1,000.00
Snyder, Kara Lynn and Charles	1,000.00
	<u>93,514.00</u>

Oakdale School Foundation

10100 BancFirst - Checking Account, Period Ending 06/30/2021

RECONCILIATION REPORT

Reconciled on: 07/29/2021

Reconciled by: Tina Adams

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	34,409.01
Service charge.....	-50.36
Checks and payments cleared (21).....	-6,768.80
Deposits and other credits cleared (1).....	2,000.00
Statement ending balance.....	<u>29,589.85</u>

Uncleared transactions as of 06/30/2021.....	-12,180.21
Register balance as of 06/30/2021.....	17,409.64
Cleared transactions after 06/30/2021.....	0.00
Uncleared transactions after 06/30/2021.....	-78.90
Register balance as of 07/29/2021.....	<u>17,330.74</u>

Details

Checks and payments cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2021	Check	5950	Cindy Parish	-167.28
04/27/2021	Check	5976	Jenny Jones-v	-41.85
05/19/2021	Check	5997	Jill Wilguess	-154.21
05/19/2021	Check	5998	Lynette Brown-v	-59.82
05/19/2021	Check	6003	Brie Camp-v	-29.23
05/25/2021	Journal	418		-158.50
05/25/2021	Expense		UPS	-12.75
06/01/2021	Check	6014	SmithDryden	-645.13
06/03/2021	Check	6017	Follett School Solutions, Inc.	-160.61
06/03/2021	Check	6018	School Specialty	-833.68
06/04/2021	Check	6015	Custom Ink, LLC	-331.78
06/08/2021	Check	6004	Prosperity Bank	-397.63
06/08/2021	Check	6006	Charlie Burns -v	-2,204.84
06/08/2021	Check	6010	Brie Camp-v	-107.14
06/08/2021	Check	6009	Shelby Carter -v	-350.00
06/08/2021	Check	6013	Laura Suttles-v	-178.16
06/08/2021	Check	6005	Oakdale School	-847.29
06/19/2021	Expense		Avangate 123	-19.00
06/19/2021	Journal	403		-19.90
06/21/2021	Expense		Intuit QB Online	-40.00
06/30/2021	Journal	404		-10.00

Total -6,768.80

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/09/2021	Deposit			2,000.00

Total 2,000.00

Additional Information

Uncleared checks and payments as of 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/17/2015	Bill Payment	4573	Amy Andrews	-19.94
12/01/2015	Bill Payment	4589	Jenny Jones-v	-62.89
04/26/2017	Bill Payment	4911	Lissa Erb	-40.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/19/2017	Expense		Avangate 123	-14.95
12/19/2017	Expense		Avangate 123	-14.95
02/04/2018	Bill Payment	5133	Jenny Jones-v	-38.44
03/15/2018	Check	5182	Sherrie Harkins-v	-90.35
03/31/2018	Check	5189	Rocket Color Document Center	-680.68
04/05/2018	Check	5197	Lee Cavin-v	-22.80
05/08/2018	Check	5220	Cheree Hehenburger	-97.60
02/10/2019	Check	5408	Sherrie Harkins-v	-25.45
08/19/2019	Check	5560	Julie Blevins	-197.03
10/30/2019	Check	5630	Heim, Kathy	-208.51
03/22/2020	Check	5724	Julie Carmine	-434.50
04/07/2021	Check	5964	Smtih, Kelly-v	-45.43
06/08/2021	Check	6012	Becky Karcher-v	-83.50
06/08/2021	Check	6008	Lauren Branscum -v	-481.90
06/08/2021	Check	6007	Nicole Rihn -v	-569.18
06/08/2021	Check	6011	Lissa Erb	-465.45
06/20/2021	Check	6019	Riversport Adventures OKC	-972.00
06/26/2021	Check	6020	Teresa Christison	-134.88
06/28/2021	Check	6021	Stacy Hensley - v	-3,694.74
06/28/2021	Check	6022	Jill Wilguess	-461.12
06/28/2021	Check	6023	Kasey Hare	-486.51
06/28/2021	Check	6024	Lakeshore Learning Store	-432.72
06/28/2021	Check	6032	Jill Wilguess	-15.99
06/28/2021	Check	6025	Jenna Foster	-193.58
06/28/2021	Check	6026	Angela Peterson	-148.17
06/28/2021	Check	6027	Aubrey Stanley -v	-256.02
06/28/2021	Check	6028	School Specialty	-511.03
06/28/2021	Check	6029	Follett School Solutions, Inc.	-792.83
06/28/2021	Check	6031	Palmer Renshaw	-121.81
06/29/2021	Check	6030	Prosperity Bank	-390.26
Total				-12,205.21

Uncleared deposits and other credits as of 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/10/2020	Check	5826	Sam's Club	0.00
02/11/2021	Check	5921	Prosperity Bank	0.00
02/21/2021	Deposit		Nilsen, Randa	25.00

Total 25.00

Uncleared checks and payments after 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/19/2021	Journal	405		-19.90
07/19/2021	Expense		Avangate 123	-19.00
07/21/2021	Expense		Intuit QB Online	-40.00

Total -78.90

Oakdale School Foundation

10200 BancFirst - Treasury Account, Period Ending 06/30/2021

RECONCILIATION REPORT

Reconciled on: 07/29/2021

Reconciled by: Tina Adams

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	163,201.17
Interest earned	13.41
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>163,214.58</u>

Register balance as of 06/30/2021 163,214.58

Oakdale School Foundation

Statement of Activity

July 2020 - June 2021

	TOTAL
Revenue	
40000 Donations	
40100 Donations - Rocket Launcher Campaign	71,561.70
40101 Donations - Rocket Launcher Teacher Sign/Decals	600.00
Total 40100 Donations - Rocket Launcher Campaign	72,161.70
40200 Donations - Rocket Run	
40202 Donation - Business Sponsorships (Tshirt Logos)	19,750.00
40205 Tshirts (For Sale)	584.00
Total 40200 Donations - Rocket Run	20,334.00
40250 Community Revenue	2,925.00
40260 Auction Sales	29,485.00
Total 40000 Donations	124,905.70
42000 Revenue from Other Sources	
42100 Interest Income	163.13
42900 Miscellaneous Revenue	531.30
Total 42000 Revenue from Other Sources	694.43
Total Revenue	\$125,600.13
GROSS PROFIT	\$125,600.13
Expenditures	
50000 Expenses	
51000 Event Costs	
51100 Rocket Run Expenses	
51102 Rocket Run Tshirts Expense	8,919.10
Total 51100 Rocket Run Expenses	8,919.10
51200 Rocket Celebration Expenses	700.00
51300 Other Expense	4,616.14
Total 51000 Event Costs	14,235.24
52000 Grant Expenses	
52140 Grant Expenses 2020/2021	166,149.57
Total 52000 Grant Expenses	166,149.57
53000 Other Expenses	7,850.00
53100 Administrative Expenses	5,013.38
53200 Online Donation Expense	4,666.58
Total 53000 Other Expenses	17,529.96
Total 50000 Expenses	197,914.77
Total Expenditures	\$197,914.77
NET OPERATING REVENUE	\$ -72,314.64
NET REVENUE	\$ -72,314.64

Oakdale School Foundation

Statement of Cash Flows

July 2020 - June 2021

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	-72,314.64
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
22100 Grants:Technology-PK-Parish	0.00
22120 Grants:Art-PK-1-Hare/Hall	0.00
22130 Grants:Binders PK-K-Hall	0.00
22135 Grants:Enrich Skills-K-Blevins	0.00
22140 Grants:Tech-K-Evans	0.00
22150 Grants:Soar to Success-1-Karcher	0.00
22160 Grants:Reading-1-Peterson	0.00
22205 Grants:Supplies - 2 - Morrison	0.00
22210 Grants:Science-2-Welch	0.00
22215 Grants:Reading - 2 - Hill Sammons	0.00
22220 Grants:New Grade-2-Williams	0.00
22225 Grants:New Grade-3-Hill	0.00
22300 Grants:Binders-3-Erb	0.00
22310 Grants:Reading-3-Erb	0.00
22320 Grants:OU Flight-4-Brown	0.00
22330 Grants:Math-3-Cone	0.00
22335 Grants:Reading-3-Hill	0.00
22340 Grants:Mindful Minutes-3-Erb	0.00
22350 Grants:Science-3-Heckenkemper	0.00
22400 Grants:Math-4-Brown	0.00
22405 Grants:New Grade-4-Deathrage	0.00
22410 Grants:Soc Studies-4	0.00
22420 Grants:Science-4-Brown	0.00
22430 Grants:Reading-4-Wilguess	0.00
22440 Grants:Reading-4-Wilguess-#2	0.00
22500 Grants:Science-5-Pitts	0.00
22505 Grants:PocketLab-5-Pitts	0.00
22510 Grants:Reading/Lang Arts-5-Clark	0.00
22515 Grants:Sphero Robots-K-8-Pitts	0.00
22520 Grants:Math-Suttles	0.00
22525 Grants:Outdoor Exp-5-Pitts	0.00
22530 Grants:Science-6/7-Bray	0.00
22535 Grants:Science-7-Bray	0.00
22540 Grants:Science-MS-Hensley	0.00
22545 Grants:Enrichment-NAGC-Branscum	0.00
22550 Grants:Professional Development-Jones	0.00
22570 Grants:Spanish-Charlton	0.00
22600 Grants:Science-Engineering Fair-Hensley	0.00
22605 Grants:Science Olympiad - Hensley	0.00
22650 Grants:OKC Memorial Museum-8-Hartman	0.00
22651 Grants:ELA-8-Hartman	0.00

Oakdale School Foundation

Statement of Cash Flows

July 2020 - June 2021

	TOTAL
22652 Grants:Leadership Book Study-8-Harouff	0.00
22665 Grants:Yearbook-MS-Harouff	0.00
22700 Grants:Library-PK-5-Scott	0.00
22701 Grants:Library-Standing Check Out-Jones	0.00
22750 Grants:Library-5-8-Jones	0.00
22755 Grants:Library-AuthorsAssemblies-Jones	0.00
22800 Grants:Band-Specials-Scott	0.00
22810 Grants:Music-Specials-Ford	0.00
22815 Grants:Spring Musical-Specials-Burns	0.00
22820 Grants:Art-Specials-MS-Camp	0.00
22825 Grants:Art-Specials-Elem & MS-Smith/Camp	0.00
22830 Grants:Athletics-Tech-Andrews	0.00
22831 Grants:Athletics-Andrews	0.00
22832 Grants:Spirit Squad-MS-Charlton	0.00
22840 Grants:Health-Cain	0.00
22851 Grants:Special Ed-Community Based Instruction-tbd	0.00
22852 Grants:Special Ed-Unified PE-tbd	0.00
22853 Grants:Special Ed - Subscriptions	0.00
22854 Grants:Special Ed - Special Olympics	0.00
22855 Grants:Special Ed-Technology-Cavin	0.00
22860 Grants:K-8-Teachers Pay Teachers	0.00
22865 Grants:Special Ed-Special Ed Bundle	0.00
22872 Grants:OT/PT Services Supplemental	0.00
22880 Grants:Academic Team-Specials-Burns	0.00
22885 Grants:Special-Julie Branson Garden	0.00
22886 Grants:Presentation Speaker System-A Boatman	0.00
22887 Grants:Tech-VR Headsets-Mosley	0.00
22888 Grants:MS Principal Fund	0.00
22890 Grants:ES Principal Fund	0.00
22895 Grants:School Wide Subscription Bundle-Foster/Willhoite	0.00
22900 Grants:Classroom Grants	0.00
22901 Grants:Classroom Grants:Classroom-PK-Parish	0.00
22902 Grants:Classroom Grants:Classroom-K-Evans	0.00
22903 Grants:Classroom Grants:Classroom-K-Hall	0.00
22904 Grants:Classroom Grants:Classroom-K-Hare	0.00
22905 Grants:Classroom Grants:Classroom-K-Blevins	0.00
22906 Grants:Classroom Grants:Classroom-1st-Killough	0.00
22907 Grants:Classroom Grants:Classroom-1st-Carter	0.00
22908 Grants:Classroom Grants:Classroom-1st-Karcher	0.00
22909 Grants:Classroom Grants:Classroom-1st-Peterson	0.00
22910 Grants:Classroom Grants:Classroom-2nd-Morrison	0.00
22911 Grants:Classroom Grants:Classroom-2nd Hanneman	0.00
22912 Grants:Classroom Grants:Classroom-2nd-Welch	0.00
22913 Grants:Classroom Grants:Classroom-3rd-Cone	0.00

Oakdale School Foundation

Statement of Cash Flows

July 2020 - June 2021

	TOTAL
22914 Grants:Classroom Grants:Classroom-3rd-Hill	0.00
22915 Grants:Classroom Grants:Classroom-3rd-Erb	0.00
22916 Grants:Classroom Grants:Classroom-4th-Deathrage	0.00
22917 Grants:Classroom Grants:Classroom-4th-Brown	0.00
22918 Grants:Classroom Grants:Classroom-4th-Wilguess	0.00
22919 Grants:Classroom Grants:Classroom-5th-Clark	0.00
22920 Grants:Classroom Grants:Classroom-5th-Shelton	0.00
22921 Grants:Classroom Grants:Classroom-5th-Suttles	0.00
22922 Grants:Classroom Grants:Classroom-5th-Pitts	0.00
22923 Grants:Classroom Grants:Classroom-6/7 Science-Bray	0.00
22924 Grants:Classroom Grants:Classroom-2nd-McDonald-Williams	0.00
22925 Grants:Classroom Grants:Classroom-6/7-Social Studies-Munson	0.00
22926 Grants:Classroom Grants:Classroom-6-Math-Reddick	0.00
22927 Grants:Classroom Grants:Classroom-8-Math-M Hall	0.00
22928 Grants:Classroom Grants:Classroom-7 ELA-Rihn	0.00
22929 Grants:Classroom Grants:Classroom-6 Reading-Z Boatman	0.00
22930 Grants:Classroom Grants:Classroom-6/8 Social Studies-Mosley	0.00
22931 Grants:Classroom Grants:Classroom-8 ELA-Hartman	0.00
22932 Grants:Classroom Grants:Classroom-Phys Ed-Andrews	0.00
22933 Grants:Classroom Grants:Classroom-3rd-Heckenkemper	0.00
22934 Grants:Classroom Grants:Classroom-Special Ed-Cavin	0.00
22935 Grants:Classroom Grants:Classroom-Special Ed-Christison	0.00
22936 Grants:Classroom Grants:Classroom-Reading Spec-Padgett	0.00
22937 Grants:Classroom Grants:Classroom-Special Ed-Renshaw	0.00
22938 Grants:Classroom Grants:Classroom-Music-Ford	0.00
22939 Grants:Classroom Grants:Classroom-Foreign Lang-Charlton	0.00
22940 Grants:Classroom Grants:Classroom-Phys Ed-Booker	0.00
22941 Grants:Classroom Grants:Classroom-Counseling-McCarty	0.00
22942 Grants:Classroom Grants:Classroom-Harouff	0.00
22943 Grants:Classroom Grants:Classroom-Elem Library-Scott	0.00
22944 Grants:Classroom Grants:Classroom-Art-Smith	0.00
22945 Grants:Classroom Grants:Classroom-MS Library-Jones	0.00
22946 Grants:Classroom Grants:Classroom-Drama-Burns	0.00
22947 Grants:Classroom Grants:Classroom-Speech Path-S Ryland	0.00
22948 Grants:Classroom Grants:Classroom-Special Ed-Trulock	0.00
22949 Grants:Classroom Grants:Classroom-6/8 Science-Hensley	0.00
22950 Grants:Classroom Grants:Classroom-6 ELA-Burns	0.00
22951 Grants:Classroom Grants:Classroom-IT-A Boatman	0.00
22952 Grants:Classroom Grants:Classroom-Band - Scott	0.00
22953 Grants:Classroom Grants:Classroom-Art-Camp	0.00
22954 Grants:Classroom Grants:Classroom-OT/PT	0.00
22956 Grants:Classroom Grants:Classroom-7 Math-Roe	0.00
22960 Grants:Rising Rocket Scholarship	0.00
22990 Grants:Board Discretion Grant	0.00

Oakdale School Foundation

Statement of Cash Flows

July 2020 - June 2021

	TOTAL
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	0.00
Net cash provided by operating activities	\$ -72,314.64
NET CASH INCREASE FOR PERIOD	\$ -72,314.64
Cash at beginning of period	251,738.36
CASH AT END OF PERIOD	\$179,423.72

Oakdale School Foundation

Statement of Financial Position

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Bank Accounts	0.00
10100 BancFirst - Checking Account	16,209.14
10200 BancFirst - Treasury Account	163,214.58
Total 10000 Bank Accounts	179,423.72
Total Bank Accounts	\$179,423.72
Accounts Receivable	
11000 Accounts Receivable (A/R)	5,862.00
Total Accounts Receivable	\$5,862.00
Other Current Assets	
18000 Other Current Assets	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$185,285.72
TOTAL ASSETS	\$185,285.72

Oakdale School Foundation

Statement of Financial Position

As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
21000 Other Current Liabilities	0.00
22000 Grants	
22100 Technology-PK-Parish	0.00
22105 Writing-PK-Parish	0.00
22110 Science-PK-Beaty	0.00
22112 Extended Education - Beaty	0.00
22115 Teaching Tribe - Parish	0.00
22120 Art-PK-1-Hare/Hall	0.00
22125 Tech-Bee Bot-K-Hare	0.00
22130 Binders PK-K-Hall	0.00
22135 Enrich Skills-K-Blevins	0.00
22140 Tech-K-Evans	0.00
22142 Science-Butterflies-Evans	0.00
22145 Math/Language-K-Hare	0.00
22146 Teacher Pay Teachers - Evans	0.00
22150 Soar to Success-1-Karcher	0.00
22160 Reading-1-Peterson	0.00
22165 New 1st Grade Set-up - Richey	0.00
22170 Tech-1-Richey	0.00
22200 Whiteboards-2-Newport	0.00
22205 Supplies - 2 - Morrison	0.00
22210 Science-2-Welch	0.00
22215 Reading - 2 - Hill Sammons	0.00
22220 New Grade-2-Williams	0.00
22225 New Grade-3-Hill	0.00
22300 Binders-3-Erb	0.00
22310 Reading-3-Erb	0.00
22315 Class Games-3-Cone	0.00
22320 OU Flight-4-Brown	0.00
22330 Math-3-Cone	0.00
22335 Reading-3-Hill	0.00
22340 Mindful Minutes-3-Erb	0.00
22350 Science-3-Heckenkemper	0.00
22360 Reading-3-Swanson	0.00
22400 Math-4-Brown	0.00

Oakdale School Foundation

Statement of Financial Position

As of June 30, 2021

	TOTAL
22405 New Grade-4-Deathrage	0.00
22410 Soc Studies-4	0.00
22420 Science-4-Brown	0.00
22430 Reading-4-Wilguess	0.00
22440 Reading-4-Wilguess-#2	0.00
22500 Science-5-Pitts	0.00
22505 PocketLab-5-Pitts	0.00
22510 Reading/Lang Arts-5-Clark	0.00
22515 Sphero Robots-K-8-Pitts	0.00
22520 Math-Suttles	0.00
22525 Outdoor Exp-5-Pitts	0.00
22530 Science-6/7-Bray	0.00
22535 Science-7-Bray	0.00
22540 Science-MS-Hensley	0.00
22545 Enrichment-NAGC-Branscum	0.00
22550 Professional Development-Jones	0.00
22560 English-5-8-BrainPOP-Jones	0.00
22570 Spanish-Charlton	0.00
22600 Science-Engineering Fair-Hensley	0.00
22605 Science Olympiad - Hensley	0.00
22610 Social Studies-7-Munson	0.00
22620 Math-7/8-Ray	0.00
22630 Reading-MS-Burns	0.00
22640 Reading-7-Rihn	0.00
22645 Reading-6-8-Hartman	0.00
22650 OKC Memorial Museum-8-Hartman	0.00
22651 ELA-8-Hartman	0.00
22652 Leadership Book Study-8-Harouff	0.00
22655 Assessment SW-6/8-Huff	0.00
22656 Professional Development-Suttles	0.00
22657 Western Heritage Museum-8-Huff	0.00
22660 Reading-8-Sutton	0.00
22663 Tech-8-J.Willhoite	0.00
22664 Guidance/Leadership Class-McCarty	0.00
22665 Yearbook-MS-Harouff	0.00
22670 Speaker-J Willhoite	0.00
22700 Library-PK-5-Scott	0.00
22701 Library-Standing Check Out-Jones	0.00
22750 Library-5-8-Jones	0.00
22755 Library-AuthorsAssemblies-Jones	0.00
22800 Band-Specials-Scott	0.00
22805 Fall/Class Play-Specials-Burns	0.00

Oakdale School Foundation

Statement of Financial Position

As of June 30, 2021

	TOTAL
22810 Music-Specials-Ford	0.00
22815 Spring Musical-Specials-Burns	0.00
22820 Art-Specials-MS-Camp	0.00
22825 Art-Specials-Elem & MS-Smith/Camp	0.00
22830 Athletics-Tech-Andrews	0.00
22831 Athletics-Andrews	0.00
22832 Spirit Squad-MS-Charlton	0.00
22835 Athletics-Tech Equipment-Andrews	0.00
22840 Health-Cain	0.00
22845 Athletics-Gaga Ball Pit-Booker	0.00
22850 Athletics-9 Square-Booker	0.00
22851 Special Ed-Community Based Instruction-tbd	0.00
22852 Special Ed-Unified PE-tbd	0.00
22853 Special Ed - Subscriptions	0.00
22854 Special Ed - Special Olympics	0.00
22855 Special Ed-Technology-Cavin	0.00
22860 K-8-Teachers Pay Teachers	0.00
22865 Special Ed-Special Ed Bundle	0.00
22867 Special Ed - PK-4 - Christison SPIRE	0.00
22870 School Wide Scholastic Bundle	0.00
22871 Special Ed-Classroom Supplies	0.00
22872 OT/PT Services Supplemental	0.00
22875 Summer School-K-8-Jones	0.00
22880 Academic Team-Specials-Burns	0.00
22885 Special-Julie Branson Garden	0.00
22886 Presentation Speaker System-A Boatman	0.00
22887 Tech-VR Headsets-Mosley	0.00
22888 MS Principal Fund	0.00
22890 ES Principal Fund	0.00
22895 School Wide Subscription Bundle-Foster/Willhoite	0.00
22900 Classroom Grants	0.00
22901 Classroom-PK-Parish	0.00
22902 Classroom-K-Evans	0.00
22903 Classroom-K-Hall	0.00
22904 Classroom-K-Hare	0.00
22905 Classroom-K-Blevins	0.00
22906 Classroom-1st-Killough	0.00
22907 Classroom-1st-Carter	0.00
22908 Classroom-1st-Karcher	0.00
22909 Classroom-1st-Peterson	0.00
22910 Classroom-2nd-Morrison	0.00
22911 Classroom-2nd Hanneman	0.00
22912 Classroom-2nd-Welch	0.00

Oakdale School Foundation

Statement of Financial Position

As of June 30, 2021

	TOTAL
22913 Classroom-3rd-Cone	0.00
22914 Classroom-3rd-Hill	0.00
22915 Classroom-3rd-Erb	0.00
22916 Classroom-4th-Deathrage	0.00
22917 Classroom-4th-Brown	0.00
22918 Classroom-4th-Wilguess	0.00
22919 Classroom-5th-Clark	0.00
22920 Classroom-5th-Shelton	0.00
22921 Classroom-5th-Suttles	0.00
22922 Classroom-5th-Pitts	0.00
22923 Classroom-6/7 Science-Bray	0.00
22924 Classroom-2nd-McDonald-Williams	0.00
22925 Classroom-6/7-Social Studies-Munson	0.00
22926 Classroom-6-Math-Reddick	0.00
22927 Classroom-8-Math-M Hall	0.00
22928 Classroom-7 ELA-Rihn	0.00
22929 Classroom-6 Reading-Z Boatman	0.00
22930 Classroom-6/8 Social Studies-Mosley	0.00
22931 Classroom-8 ELA-Hartman	0.00
22932 Classroom-Phys Ed-Andrews	0.00
22933 Classroom-3rd-Heckenkemper	0.00
22934 Classroom-Special Ed-Cavin	0.00
22935 Classroom-Special Ed-Christison	0.00
22936 Classroom-Reading Spec-Padgett	0.00
22937 Classroom-Special Ed-Renshaw	0.00
22938 Classroom-Music-Ford	0.00
22939 Classroom-Foreign Lang-Charlton	0.00
22940 Classroom-Phys Ed-Booker	0.00
22941 Classroom-Counseling-McCarty	0.00
22942 Classroom-Harouff	0.00
22943 Classroom-Elem Library-Scott	0.00
22944 Classroom-Art-Smith	0.00
22945 Classroom-MS Library-Jones	0.00
22946 Classroom-Drama-Burns	0.00
22947 Classroom-Speech Path-S Ryland	0.00
22948 Classroom-Special Ed-Trulock	0.00
22949 Classroom-6/8 Science-Hensley	0.00
22950 Classroom-6 ELA-Burns	0.00
22951 Classroom-IT-A Boatman	0.00
22952 Classroom-Band - Scott	0.00
22953 Classroom-Art-Camp	0.00
22954 Classroom-OT/PT	0.00
22956 Classroom-7 Math-Roe	0.00

Oakdale School Foundation

Statement of Financial Position

As of June 30, 2021

	TOTAL
Total 22900 Classroom Grants	0.00
22955 Teacher Apprec-PTC	0.00
22960 Rising Rocket Scholarship	0.00
22970 New Computer-OSF	0.00
22980 Technology-Witherspoon	0.00
22990 Board Discretion Grant	0.00
Total 22000 Grants	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
31000 Retained Earnings	257,600.36
Net Revenue	-72,314.64
Total Equity	\$185,285.72
TOTAL LIABILITIES AND EQUITY	\$185,285.72



Oakdale School Foundation

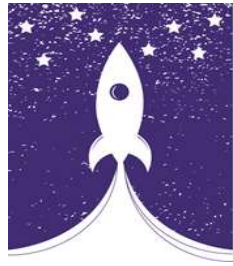
Helping our kids reach new heights

Use the enclosed **2021-2022 Grant Reimbursement Request Form when submitting receipts or bills.*

And include your grant number on all grant reimbursement requests .

**Also enclosed is a grant register to allow for tracking grant balances as expenses are incurred.*

School Staff Member	Grant ID #	Grant Name	Approved Grant Amount
A Andrews	22830	Athletics-Tech-Andrews	2,103.00
A Andrews	22831	Athletics-Andrews	6,386.00
A Andrews	22835	Athletics-Tech Equipment-Andrews	613.00
A Andrews	22932	Classroom-Phys Ed-Andrews	350.00
J Blevins	22905	Classroom-K-Blevins	700.00
Z Boatman	22929	Classroom-6 Reading-Z Boatman	350.00
A Boatman	22951	Classroom-IT-A Boatman	350.00
J Booker	22845	Athletics-Gaga Ball Pit-Booker	1,000.00
J Booker	22850	Athletics-9 Square-Booker	825.00
J Booker	22940	Classroom-Phys Ed-Booker	350.00
L Branscum	22545	Enrichment-NAGC-Branscum	3,923.00
L Branscum	22957	Classroom-Gifted Talented/PBL-Branscum	350.00
M Bray	22530	Science-6/7-Bray	3,265.00
M Bray	22923	Classroom-6/7 Science-Bray	350.00
L Brown	22320	OU Flight-4-Brown	2,600.00
L Brown	22410	Soc Studies-4	2,109.00
L Brown	22420	Science-4-Brown	250.00
L Brown	22917	Classroom-4th-Brown	350.00
C Burns	22630	Reading-MS-Burns	750.00
C Burns	22805	Fall/Class Play-Specials-Burns	1,000.00
C Burns	22815	Spring Musical-Specials-Burns	3,900.00
C Burns	22880	Academic Team-Specials-Burns	570.00
C Burns	22946	Classroom-Drama-Burns	350.00
C Burns	22950	Classroom-6 ELA-Burns	350.00
P Cain	22840	Health-Cain	500.00
B Camp	22953	Classroom-Art-Camp	350.00
S Carter	22907	Classroom-1st-Carter	350.00



Oakdale School Foundation

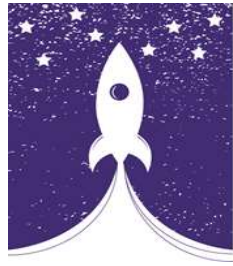
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School Staff Member	Grant ID #	Grant Name	Approved Grant Amount
L Cavin	22934	Classroom-Special Ed-Cavin	350.00
L Charlton	22570	Spanish-Charlton	514.00
L Charlton	22832	Spirit Squad-MS-Charlton	1,941.00
L Charlton	22939	Classroom-Foreign Lang-Charlton	350.00
T Christison	22867	Special Ed - PK-4 - Christison SPIRE	255.00
T Christison	22871	Special Ed-Classroom Supplies	100.00
T Christison	22935	Classroom-Special Ed-Christison	350.00
J Clark	22510	Reading/Lang Arts-5-Clark	4,000.00
J Clark	22919	Classroom-5th-Clark	350.00
T Cone	22315	Class Games-3-Cone	150.00
T Cone	22913	Classroom-3rd-Cone	350.00
C Deathrage	22916	Classroom-4th-Deathrage	600.00
C Deathrage	22405	New Grade-4-Deathrage	500.00
L Erb	22300	Binders-3-Erb	300.00
L Erb	22310	Reading-3-Erb	1,400.00
L Erb	22915	Classroom-3rd-Erb	350.00
N Evans	22902	Classroom-K-Evans	700.00
C Ford	22810	Music-Specials-Ford	4,470.00
C Ford	22938	Classroom-Music-Ford	350.00
J Foster	22870	School Wide Scholastic Bundle	5,271.00
J Foster	22890	ES Principal Fund	300.00
K Hall	22130	Binders PK-K-Hall	440.00
K Hall	22903	Classroom-K-Hall	700.00
M Hall	22927	Classroom-8-Math-M Hall	350.00
L Hanneman	22911	Classroom-2nd-Hanneman	600.00
K Hare	22145	Math/Language-K-Hare	750.00
K Hare	22885	Special-Julie Branson Garden	500.00



Oakdale School Foundation

Helping our kids reach new heights

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And include your grant number on all grant reimbursement requests .

**Also enclosed is a grant register to allow for tracking grant balances as expenses are incurred.*

School Staff Member	Grant ID #	Grant Name	Approved Grant Amount
K Hare	22904	Classroom-K-Hare	700.00
C Harouff	22652	Leadership Book Study-8-Harouff	310.00 Leadership Book Study
C Harouff	22652	Leadership Book Study-8-Harouff	310.00 Highly Effective Habits Book Set
C Harouff	22665	Yearbook-MS-Harouff	2,500.00 Yearbook iMac
C Harouff	22665	Yearbook-MS-Harouff	70.00 Yearbook photography light kit
C Harouff	22942	Classroom-Harouff	350.00
T Hartman	22645	Reading -6-8-Hartman	500.00
T Hartman	22650	OKC Memorial Museum-8-Hartman	400.00
T Hartman	22651	ELA-8-Hartman	500.00
T Hartman	22931	Classroom-8 ELA-Hartman	350.00
L Heckenkemper	22350	Science-3-Heckenkemper	212.00
L Heckenkemper	22933	Classroom-3rd-Heckenkemper	350.00
S Hensley	22540	Science-MS-Hensley	4,103.00
S Hensley	22600	Science-Engineering Fair-Hensley	871.00
S Hensley	22605	Science Olympiad - Hensley	1,272.00
S Hensley	22949	Classroom-6/8 Science-Hensley	350.00
A Hill	22225	New Grade-3-Hill	500.00
A Hill	22335	Reading-3-Hill	885.00
A Hill	22914	Classroom-3rd-Hill	500.00
J Jones	22750	Library-5-8-Jones	733.00
J Jones	22755	Library-AuthorsAssemblies-Jones	1,000.00
J Jones	22945	Classroom-MS Library-Jones	350.00
B Karcher	22908	Classroom-1st-Karcher	350.00
W Killough	22906	Classroom-1st-Killough	350.00
G McCarty	22941	Classroom-Counseling-McCarty	350.00
G McCarty	22664	Guidance/Leadership Class-McCarty	2,500.00
M McDonald-Williams	22220	New Grade-2-Williams	500.00



Oakdale School Foundation

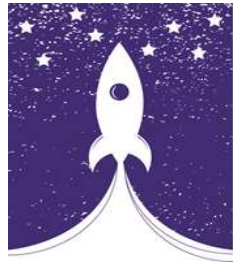
Helping our kids reach new heights

Use the enclosed **2021-2022 Grant Reimbursement Request Form when submitting receipts or bills.*

And include your grant number on all grant reimbursement requests .

**Also enclosed is a grant register to allow for tracking grant balances as expenses are incurred.*

School Staff Member	Grant ID #	Grant Name	Approved Grant Amount
M McDonald-Williams	22924	Classroom-2nd-McDonald-Williams	600.00
J McMiller	22872	OT/PT Services Supplemental	500.00 Coordinate with PT
J McMiller	22954	Classroom-OT/PT	350.00 Coordinate with PT
C Morrison	22205	Supplies - 2 - Morrison	507.00
C Morrison	22910	Classroom-2nd-Morrison	350.00
C Mosley	22930	Classroom-6/8 Social Studies-Mosley	350.00
J Munson	22925	Classroom-6/7-Social Studies-Munson	350.00
S Padgett	22936	Classroom-Reading Spec-Padgett	350.00
C Parish	22901	Classroom-PK-Parish	1,500.00
A Peterson	22909	Classroom-1st-Peterson	350.00
L Pitts	22500	Science-5-Pitts	550.00
L Pitts	22505	PocketLab-5-Pitts	1,492.00
L Pitts	22515	Sphero Robots-K-8-Pitts	2,681.00
L Pitts	22525	Outdoor Exp-5-Pitts	1,500.00
L Pitts	22922	Classroom-5th-Pitts	350.00
L Reddick	22926	Classroom-6-Math-Reddick	350.00
P Renshaw	22937	Classroom-Special Ed-Renshaw	350.00
N Rihn	22640	Reading-7-Rihn	450.00
N Rihn	22928	Classroom-7 ELA-Rihn	350.00
A Roe	22956	Classroom-7 Math-Roe	600.00
S Ryland	22947	Classroom-Speech Path-S Ryland	350.00
S Scott	22700	Library-PK-5-Scott	733.00
S Scott	22943	Classroom-Elem Library-Scott	350.00
B Scott	22800	Band-Specials-Scott	16,000.00
B Scott	22952	Classroom-Band - Scott	350.00
S Shelton	22920	Classroom-5th-Shelton	600.00
K Smith	22825	Art-Specials-Elem & MS-Smith/Camp	5,050.00 Coordinate with B Camp



Oakdale School Foundation

Helping our kids reach new heights

Use the enclosed **2021-2022 Grant Reimbursement Request Form when submitting receipts or bills.*

And include your grant number on all grant reimbursement requests .

**Also enclosed is a grant register to allow for tracking grant balances as expenses are incurred.*

School Staff Member	Grant ID #	Grant Name	Approved Grant Amount
K Smith	22944	Classroom-Art-Smith	350.00
A Stanley	22958	Classroom-4th-Stanley	350.00
L Suttles	22520	Math-Suttles	481.00
L Suttles	22656	Professional Development-Suttles	198.00
L Suttles	22921	Classroom-5th-Suttles	350.00
S Trulock	22851	Special Ed-Community Based Instruction-Trulock	870.00
S Trulock	22853	Special Ed - Trulock Subscriptions	593.00
S Trulock	22854	Special Ed - Special Olympics	1,160.00
S Trulock	22948	Classroom-Special Ed-Trulock	350.00
T Welch	22912	Classroom-2nd-Welch	350.00
J Wilguess	22430	Reading-4-Wilguess	300.00
J Wilguess	22918	Classroom-4th-Wilguess	350.00
J Willhoite	22670	Speaker-J Willhoite	1,250.00
J Willhoite	22860	K-8-Teachers Pay Teachers	3,700.00
J Willhoite	22888	MS Principal Fund	300.00
			130,066.00

OAKDALE SCHOOL
APPLICATION FOR SANCTIONING
2021 - 2022 School Year

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant, a student achievement program or a parent-teacher association or organization, to the Board of Education of Oakdale School (the "School"), pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. Sanctioned organizations are permitted to use the School's name in the organization's name to identify themselves and to conduct fundraising activities on school property.

Name of Applicant: Oakdale Parent Teacher Committee

Applicant's Address: 10901 N. Sooner Road

Edmond, OK 73013

Applicant's Taxpayer I.D. Number: 85 23 66308

(Applicant **MUST** furnish a valid tax ID number; social security numbers may not be used.)

Current Officers:

	President	Treasurer
Name	<u>Stephanie Clowdus</u>	<u>Brooke Brewer</u>
Phone Number	<u>405-255-2402</u>	<u>405-414-9175</u>
E-Mail Address	<u>steph.clowdus@yahoo.com</u>	<u>brookebrewer81@yahoo.com</u>

Incoming Officers:

	President	Treasurer
Name	<u>Jamie Fitzgerald</u>	<u>Brooke Brewer</u>
Phone Number	<u>918-978-1999</u>	<u>405-414-9175</u>
E-Mail Address	<u>jamiefitz6@yahoo.com</u>	<u>brookebrewer81@yahoo.com</u>

Describe how the School and its students will benefit if the applicant is sanctioned.

Our goal is to promote community involvement for the student, staff and families of Oakdale. We will be able to continue to provide aide to students, their families and Oakdale staff who might be in need. We will hold functions for students and their families.

List intended fundraising activities.

Overall we do not function as a fundraising committee, nor is our intention as a committee to ever fundraise, that is left to the OSF. We do however have donation campaigns that fund two of our committees, the Oakdale Cares committee and the Rocket Pantry program.

Other activities we host are back to school t-shirts, other school spirit merchandise, restaurant nights, annual family dues, etc., all funds go towards student activities we host such as the easter egg hunt, pep rallies, dances and things like the back to school picnic.

List intended use of funds generated.

We use all funds yearly on staff, students and their families. We do this in the form of family involvement events, supplies for PALS, information day expenses, teacher appreciation events, new family events, etc. Under the Oakdale Cares committee and the Rocket Pantry program, we provide things such as school supplies, clothes, medical needs, rent, utilities, etc.

	YES	NO
Has applicant received tax-exempt status from the IRS under section 501(c)(3) of the Internal Revenue Code?	X	
Does applicant certify that any and all required tax returns (e.g. IRS Form 990, 1099's, payroll tax returns, sales tax returns) were timely filed for the previous tax year?	n/a	
Does the applicant hold annual election or affirmation of officers?	X	
Does the applicant hold periodic meetings that are open to the membership?	X	
Does the applicant provide full financial disclosure to the membership at regular intervals and upon reasonable request by any member?	X	
Does the applicant require two signatures on checks issued? The school strongly encourages all organizations to require two signatures on checks.		X
Does the applicant require surety bonds for the treasurer and other members who handle money?		X
Does the applicant obtain officer liability insurance coverage?		X
Has the applicant paid or awarded any cash or non-cash items to employees of the School? (If yes, provide a list by employee of amounts/values, description, purpose, and whether a 1099 was issued.)		X
Did the applicant donate any items valued \geq \$1,000 (per item) to the School? (If yes, provide a list of items donated, value of each item, serial number, and date donated.)		X
Did the applicant receive any cash or non-cash donations/gifts valued \geq \$1,000? (If yes, provide a list of each donor, item(s) donated, the value of the item(s), and the date donated.)		X
Does the applicant have any liabilities, debt, or promissory notes? (If yes, financial statements must include a full balance sheet in addition to the requested cash flow statement.)		X
Did the applicant make any changes to its by-laws since the last time it applied for sanctioning? (If yes, attach amended by-laws.)		X

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 to sanction the applicant, and the decision of the Board of Education is final and non-appealable. 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 to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

I do hereby certify that:

Financial transactions were made in accordance with the organization's by-laws and procedures, expenditures were properly approved, and the financial records are true and correct and that all information provided is true and correct.

Jamie Fitzgerald and Brooke Brewer on behalf of the Oakdale PTC.

Jamie Fitzgerald 6-23-2021
Brooke Brewer 6-23-2021

Oakdale PTC

Balance Sheet

As of June 23, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Bank Accounts	
10100 Operating	10,666.05
10200 Branson - money market	2,051.29
10300 Oakdale Cares	1,222.60
10400 Rocket Pack	917.24
Total 10000 Bank Accounts	14,857.18
Total Bank Accounts	\$14,857.18
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$14,857.18
TOTAL ASSETS	\$14,857.18
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30000 Opening Balance Equity	5,684.02
33000 Retained Earnings	11,784.38
Net Income	-2,611.22
Total Equity	\$14,857.18
TOTAL LIABILITIES AND EQUITY	\$14,857.18

Oakdale PTC

Profit and Loss

June 1, 2020 - June 23, 2021

	TOTAL
Income	
4000 PTC Income	
4010 PTC Dues	3,726.82
4020 PTC Donations	1,925.00
4030 School Supply Pack Income	275.42
4040 Shirts/Spirit Shop Merch	17,579.09
4070 Restaurant Night	2,664.81
Total 4000 PTC Income	26,171.14
4100 Oakdale Cares Income	306.50
4110 Oakdale Cares Donations	3,521.99
4120 TLC Cards Income	8,429.40
Total 4100 Oakdale Cares Income	12,257.89
4200 Rocket Pack Donations	1,220.00
4900 Interest Earned	5.42
Total Income	\$39,654.45
Cost of Goods Sold	
5000 Cost of PTC Merchandise	
5010 PTC Shirt Production	10,625.00
5020 Spirit Shop & Other Merch Production	427.44
Total 5000 Cost of PTC Merchandise	11,052.44
5100 TLC Cards Purchase	6,960.00
Total Cost of Goods Sold	\$18,012.44
GROSS PROFIT	\$21,642.01
Expenses	
6000 Admin Expenses	
6020 Office Supplies (PTC or PALS)	80.57
6040 Quickbooks & Other Software Subscriptions	627.89
6099 Misc Expense	4,922.29
Total 6000 Admin Expenses	5,630.75
6100 Oakdale Cares Expenses	6,811.24
6200 Rocket Pack Expenses	1,719.04
6300 Teacher Appreciation	
6310 Gifting	3,086.44
6320 Food&Beverage	8,157.63
6330 Paper Goods/Decorations	359.96
Total 6300 Teacher Appreciation	11,604.03
6400 Student Activities & Parties	
6420 Student Parties & Incentives	1,081.69
Total 6400 Student Activities & Parties	1,081.69
6500 Family Participation Events & Campaigns	
6530 New Family Kits	338.91
Total 6500 Family Participation Events & Campaigns	338.91
Total Expenses	\$27,185.66
NET OPERATING INCOME	\$ -5,543.65
NET INCOME	\$ -5,543.65

Oakdale Public School
Parent Teacher Committee ByLaws

Article I - Name

The name of the organization shall be Oakdale Parent Teacher Committee; Oakdale PTC.

Article II - Purpose

The committee is organized for the purpose of supporting the Oakdale Public School staff, students and their families by fostering relationships and an involved community atmosphere among the school, parents and students.

Article III - Membership and Dues

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and have voting rights. The superintendent, principal and any teacher employed at the school may be a member and have voting rights. Each household can only have one vote. Each member can only have one vote.

Section 2. Dues, will be established each year by the executive board. Each family who chooses to be a member of the PTC will be charged a yearly, one time, per family fee.

Article IV - Officers and Elections

Section 1. Officers. The officers shall be a president, vice president and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization. All other members will be eligible to be committee heads or to volunteer as needed.

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the superintendent, principal, and any other school staff. They will be the primary representative of the organization at meetings outside of the organization, serve as an ex officio member of all committees and coordinate all the work of the officers and committees so that the purpose of the organization is served. The president shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The president also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- b. **Vice President.** The vice president shall assist the president and carry out the presidents duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization and serve on any or all as needed.

- c. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. Ex. Have paid dues and upheld any other duties.

Section 3. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee, which shall include all current executive officers, one staff representative, and one PTC committee head, shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4. Terms of Office. Officers are elected for one year. Officers are as follows, president, vice president and treasurer. The president and vice president may serve no more than two (2) consecutive terms in the same office. The treasurer can serve more than two consecutive terms, as long as approved through voting at the election meeting.

Section 5. Removal From Office. Officers and committee chairs can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 6. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the same day and at the same time each month, to be determined by the executive board.

Section 2. Annual Meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 3. Notification of Meetings. The president will notify the members of the meetings via email at least one week prior to the meeting.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, superintendent, principals, one staff representative and all standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board.

Article VII – Committees

Section 1. Membership. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: T-Shirts/Spirit Store, PALS, Teacher Appreciation, Homeroom Parent, Birthday Phantom, New Family Support, Restaurant Night, School Supplies, Special Events and Nominating.

Section 3. Committee Chairs. A member of the PTC, who is in good standing, can be appointed the head of one committee only, but can serve and help as needed on any other committee. Committee co-chairs will be appointed to serve along side and to learn the job, with the intention of when the committee chair rolls off, the co-chair can step into the role seamlessly. If there is a vacancy on a committee, the president and vice president will act as co-chairs of the committee until one can be found. Committee chairs can serve more than one consecutive year, as long as voted on and approved each year.

Section 4. Additional Committees. The board may appoint additional committees or programs as needed.

Section 5. Additional programs. Oakdale Cares and Rocket Pack will be programs, not committees who fall under the overall umbrella of PTC and are supported by the PTC, but will run separately, since they have their own bank accounts and serve under a different role. The PTC officers will oversee the programs along with the school counselor and administration. All program chairs and volunteers will need to be approved by the current officers and one administration member representative due to the special nature of the work, the privacy involved, the relationship with the families served, and the relationship/support from the local churches.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in June, following the end of the fiscal year for the following school year and approved at the first fall meeting by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Sanctioning Committee/Board of Education.

Section 5. The fiscal year shall coordinate with the school year.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/ standing rules.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the president shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the president. Notice may be given by postal mail, email, hard copy, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XIII – Conflict of Interest Policy

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

a. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;

ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or

iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

“Compensation” includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest.

Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

a. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest.

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing

board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflict of Interest Policy.

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements.

Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and

- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews.

To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts.

When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.